



ROSSVILLE
CHRISTIAN ACADEMY

LOVING ♦ NURTURING ♦ CHALLENGING

Student Handbook

2018-2019

2018-2019 Handbook

This handbook is provided to acquaint students and parents with school regulations and policies that pertain to them while they are a part of the RCA community. We present it as a matter of information. This handbook contains no more than broad internal policy guidelines and does not embody the exclusive procedures for discipline or expulsion.

The Board of Directors and the President expressly reserve the right to change any of the policies and procedures, including those covered here, at any time. This handbook replaces all previous handbooks that may have been issued on subjects herein.

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I. GENERAL INFORMATION

FOREWORD

This handbook has been prepared for your convenience and guidance. Please consult it often. This handbook outlines the RCA's policies and regulations. When policies, rules, and regulations are adopted, the first consideration is the welfare of the student body. We believe these policies and regulations enable the administration of the school to provide a safe and productive environment for all of our students.

It is the student's (and parent's) responsibility to know and follow all of the rules/policies listed in this handbook. **PLEASE SUPPORT THESE STANDARDS, AND DO NOT ASK FOR EXCEPTIONS TO BE MADE.**

The RCA Board of Directors has approved this handbook.

ACCREDITATION

Rossville Christian Academy is accredited through AdvancED (formally Southern Association of Colleges and Schools (SACS), and maintains membership with the Tennessee Association of Independent Schools and the Memphis Association of Independent Schools.

NOTICE OF NONDISCRIMINATORY POLICY

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

LEGAL STATUS OF ROSSVILLE CHRISTIAN ACADEMY

Rossville Christian Academy, by virtue of its charter, executed September 23, 1969, is recognized as a non-profit organization by the State of Tennessee.

TAX EXEMPT STATUS

RCA has obtained 501(c) (3) status from the Internal Revenue Service. Donations of cash, securities, stocks and certain goods from individuals, businesses and institutions may be TAX DEDUCTIBLE (Consult your tax advisor).

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Any adult who suspects a child is suffering from child abuse, child neglect, or child sexual assault, is **REQUIRED BY LAW TO REPORT** abuse to the authorities. Adults should call the Department of Children Services 24 hour reporting hotline at 1-877-237-0004 or the local Police Department. The name of the person reporting the suspected abuse is kept confidential. He/she cannot be prosecuted for making the report in good faith; however, knowingly making a false report is a criminal offense.

MISSION STATEMENT

Rossville Christian Academy exists to lead students to keep GOD first, treat all with dignity and respect, and to develop a strong work ethic in a safe, nurturing, and educationally conducive environment.

VISION STATEMENT

Rossville Christian Academy aspires to produce successful, well-rounded leaders who will serve in a secular world according to Christian principles.

SPIRITUAL EMPHASIS

Rossville Christian Academy is a 4K through 12th grade college-preparatory school established to provide students with a quality, CHRISTIAN-BASED education. Our ultimate aim in all things—academics and extra-curricular—is to bring glory to GOD. The Board and Administration of RCA encourage the faculty to teach every course from a Christian, Biblically-based worldview. Furthermore, teachers are encouraged to demonstrate how GOD’S purpose and plan relate and apply to students in their academic, athletic, and extra-curricular pursuits.

Statement of Faith

Rossville Christian Academy is a non-denominational school, adhering to those doctrines which are central to orthodox Christianity. It is for this reason the Board of Directors, Administration, Faculty and Staff of RCA affirm the following statement of faith.

We Believe:

- The Holy Bible, composed of the Old and New Testaments, is the word of GOD and the final and supreme authority for faith and life. It is the inspired word of GOD and is without error in the original writings;
- In GOD the Father, GOD the Son and GOD the Holy Spirit, this Trinity being one GOD eternally existing in three persons;
- In the virgin birth of Jesus Christ, meaning that He was born of the virgin Mary and begotten of the Holy Spirit;
- The origin of man was the direct act of Divine creation as related in the book of Genesis; that he was created in the image of GOD; that he sinned and thereby incurred physical and spiritual death;
- All human beings are born with a sinful nature and are in need of a Savior for their reconciliation to GOD;
- The Lord Jesus Christ is the only Savior for sinners. He was crucified for sins, according to the Scriptures, as a voluntary representative and substitutionary sacrifice for all who repent of sin and believe in Him. They are justified on the grounds of His shed blood;
- In the resurrection of the crucified body of Jesus, in His ascension into Heaven and in “the blessed hope,” the personal return to this earth of Jesus Christ, and He shall reign forever.
- In the resurrection of all persons, the judgment to come, the everlasting blessedness of the saved and the everlasting punishment of the lost.

BOARD OF DIRECTORS

Jeff Gentry (Chair)
Greg Henderson
Rex Leath
Stuart Ray
Hunt Treadwell
Chuck Wallace
Simona Ware

*Board members serve a three-year term. The election for expired term members will be held at the corporate meeting.

ADMINISTRATIVE LEADERSHIP & STAFF

President	Mark Duggin
Director of Education	Rachael Burnett

School Counselor	Charlie Crunk
Dean of Students	Teran Conley
Athletic Director	Steve Vincent
Technology Director	Christina Dodge
Financial Secretary	LaShundra Johnson
Middle & High School Admin. Assistant	Melanie Morgan
Elementary Admin. Assistant	Brenda Young

FACULTY

Elementary

4K	Carol Schoenrock
Kindergarten A	Hailey Haynes
Kindergarten B	Cara Russell
First Grade	Sara Russell
Second Grade	Alexa Windland (Kelsey Zaharko)
Third Grade	Teresa Eskew
Fourth Grade	Elizabeth Nelms
Fifth Grade	Tana Honeycutt
Sixth Grade	Joy Sprague
Library & Music	Penny Ray
Physical Education	Jennifer Bailey
Art, Computer, & Spanish	Meshell Williams

Middle and High School

Brandi Brice	Algebra II, Geometry, Pre-Calculus, AP Calculus
Keith Hayworth	8 th History, World History, Bible; Spiritual Life, M.S. Track
Kendall Hunter	7 th Bible, Wellness; Assistant Football
Kimberly Kochan	American History, Government, Economics
Brie Lawson	Biology, Anatomy, Chemistry, Personal Finance
Lindi Mullins	7 th Writing, 9 th , 10 th English
Ralph Norwood	Art, 8 th English, Yearbook, Website
Steffani Person	Spanish
Ryan Porter	Psychology, ACT Prep, 7 th Geography; Head Baseball
Penny Ray	Choir
Kevin Rhyan	P.E., 8 th Enrichment, Bible; Head Boys Basketball
Kelly Sheffield	7 th Science, Physical Science, Physics, STEM
Sarah Schwalb	7 th English, 11 th , 12 th English; Student Gov't Assoc.
Tammy TerBurgh	Pre-Algebra, Algebra I, Senior Math
Steve Vincent	Bible; Athletic Director, Head Girls Basketball

Support Staff

Jimmy Langley	Facilities Maintenance
Tammy Morrison	Cafeteria Manager
Rebecca Anderson	Cafeteria Assistant
Sharon Garner	Bus/Van Driver
Sue Wanta	Bus/Van Driver

ADMISSION PROCEDURES

4K Admission

Procedure for acceptance for 4K:

- Children must be four (4) years old on or before August 15th and must be completely toilet-trained by the first day of school.
- A completed Enrollment Application
- Parents must provide a certified copy of the child's birth certificate and health records recorded on a Tennessee Child Health Record (including current immunizations and certification of a physical by the child's physician).
- Upon acceptance, a contract **MUST** be signed and a payment plan selected.

Kindergarten Admission

RCA desires that children flourish in their educational journey. It is most important that they receive an excellent beginning in kindergarten. There are a number of areas that are vital in a child's development to ensure they are ready for a challenging kindergarten program. It is critical that a child's scholastic, mental, emotional, and social capacities be at appropriate levels to participate successfully in the structure of the kindergarten classroom.

Procedure for acceptance for Kindergarten:

- Children must be five (5) years old on or before August 15th and completely toilet-trained.
- A completed Enrollment Application
- All applicants will be interviewed and evaluated by the Director of Education.
- Parents must provide a certified copy of the child's birth certificate and health records recorded on a Tennessee Child Health Record (including current immunizations and certification of a physical by the child's physician).
- Upon acceptance, a contract **MUST** be signed and a payment plan selected.

Transferring Students

Students previously enrolled in another school applying for admission **MUST** submit the following:

- A completed Enrollment Application
- The most recent report card (students in grades K-8)/transcript (grades 9-12), standardized/achievement test scores, and any professional report if one has been administered (ex. psychological, neurological, speech, etc.)
- Discipline Report from the previous school
- Two (2) Letters of Reference (may be from a teacher, coach, employer, pastor, etc.)
- The President and/or Director of Education will interview applicants for grades 1-12.
- Testing will be administered if deemed necessary.
- Upon acceptance, a contract **MUST** be signed and a payment plan selected.

Tuition Payment

A variety of payment plans are available, and one must be chosen when the contract is signed. All tuition payments are collected via the FACTS online system. **The financial obligation to RCA is for the full tuition as stated in the school's enrollment contract. The school's expenses are incurred on an annual basis; and, therefore, the school cannot refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the 2018-19 academic year.** Contact the Financial Manager for more details regarding tuition payment.

Registration Before Participating in School Events

New students cannot participate in any interschool activity, camp, etc. if they are not registered. To be registered means that a current education contract is signed, on file, and the account is financially current.

WITHDRAWAL PROCEDURE

If it becomes necessary to withdraw a student from RCA, the following procedure should be followed:

- The parents/guardians should make direct contact with the administration as soon as the exact withdrawal date is known.
- A member of the office staff will explain the procedure and provide a checklist of items that the parent and student must clear prior to final withdrawal. This will include textbooks, library, athletic, business matters, and any other responsibilities.
- The office will circulate a Withdrawal and Checkout Form to the following people for notification and clearance:
 - a. Financial Secretary
 - b. School Counselor
 - c. President

The Withdrawal and Checkout Form will be given to the division school office. A copy will be given to the student to take to his/her new school.

Upon request, when all business records are completed, the school counselor office will mail a transcript of student records to the new school.

2018-2019 SCHOOL CALENDAR

August 3.....Fall Sports Meet the Wolves!
August 6, 7, 8, 9.....Teacher In-Service
August 7.....Elementary Orientation Night
August 10.....First Day of School (full day)
August 20.....Corporate Meeting
August 28.....Middle/High School Meet the Teachers Night/PTO Mtg.
September 3.....Labor Day Holiday
October 5.....Grandparents Day, End 1st 9 Weeks (*Half Day)
October 8-12.....Fall Break
October 15.....Begin 2nd 9 Weeks
November 5.....Professional Growth for Faculty/Student Holiday
November 16.....Elementary Thanksgiving Program (*Half Day)
November 19-23.....Thanksgiving Break
December 17, 18, 19, 20.....Semester Exams (*Half Days)
December 21-January 2.....Christmas Break
January 2.....Teacher In-Service
January 3.....Begin 3rd 9 Weeks
January 21.....Martin Luther King, Jr. Holiday
February 15.....*Half Day for Students/Professional Growth for Faculty
February 18.....President’s Day Holiday
March 8.....End 3rd 9 Weeks
March 11-15.....Spring Break
March 18.....Begin 4th 9 Weeks
April 15-18.....Achievement Testing
April 19, 22.....Easter Break
May 13-16.....Senior Exams
May 18.....Graduation
May 20-23.....Semester Exams (*Half Days)
May 23.....Kindergarten/6th grade graduation; Last Day of School
May 24.....Teacher In-Service

SCHOOL OFFICE HOURS

Regular School Office Hours are from **7:40 a.m. - 3:30 p.m.**

Note: The Administration, Office Personnel, and Teachers are usually very busy at the beginning of the school day and at dismissal. **Conferences, conversations, and telephone calls should be arranged at a time that does not conflict with opening and closing of the school day.**

SCHOOL HOURS FOR STUDENTS

Elementary

Regular school hours for grades K-4 through 6th: 8:00 a.m. until 2:45 p.m.

- The elementary school will be open at 7:30 a.m. Supervision will be provided in the cafeteria until 7:50 a.m., at which time students are dismissed to their classrooms.
- Lunch
 - 3rd - 6th Grades: 10:45-11:15 a.m.
 - 4-K - 2nd Grades: 11:15-11:45 a.m.
- Chapel is held on Wednesdays from 8:20-8:50 a.m.

Middle and High School

Regular school hours for grades 7-12: 8:00 a.m. until 3:00 p.m.

- The high school building will be open at 7:30 a.m. Supervision will be provided in Mrs. Schwalb's classroom until 7:45 a.m., at which time students are dismissed to their lockers/classrooms.
- Lunch (M, T, Th, F)
 - 1st Lunch: 11:47-12:17 (Wed: 12:03-12:33)
 - 2nd Lunch: 12:41-1:11 (Wed: 12:52-1:22)
- Chapel is held on Wednesdays from 9:40-10:15.

Bell Schedule for Grades 7-12

Monday, Tuesday, Thursday, Friday	
49-50 minute Classes 15 minute Break 30 minute Lunch 5 minute Transitions	
1	8:00-8:50
2	8:55-9:44
Break	9:44-9:59
3	10:04-10:53
4	10:58-11:47
Lunch A	11:47-12:17
5 A	11:52-12:41
Lunch B	12:41-1:11
5 B	12:22-1:11
6	1:16-2:06
7	2:11-3:00

Wednesday	
45 minute Classes 35 Minute Chapel/Activity 10 minute Break 30 minute Lunch 4 minute Transitions	
1	8:00-8:45
2	8:49-9:35
Chapel/Activity	9:40-10:15
Break	10:15-10:25
3	10:29-11:14
4	11:18-12:03
Lunch A	12:03-12:33
5 A	12:07-12:52
Lunch B	12:52-1:22
5 B	12:37-1:22
6	1:26-2:11
7	2:15-3:00

PARENTS AND OTHER GUESTS VISITING DURING SCHOOL HOURS

All parents and guests who visit campus during the school day are required to check in with the appropriate administrative office. A “Visitor’s Pass” must be issued before proceeding to a classroom or other area outside of the office. Family members only will be allowed to visit students during lunch, and the aforementioned visitor check-in procedure must be followed prior to going to the cafeteria.

CAR RIDER LINE

The traffic flow on the campus, especially at peak times of 7:30-8:00 a.m. and 2:45-3:00 p.m. requires driving with patience and care. Car rider lines are designed primarily for the safety of the students and the convenience of the drivers. Elementary car riders will be dismissed at 2:50 p.m. All students should be picked up in the car rider line from the passenger side. Please do not exit the car to pick up a child. Students not picked up by 3:05 will be placed in after care and a fee will apply.

INJURY/FIRST AID

A student sustaining an injury should report immediately to a teacher or staff member. The teacher must report the injury to the administration and appropriate first aid care will be administered. Parents will be notified if further medical attention is needed. A written report will be submitted by the teacher and kept on file.

LOCKERS

Lockers will be assigned to each middle school and high school student. The student is responsible for keeping books and supplies in the locker. Because lockers are the property of RCA, the administration retains the right to conduct periodic “locker checks.” **A student may not change lockers without approval from administration.** Locks are optional but strongly encouraged for security. The student must provide the front office with the combination or a copy of the key to the lock.

BACKPACKS, GYM BAGS, AND EQUIPMENT BAGS

Students who bring a backpack to school must either carry the bag to class or keep the bag in his/her locker. Gym bags and equipment bags (i.e. baseball equipment, etc.) must be stored in the appropriate locker room. The gym is opened each morning at 7:45 a.m. so students may put their gym/equipment bags in the locker room. Nothing is to be stored on top of lockers or in the hallway.

LOST AND FOUND

Each school office has a “lost and found.” Parents and students are encouraged to check there for missing possessions.

SCHOOL CLOSING

When threatening weather or other events warrant the closing of school, parents will be notified through our website, phone calls, emails, and/or text messages. You may also view channels 3, 5, and 13 and look for notices of our closing. NOTE: RCA acts independently of any other school system to determine closings.

The school will abide by the decision of any parent who wants to pick up a student early or have a student drive home early if that parent is uncomfortable with driving conditions. If the school closes, all students will be cared for until transportation arrives. Personnel will not leave a student unsupervised at school.

ILLNESS

In order to keep our student body healthy and avoid sickness becoming rampant throughout the school, the following procedures must be followed:

- A student who has a contagious illness or condition such as strep throat, Scarlet Fever, Meningitis, or lice must have a **doctor’s note** to return to school when he/she is well.
- A student must be **free of fever and/or vomiting for 24 hours** before returning to school.
- If a student **becomes ill** with fever and/or vomiting **while at school**, he/she **must be picked up** from school as soon as possible.

OVER-THE-COUNTER MEDICINE AND PRESCRIPTION DRUG POLICY

Students should not have over-the-counter medicine such as aspirin, Tylenol, etc. or any prescription drugs with them on campus at any time. Should a student need medication during the school day, it must be obtained from the Administrative Assistant. All medicines should be brought to the school in the original container with a parent note and given to the Administrative Assistant of the elementary or middle/high school for dispersion.

COMMUNICATION

Mailings and Email

Please **check your email** on a daily basis, as well as the school website and RenWeb. A large part of our communication will be sent through these means. During the school year, notice of upcoming events and other important information may be mailed directly to the parents of the middle and high school children. Mailings for the elementary school will be sent in the child's weekly folder. We may also contact families through the use of phone calls via recorded messages.

Mailing Address, Email Address, and Telephone Changes

Please notify the school of any address and/or telephone changes (including cell, home, business telephone and e-mail address). This information is vital to our ability to contact you in the event of an emergency and in all other communications for the school.

PARENT INVOLVEMENT

Many factors contribute to the academic success of a student. One significant factor, according to studies, is parent involvement in the educational process; and RCA expects parents to be involved. Some of the many avenues for parental involvement include the following:

- Staying abreast of homework assignments and verifying that homework, including studying for tests, is completed.
- Being aware of classroom and school-wide activities by reading notes and emails from the teacher and the administration.
- Viewing RenWeb often (at least twice/week) to be aware of assignments and grades.
- Volunteering to help with special activities.
- Participating in the Parent Teacher Organization (PTO).
- Being a room parent.
- Attending special meetings and programs.

Parent teacher conferences (phone, email, and face-to-face) will be held for students in K4-6 as needed. Middle school and high school contact with parents will be executed periodically as needed for students who are having difficulty in a particular subject area or concerning disciplinary issues.

GRIEVANCE POLICY

In the event that a parent feels that their student has been wronged by a member of the Rossville Christian Academy staff, the following procedure should be followed:

- Parent should contact the teacher by email to request a meeting; parent may also contact the appropriate division office to have the administrative assistant set up an appointment with the teacher involved to discuss the situation.
- In the event that the problem is still not resolved, the parent may wish to set up an appointment with the appropriate administrator (Director of Education and/or President).
- If the parent is still unsatisfied, the President should be contacted if a meeting with the Board is desired. The **President will contact the Chairman of the Board** to have the **matter placed in consideration for the agenda** for the next board meeting where the parent may present their discontent to the entire Board of Directors.

II. ACADEMICS

Strong academics are a major emphasis at RCA. We desire that all of our students reach their full potential. Our Administration, Faculty, and Staff are committed to maintaining academic excellence through quality teaching, as well as setting high standards and holding students accountable.

GRADUATION REQUIREMENTS

- All students must take the ACT test prior to graduation.
- Seniors must be enrolled in a minimum of four (4) courses at RCA (English, Math, History, elective).
- Any senior taking an independent course must successfully complete the course by May 1st and provide documentation to RCA.
- A student must have achieved all academic requirements as set forth by Rossville Christian Academy in order to receive a diploma.
- To participate in graduation activities/ceremonies, seniors must have passed all classes and met all credit requirements.
- A senior must be paid in full prior to graduation date or diploma will be held.

Graduation guidelines for those graduating in 2017 - 2019

A minimum of (22) credits:

- (4) credits of English
- (3) credits of math - must include Algebra I, Algebra II and geometry
- (3) credits of science - (2) units must be lab-based courses, one of which must be chemistry or physics
- (3) credits of social studies (must include American History and government/economics)
- (2) credits of foreign language
- (1) credit of fine arts
- (1) credit of Bible
- (5) credits of electives

Graduation Requirements for those graduating in 2020 and after

A minimum of (23) credits:

(4) credits of English - minimum one English class per year of high school required; all high school English classes must be taken in sequential order; no student is allowed to take two English classes in the same year.

(4) credits of math - must include Algebra I, Algebra II and geometry; minimum one Math class per year of high school required; sequential courses (e.g., Algebra I & II) must be taken in order and may not be taken simultaneously.

(3) credits of science - (2) units must be lab-based courses, one of which must be chemistry or physics

(3) credits of social studies - must include American History and government/economics

(2) credits of foreign language - two years in the same language in grades 9-12 are required for graduation; sequential courses (e.g., Spanish I & II) must be taken in order and may not be taken simultaneously

(1) credit of fine arts

(2) credits of Bible

(4) credits of electives

Required Courses: Personal Finance and ACT Prep

Miscellaneous Information

- For classes that RCA does not offer, a maximum of two (2) high school credits for courses taken independently/online/correspondence may be counted towards our graduation requirements.
- Courses that are sequential in nature must be taken in order and may not be taken simultaneously.
- When a student enters 9th grade, their expected date of graduation may not be less than four (4) years from start of 9th grade.
- Students may receive ½ credit per year for participating in athletics.
- Honors and AP Course Eligibility: Enrollment in these courses is based on teacher recommendation, standardized test scores, and student's previous average in relevant coursework. Students recommended for these courses must exhibit a strong work ethic, good organizational skills, the ability to handle an advanced course load, self-motivation, good conduct, and consistent attendance. The Director of Education has the final approval of students enrolling in Honors and AP courses.
- Teacher Assistant Policy: Students who are teacher assistants are required to maintain a 2.0 GPA and have excellent conduct. Students must also be requested/approved by the teacher in order to be their TA.

GRADES

Grading Scale

- A = 93-100
- B = 85-92
- C = 75-84
- D = 70-74
- F = 69 and below

Grade Point Average

- A = 4 Points
- B = 3 Points
- C = 2 Points
- D = 1 Point
- F = no credit

*Honors courses for students in grades 9-12 will be weighted at a rate of 1.05. A student must have a base average of 85 during a nine week period in order to receive the weighted grade.

**Advanced Placement courses will be weighted at a rate of 1.10. A student must have a base average of 80 during a nine week period in order to receive the weighted grade.

Conduct Grades

Teachers evaluate the conduct of students each 9 weeks. These grades are indicated on the report card by use of the following letters:

- | | |
|--------------------------------|---|
| ▪ E (Excellent) | Prepared for class, participates voluntarily, self-controlled |
| ▪ S (Satisfactory) | Requires very little correction, prepared most of the time |
| ▪ N (Needs Improvement) | Requires correction and attention to task |
| ▪ U (Unsatisfactory) | Uncooperative, disturbs classroom progress |

Calculation of Nine Weeks Grades

- For grades 7-12, at the end of each nine weeks prior to calculating the final grade, the teacher will **drop the two (2) lowest minor grades**. “Minor” grades include categories such as homework, classwork, and quizzes. No test, project, research paper, or other major grades will be dropped.
- To calculate the final nine weeks grade, the teacher will average all grades according to the weighting percentage of each category. *The weighting of each category (homework, classwork, quizzes, tests, etc.) is determined by the teacher and communicated to students and parents at the beginning of the year.

Calculation of Semester Grades

In determining semester grades, the following calculations are used:

1st Semester:

- 1st 9 weeks average: 40% for grades 7-12; 45% for grades 5- 6
- 2nd 9 weeks average: 40% for grades 7-12; 45% for grades 5-6
- Semester Exam 20% for grades 7-12; 10% for grades 5-6
- The 1st nine weeks will be counted (2) times, 2nd nine weeks counted (2) times, and the semester exam (1) time.

2nd Semester:

- 3rd 9 weeks: 40% for grades 7-12; 45% for grades 5-6
- 4th 9 weeks: 40% for grades 7-12; 45% for grades 5-6
- Semester exam (unless exempt) 20% for grades 7-12; 10% for grades 5-6
*If exempt the 3rd and 4th 9 weeks will count 50% each; if not exempt, the grades will be calculated in the same way as first semester.

Final Grade determined by counting each semester 50% and dividing by 2.

Progress Reports

Progress reports can be accessed on RenWeb at any time during the nine weeks. Please use RenWeb as a way to keep up with your child's progress.

Athletic eligibility related to student academic performance will be determined on the following dates. Any student not meeting eligibility requirements will be ruled ineligible beginning the Monday following the date listed.

- September 5, 2018
- November 7, 2018
- February 6, 2019
- April 17, 2019

Report Cards

Report cards will be made available to view on RenWeb on the following dates. If you do not have access to a computer we will send you a hard copy upon request.

- October 17, 2018 First Nine Weeks
- January 4, 2019 Second Nine Weeks / First Semester
- March 20, 2019 Third Nine Weeks
- May 29, 2019 Fourth Nine Weeks / Second Semester / Final Grades

Honor Roll

- **President's Honor Roll:** At the end of each nine weeks, students with a final numerical average of 93 or above ("A") in every course taken and an "E" or "S" in conduct.
- **Principal's Honor Roll:**
 - Elementary & Middle School: A student with a minimum of three (3) "A's" and the rest "B's" (no grade lower than a "B") and with an "E" or "S" in conduct.
 - High School: A student with a combination of "A's" and "B's" (no grade lower than a "B") and with an "E" or "S" in conduct.
- In order to receive these honors, a student must be enrolled in at least four (4) academic credit courses.

Exams

All students in grades 5-12 are required to take mid-term and final exams unless they are exempt. There will be no exemptions for grades 5-6. Students in grades 5-6 will take English and Math exams

and will complete comprehensive projects for Science and Social Studies. Students in grades 7-12 will take exams in all subject areas. **All vacation and other activities should be scheduled around exams. Requests to take exams at times other than the scheduled time must be made to the Director of Education; no rescheduling will be granted except in extreme, warranted cases.**

- Mid-term Exams Dec. 17-20, 2018 (all are ½ days)
- Final Exams May 20-23, 2019 (all are ½ days)

Exemption Policy

Any student in grades 7-12 who has a final numerical average of 93 or above at the end of the second semester, a conduct grade of “E” or “S” average, and no more than ten absences from the class, may be exempt from the final exam. School related absences only will not count towards the ten. Regardless of exemption status, the student has the right to take the exam if he/she so desires. **Note: There will be no exemptions at the end of the first semester (mid-term) or for a one semester course. *The Director of Education must approve all exemptions.**

Promotion to Next Grade Level

Elementary and Middle School: If a student fails two (2) core subjects (English, Math, Science, Social Studies), that student will be retained. Retention may also be due to a lack of maturity and proper work habits. After discussion with the parents, the teacher and administration will make the final decision as to whether the student will be retained or promoted.

High School: Student classification is determined by having earned the required number of credits.

- Senior Must have earned 18 Carnegie Units
- Junior Must have earned 12 Carnegie Units
- Sophomore Must have earned 6 Carnegie Units
- Freshman Promoted from 8th grade

Homework

Homework is given as a reinforcement, enrichment, or preparation for classroom lessons and is an essential part of academic progress. At all grade levels, the teachers’ goals are to instill within the student the importance of proper study habits, the use of good judgment in time management, and the importance of daily preparation for class.

Teachers will assign a reasonable amount of homework. Parents and teachers should help the students allot proper time for long-range assignments. The amount of time spent on homework can vary according to the work habits of the students. Excuses (such as lack of time due to involvement in extra-curricular activities) for not completing homework on time are not accepted. *See Late Work Policy below.

Make-Up Work Policy

Unplanned absences due to sickness or other unpreventable/unexpected circumstances: It is the responsibility of the student to contact the teacher to make-up all missed work/tests. All missed work/tests must be made up in a timely manner. A typical time frame would be one day for each day missed. Additional time may be given for special circumstances (such as extended sickness) at the teacher's discretion and approved by the Director of Education and/or School Counselor.

Planned absences due to appointments, travel, etc.: Students should communicate with the teacher **prior** to the absence to determine what he/she will be missing and turn it in and/or be prepared to make up the test upon the day he/she returns. If it is an extended absence, the due date will be set by the teacher.

Late Work Policy

In order to promote high academic standards and encourage strong work ethic and responsibility in students, RCA expects all students to complete and submit work by the specified due date. If a student is present at school but does not turn in an assignment (homework, classwork, essay, project, etc.) on the day it is due at the appointed class time, the student may turn in the work up to two days late and the following penalties will be assessed.

- 1 day late: the highest possible grade that may be earned is (85).
- 2 days late: the highest possible grade that may be earned is (70).
- No work will be accepted more than two (2) days late, and a zero will be posted.

Failing (69 or below) Test Grades

There will be **no** "minimum" test grades given (for example, the student scores a 40, but a "minimum" grade of 50 is posted. If a student scores a 40 on a test, that grade will be posted.)

However, because RCA desires that all students master the material and succeed, should a student fail a test, the teacher may offer the student the opportunity to receive additional instruction/review and re-take the test in an effort to master the material and improve his/her grade. If he/she wishes to improve, it is primarily the student's responsibility to seek out extra instruction/review and discuss the possibility of a re-take with the teacher. The original test grade will be averaged with the re-take grade and that average will replace the original grade.

Extra Credit Opportunities

- Extra credit may be offered to students at the discretion of the teacher.
- Extra credit may only be obtained by completing some sort of substantial, meaningful **academic** assignment/activity.
- Extra credit may **not** be obtained through non-academic means such as, but not limited to, turning in extra supplies (tissues, hand sanitizer, etc.) or "Box Tops."

SCHOOL ATTENDANCE

Absences

In order for students to gain the most out of their educational experience and have the best chance for academic success, regular class attendance is vital. Students (with their parent's encouragement) must make it a top priority to attend school every day for the entire school day. Please be aware of the following policies and procedures regarding absences.

- An absence may be considered **excused** for the following reasons: doctor and dental appointments, sickness, funeral, school-related events, and college visits. All other absences may be considered **unexcused**; final determination of excused/unexcused is at the Director of Education's discretion.
- In the event of an unexpected absence (such as sickness), the parent should email the administrative assistant the morning of to notify the school. This email will serve as documentation of the absence and will be placed in the student's attendance file. Phone calls will not be accepted as documentation for an absence.
- Documentation (in the form of a parent or doctor note) must be provided to the Administrative Assistant the day the student returns to school following an absence. **Written documentation must be provided within two days** of the absence in order for it to be considered excused. Notes will **not** be accepted if submitted more than two days after the absence. If no written documentation is provided to the school within two days of the absence, the absence will be counted as **unexcused**.
- Any student who has **more than ten (10) unexcused absences for a two semester course** or **more than five (5) unexcused absences for a one semester course** may be **denied credit for the course**.
- Early check out should be accompanied by a note from the parent turned in prior to 8:00 a.m. Students may be checked out with a call from the parent to office personnel. The student or parent must sign the check-out list in the office when the student leaves campus.
- If a student leave campus, they must sign out in the office, and they must sign back in if/when they return.
- A student may leave campus following his/her last class of the day providing that a parental note is on file in the office.
- Students are expected to be in class unless he/she has proper authorization to be excused. If a student is not in class and has not been given proper permission, he/she will be subject to disciplinary action.
- If a student leaves campus without permission of parent and office personnel and/or without following proper procedure he/she will be subject to disciplinary action which may include suspension.

Tardies

- Elementary students are counted tardy after **8:05 a.m.**
 - Any K4-6th grade student who arrives tardy must come directly to the office and be signed in by his/her parent.
- Middle and High School students are counted tardy after **8:00 a.m.**
 - Any 7-12th grade student who arrives tardy to school must come directly to the office, sign in, and obtain a tardy slip from the Administrative Assistant. The student

must take the tardy slip to his/her first period class for the teacher to sign. Students will **not** be admitted to their first period class after 8:00 a.m. without a tardy slip.

- Three (3) tardies to school/in the same class will constitute one (1) absence.

Elementary Perfect Attendance

In order for a student to qualify for perfect attendance, he/she must attend school every day for the entire school calendar year and have no more than three tardies or early dismissals (prior 2:15 p.m.).

SCHOOL COUNSELING (GUIDANCE)

The school counselor's mission is to counsel students in a **holistic manner**: academic/career, emotional, social, and psychological well-being. One of the school counselor's primary roles is to assist students in the college admissions and career planning process. Information concerning class scheduling, testing, scholarships, transcripts, etc. are handled through the school counseling office.

Class Schedule Changes

A course may be added or dropped through Friday of the second week of school. AP and honors courses will be given an additional week to drop. Any changes to this policy must be approved by the Director of Education.

Advanced Placement (AP) Courses

All students taking AP courses are required to take the AP examination from the College Board. There is a cost for the exam that is not covered by the school. If the student scores at a certain level, college credit may be earned. Any student who desires to take an AP exam should contact the school counseling office.

Dual Enrollment

Students must be a junior or senior and have a 3.0 high school GPA, unless approved by School Counselor and Director of Education. Dual Enrollment courses provide students the opportunity to accumulate college credit while also earning the high school credit necessary for graduation. Upon passing an approved dual enrollment course, the student will receive credit at RCA.

Dual enrollment courses at RCA are offered in partnership with the University of Tennessee Martin. RCA has no control over or responsibility for course content and/or methodologies used in any dual enrollment courses taught on the RCA campus by non-RCA faculty. The college/university is responsible for the professor, syllabus, course content, etc., and students/parents must address any concerns directly to the professor and/or college/university.

If a student wishes to take a dual enrollment course through another college/university other than UTM, the coursework must be conducted at times other than the regular school day, and it is the responsibility of the parent to contact the RCA School Counselor to determine if the course is

accepted for credit at RCA, and then the parent communicates with the college/university regarding the application/enrollment process. Tuition and university fees may be incurred with these courses.

Independent/Online/Correspondence Courses

Independent/online/correspondence courses for grades 9-12 may be taken only with the approval of the School Counselor and Director of Education. **No courses offered by RCA may be taken**, except in the case of credit recovery or other extreme circumstances only as deemed so by school administration; desire for “early” graduation is not considered an “extreme circumstance.” Any independent/online/correspondence courses must be taken from an **accredited institution** and approved by School Counselor and Director of Education by **August 1**. Student/parents are responsible for registering and meeting all course requirements and deadlines. Documentation of final passing grades is required from the institution before RCA will award course credit. **Seniors who take independent/online classes must have course work completed by May 1**. See the School Counselor for more information.

Summer School, Credit Recovery, and Course Re-take

Students who fail a class have various options available to attempt to earn the required credit. The school counselor and parents should meet to discuss the best option for the student. All summer school, credit recovery, and/or course re-takes must be completed through an approved school (Shelby County Schools, Fayette County Schools, and AdvancED accredited schools).

College Visits

During the school year, Juniors are allowed two (2) college visits and Seniors are allowed three (3) college visits. The College Visitation Form must be signed by the parent and turned in to the School Counselor at least five (5) days prior to the visit. The student must also have an official representative from the college sign a College Visitation Verification Form and return it to the School Counselor the day after the visit. **College Visits will be considered school-related excused absences only if the proper documentation is received within the specified time frame.** No college days will be approved the last two weeks of the school year.

Learning Differences

Any student with differences requiring special provisions must **provide current documentation** to the school guidance counselor. This **documentation must not be over three (3) years old. After that time, the student must obtain updated documentation, which may require additional testing.**

No classroom accommodations can be made without a **current (within three (3) years) professional report** (psychological, medical, etc.). All recommendations for accommodations will be made by a team consisting of the school counselor, parents, and the Director of Education. A written plan will be developed by this team and implemented by the school staff and parents.

Tutoring

If a student needs extra help outside of class time, the student/parent should contact the teacher to arrange a mutually agreeable time. Teachers are not required to provide tutoring for students outside of the time the teacher is required to be at school (7:40 a.m.-3:30 p.m.). Contact the School Counselor for recommendations of tutors not associated with the school.

Right of Access to Records

Parents may have access to educational records by submitting a written request to the School Counselor. Available records include copies of report cards/evaluations, diagnostic testing reports, and results of achievement and school ability tests.

Transcripts

All requests for transcripts must be submitted to the School Counselor using an official **transcript release form**. Email the School Counselor to request the form. The form must be completed with all requested information. Any form with incomplete information will not be honored. The first two transcripts are free; all others are \$5.00 each. Checks should be made to RCA.

Testing Administered at RCA

PSAT (Juniors)	October 2018
ASVAB (Seniors)	November 2018
Achievement Testing (Grades 2-7)	April 15-18, 2019

ACT Testing

Test Date	Registration Deadline	Late Fee Required
September 8, 2018	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	Sept. 29-Oct. 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

- The ACT is not administered at RCA.
- Students may register online at www.act.org. School code is (432022).

III. CODE OF CONDUCT AND DISCIPLINE

All students are to respect all members of the administration, faculty, and staff, as well as other students and the property of others. All students are expected to behave in accordance with the values and principles set forth by administrators and teachers. All students are to abide by the standards set forth in this handbook.

AUTHORITY

We all understand that the principle of submitting to authority is a fundamental part of scripture. **Below are just a few examples of God’s position regarding authority:**

“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men.”
Titus 3:1-2

“Obey your leaders and submit to their authority.”
Hebrews 13:17

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.”
Romans 13:1-2

The RCA faculty and staff recognize the responsibility of authority as it pertains to the students under their care. RCA students are required to show respect to all those in authority. “Showing respect” means submitting to authority as established by the school and obeying all school policies and guidelines.

DISCIPLINE

According to scripture, discipline is a necessary part of the maturation process of people, including and especially young people. One of the greatest responsibilities RCA undertakes is assisting parents in the nurturing and guiding of their children. A student who exemplifies self-discipline is enabled to achieve maximum performance in the academic setting. Conversely, a lack of discipline undermines the learning process. Under no circumstance will RCA allow for continual non-compliance with adopted rules and guidelines. Showing disrespect to school personnel and disobeying established guidelines is contrary to the principles of the Word of God. Therefore, RCA has established a means of discipline—correction of inappropriate words and actions—to ensure proper behavior.

RCA views discipline not as punitive but as training in righteousness, with the goal of godliness. The goal of discipline is to teach Christian principles and model Christ-like behavior for our students. Students are expected to conduct themselves in a way that does not impede the learning process, but rather creates an atmosphere of unity which ultimately glorifies God.

Disciplinary measures will be taken if a student demonstrates non-compliance with expectations. The disciplinary measures taken will be appropriate to the offense and carried out in such a way as not to degrade the student, yet one that is effective in its teaching.

RCA disciplinary philosophy is based on the following scriptures:

“He who spares the rod hates his son, but he who loves him is careful to discipline him.”
Proverbs 13:14

“Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.”
Proverbs 22:15

“Train a child in the way he should go, and when he is old he will not turn from it.”
Proverbs 22:6

“Discipline your son, for in that there is hope; do not be a willing party to his death.”
Proverbs 19:18

“The rod of correction imparts wisdom, but a child left to himself disgraces his mother.”
Proverbs 29:15

“Discipline your son, and he will give you peace; he will bring delight to your soul.”
Proverbs 29:17

“Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”
Hebrews 12:7-11

CODE OF CONDUCT / BEHAVIOR STANDARDS

*Listed topically in alphabetical order.

Alcohol/Tobacco/Weapons/ Drugs on Campus

RCA administers a zero tolerance policy in regards to alcohol, tobacco (including smokeless and e-cigarettes/“vapes”), weapons, and drugs (see Drug Testing Policy for grades 7-12) on the school campus or at any school event. Reasonable suspicion that a student has any of the items above or is under the influence of any of the items listed above will warrant a search of the student and his/her

property. We will also work with law enforcement relative to a drug dog searching the premises on a random basis. Disciplinary action will be enforced with appropriate action which may include, but is not limited to, suspension or expulsion.

DRUG TESTING POLICY

RCA's drug testing policy requires that all students in grades 7-12 be subject to random drug testing at the discretion of the administration. Also, all students who participate in RCA athletics/extracurricular activities will be tested for illegal drugs one or more times per year. Testing may also occur at any time there is a reasonable suspicion that a student is under the influence of an illegal substance, including alcohol. Testing dates will be determined at the discretion of the administration and will not be announced until students are called to the testing area. Students are not allowed to check out of school and any student refusing to submit to drug testing will be suspended immediately and may be subject to expulsion.

The following will be the consequences of a positive drug test. If a positive drug test is reported, that information will be given to the President and Director of Education. The parent or guardian will be notified and a conference scheduled to discuss the results. The first positive drug test will result in:

- A five (5) day out of school suspension.
- The student will be required to attend and complete an approved counseling program at the expense of the parent or guardian. After the first positive test the parent or guardian will be responsible for the cost of all additional testing.
- If a student is involved in extracurricular activities he/she will be suspended from all practices, meetings, games, etc. for a minimum of four weeks, and will only be allowed to resume participation after being re-tested and passing a follow-up school approved drug test.
- NOTE: A second positive drug test within any six month period (includes time periods that may overlap into the following school year) will result in expulsion from RCA.

Bullying

Bullying is the systematic and chronic infliction of physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by any adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with an individual's school performance or participation. Specific examples of bullying include, but are not limited to, the following: unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, social exclusion and the creation or spreading of rumors and falsehoods.

If a student is being bullied, parents should encourage their child to tell an adult (teacher, administrator, etc.)

Any person in violation of this bullying policy will be counseled and is subject to disciplinary action, up to and including expulsion.

Cell Phone Policy

While cell phones are a great and necessary tool at times, they can also be a major distraction to the learning process. In order to create an environment conducive to learning for all, cell phone usage on the RCA campus (including in cafeteria, restrooms, and locker rooms) during the school day (8:00 a.m.- 3:00 p.m.) is not permitted without the express permission of a teacher. Students are required to turn in their phones to a designated location in the classroom at the beginning of each class; at the end of class, they may retrieve their phone.

If a student needs to communicate with a parent (or a parent with a student), he/she should do so through the phone in the school office. In the case a student must make contact with a parent, he/she is to ask permission from the teacher; the teacher will issue a permission slip for the student to give to the office personnel, then the student will report to the office to call his/her parents.

Any middle or high student who chooses to use their cell phone without direct and specific permission from a teacher for any reason (including but not limited to checking the time, texting, checking/posting to any social media outlet, taking photos, or if the phone rings or alarm sounds) **will receive the following disciplinary consequences:**

1st and 2nd Offenses: Phone is taken up immediately by teacher and given to the Dean of Students. The phone will be held until the end of the day. The student may retrieve the phone from the Dean of Students at the end of the school day. The student receives two DAF violations.

Any cell phone violation after the 2nd offense: Phone is taken up immediately by teacher and given to the Dean of Students. The Dean will determine appropriate consequences for students with habitual cell phone violations which may include but is not limited to automatic detention, in-school suspension, or out-of-school suspension.

****Other electronic devices or gadgets such as computers, head phones, iPods, iPads, and electronic games are not allowed to be used on campus during the school day without direct permission from a staff member. No ear buds or head phones of any type may be used on campus without direct permission from staff member.**

Cheating/Academic Dishonesty

Cheating is **giving or receiving** any form of help on a test or assignment (this excludes tutorial help in studying or attempting to understand a concept prior to the test). Any of the following behaviors are considered cheating/academic dishonesty and students who engage in them are subject to disciplinary action:

- Communicating with anyone other than the teacher by any means (including texting) during a test.

- Sharing information about a test with anyone who has not yet taken the test, or receiving information from someone who has already taken the test.
- Having in possession during a test, materials which have not been approved by the teacher.
- Looking at another student's paper or at other materials so as to indicate a desire to gather information concerning the test.
- Bringing to the testing area or possessing any materials which indicate intent to cheat.
- Plagiarizing, that is, using another person's (including the internet's) words, style or ideas without giving proper credit, which includes the use of quotation marks and proper documentation.
- Copying and/or allowing someone to copy homework is considered cheating. Homework should be done by each individual student so the teacher may determine the progress of each student.
- Having books, notes, or notebooks open in testing area.

Consequences for Cheating

- 1st Offense 0 for work and parent notified
- 2nd Offense 0 for work, parent notified, & one (1) day suspension
- 3rd Offense 0 for work, parent notified, & three (3) day suspension
- **Each case of cheating will result in a drop of two letter grades in conduct.**

Destruction of School Property

Any student who abuses school property will be liable for the amount of the property damage and subject to disciplinary action. Destruction of school property includes damage to desks, walls, grounds, etc. A \$50.00 reward is authorized for information leading to the identification of anyone who has vandalized school property.

Felony Conviction

No student convicted of a felony will be allowed to enroll. If knowledge of a conviction becomes available after enrollment, the student will be immediately expelled. Any student currently enrolled, who is convicted of a felony, will be immediately expelled.

Field Trip Policy and Behavior

Field trips are an essential key to academic enrichment. Destinations are carefully chosen to integrate with the academic program for a particular class, organization, or division. Before each scheduled field trip, the teacher responsible for the activity will send home a permission form giving specific information regarding the event. This form must be signed and returned to the teacher prior to the date scheduled. Students are expected to follow all school rules while attending a school-sponsored field trip. The following applies to all school-sponsored field trips:

- School attendance on the day of the school-sponsored field trip is required.
- Students who are absent the full day or dismissed early for a school-sponsored event are responsible for obtaining the next day's assignments and completing any homework. Any

missed work/tests must be made up in a timely manner, typically within one day of the absence.

- The student will be responsible to the authority of the school.
- Students must travel in transportation provided by or approved by the school.
- A student may be released to the parent following the event with the approval from the teacher in charge of the event.
- A student may be allowed to ride home with another adult with written approval from the student's parent.
- A student will not be allowed to drive a car without approval of the Director of Education, Athletic Director, or teacher in charge of the event.

Fighting

Students fighting on school grounds or at any time during a school-related function are subject to disciplinary action, up to and including expulsion. This policy applies to all students involved, regardless of who starts the fight.

Gymnasium/Locker Room Area Behavior

- Students are not allowed in the locker rooms or weight room during break time or other unauthorized times. Students may only be in the locker rooms and/or weight rooms with the permission of faculty/coaches at designated times such as P.E., practices, games, etc.
- There should **never** be any "horseplay" of any kind in the locker rooms, weight room, or gym.
- Students should not be on the playing area of the gym floor unless they are under the supervision of RCA faculty or staff. No street shoes are allowed on the playing area of the gym floor.
- When an assembly or program is held in the gym, students are to enter quietly and in an orderly fashion. They are expected to give their attention to the speaker and not disturb those around them.

Hallway Behavior

- Students should only be in the hallways and at lockers at the beginning and close of the school day and while moving from one class to another unless they have special permission from staff.
 - Students may not loiter in the hallways before 7:45 a.m. (they must be in supervised early-care) or after 3:30 p.m. (they must be picked up/leave campus or be in after care or under the direct supervision of a staff member).
- There should be no running or horseplay of any kind in the hallways.

Lunch/Cafeteria Behavior

- All students must remain on campus for lunch and remain in the cafeteria until dismissed (typically by table) by a teacher. This includes students who bring their own lunches.

- Students are expected to be cooperative with the lunchroom staff. Throwing food and leaving a mess is unacceptable behavior and will result in clean-up duty and possible further disciplinary action.
- Middle and high school students are expected to walk in an orderly fashion through the parking lot to the elementary building. No “horseplay” in the parking lot.
- **Middle and high school students will enter and exit the building through the end door (east side)** of the elementary building.
- Middle and high school students may **not** use the restrooms in the elementary building.
- Middle and high school students may not have guests for lunch unless it is a family member, youth pastor, or pastor. All lunch visitors must follow the guest check in procedure with the office.

Pregnancy, Marriage, Sexuality

The RCA Board of Directors and the school’s administration believe the environment most conducive to the school’s activities and educational curriculum is best maintained with students who are outside the restrictions and obligations of marriage and/or parenthood. In this respect, if a student becomes pregnant, is the father of an unborn child, or if a student marries, that student will be placed outside of the every-day school environment and shall lose the right to participate in all extracurricular activities or represent the school in any capacity. The Administration and the Board of Directors will address any further considerations in matters such as these. All tuition owed to RCA must be paid according to contract. No exceptions will be made.

Inappropriate sexual activity of any kind on campus or at a school-related event, or any activity which violates the mission of RCA will be subject to disciplinary action.

Homosexuality is forbidden in scripture (Romans 1:27, Leviticus 18:22). A staff member or student who promotes, engages in, or identifies himself/herself with such activity through any word or action shall be in violation of this policy. Should the administration determine a violation of this policy, the person involved will be subject to disciplinary action with the possibility of permanent dismissal. Any applicant who is not in compliance with this policy will not be admitted.

Profanity and Inappropriate Language

Profanity and inappropriate language will **not** be tolerated. We expect every person at RCA to be respectful and to speak without using offensive language or innuendo of any kind. Students who use profanity or other inappropriate language are subject to disciplinary action, up to and including expulsion.

Restroom Behavior

Students are expected to behave appropriately in the restrooms. Horseplay, defacing of school property, uncleanliness/leaving a mess, immodesty, or any other misconduct will **not** be tolerated. Students who engage in inappropriate restroom behavior are subject to clean up duty and/or further disciplinary action, up to and including, suspension or expulsion.

School Transportation & Parking Lot Behavior

Van/Bus Rules

Riding the school bus/van is a privilege. Any act of misconduct, which would interfere with the driver's ability to operate the vehicle safely or with the safety of students on board, will not be tolerated. While riding the school van/bus students MUST obey the following rules:

- Be ready when bus/van arrives.
- Always stay seated and wear seat belt.
- Be courteous to the driver and obey instructions.
- No profanity or other inappropriate conduct.
- No horseplay, no throwing items, etc.
- Keep van clean; no eating or drinking on bus/van.
- Do not damage or destroy interior.

Failure to comply with any of the above will result in consequences at the discretion of the President and/or Director of Education depending on the circumstances. Punishment may be up to and including loss of privilege to ride in school transportation, suspension, and/or payment for any damages.

Parking Policy

Parking on the school campus at RCA is a privilege for those who drive to school. The safety of all persons on the RCA campus is paramount. It is expected that vehicles will be operated in a safe and orderly manner. Reckless driving of any kind, including speeding, will not be tolerated. Failure to comply will ultimately result in the suspension of driving privileges and/or further disciplinary action. Students may be assigned a parking spot, and students MUST comply with the following rules:

- Loud music or music containing profanity/obscenity will not be tolerated.
- Once a vehicle is parked on campus, the student may not return to the vehicle unless permission has been granted from the Administration.
- All vehicles must be driven safely and responsibly.
- Vehicles must be driven at a VERY SLOW speed (5 miles per hour). Elementary and high school students are at risk when a slow speed is not maintained.
- Drivers must possess a valid driver's license.
- Students are expected to move directly into the building as soon as they park their vehicles; no loitering will be permitted in the parking lot at any time.
- There shall be no obscene or suggestive decals or writing on vehicles.

Technology, Internet, and Social Media Acceptable Use Policy

Students enrolled in RCA will have the opportunity to use the computers, iPads, and internet for class activities and research. The school's computers and iPads provide opportunities to explore, discover and learn about a wide variety of topics and interests. RCA's computers and iPads are equipped with filtering software in an effort to prevent contact with inappropriate material. **The use**

of school equipment and networks is a privilege, not a right. All students are required to abide by the following:

1. The student or his/her parents/guardian will replace any equipment or software that is damaged by the student.
2. Software/apps may not be installed on computers/iPads without the expressed permission of the Technology Director.
3. Changing systems or desktop setting properties or preferences is prohibited.
4. Exposing any RCA technology equipment or network to a virus is prohibited.
5. Use of the network should be reasonable and be related to educational purposes.
6. Students should not access internet websites or download content that contains inappropriate material not consistent with the mission and vision of RCA and is not compatible with the biblical standards of morality, reflecting the message and character of the Lord Jesus Christ. This includes but is not limited to pornography, obscenity, and racial, or religious intolerant material.
7. RCA students are not allowed to use teachers' computers for any reason.

Violation of any of the above guidelines will be subject to disciplinary action, up to and including expulsion.

Social media has become an important part of our everyday lives. RCA students should remember that while you have the right to express yourself, it does not mean you are excluded from the consequences of your communication. **Any posting on or communication through any social media outlet (including but not limited to texting, YouTube, Facebook, Instagram, Twitter, Snapchat, etc.) deemed by the school administration to be defaming, disrespectful, distasteful, offensive, or inappropriate towards the school, administration, any staff member, any student, or family of RCA will be subject to disciplinary action, up to and including expulsion.** This includes but is not limited to harassment, intimidation, ethnic slurs, personal insults, pornography, obscenity, and racial, or religious intolerance.

DISCIPLINARY ACTION PLAN

Elementary

Elementary students are expected to abide by all classroom rules as set forth by their teachers, as well as all the rules and policies set forth in this handbook. Any student who does not comply with the rules/policies is subject to disciplinary action. When violations occur that necessitate additional consequences outside of the teacher's established classroom behavior/discipline procedures, the teacher will complete a discipline referral form, submit it to the Dean of Students, and appropriate consequences will be applied.

Middle and High School

Middle and high school students are expected to abide by all classroom rules as set forth by their teachers, as well as all the rules and policies set forth in this handbook. Any student who does not comply with the rules/policies is subject to disciplinary action. There are two basic categories of offenses: major and minor. Major offenses may bypass a teacher's classroom consequences and be

sent directly to the Dean of Students to be addressed. When minor offenses occur, the teacher will implement his/her own disciplinary consequences and communicate with the parent to inform them of the situation. If negative behavior continues, the teacher may issue a **Disciplinary Action Form (DAF)**. See further explanation of the DAF process below.

- If a student chooses to be disobedient, the teacher may issue a DAF.
- The DAF is in triplicate.
 - One copy is given to the student, who is instructed to give it to his/her parents.
 - One copy is kept by the teacher.
 - One copy is given to the Dean of Students.
- The day that a DAF is issued to a student, the Dean of Students will email the parent to notify the parent of the student's offense and remind the parent that once five (5) violations are earned, the student must serve in Detention Hall.
- Within 24 hours of a DAF being issued to a student, the Dean of Students will document in RenWeb the DAF and any additional consequences issued to the student.
- When a student accumulates five (5) total violations, the Dean of Students will contact the parent to notify them that their student must serve in the next scheduled Detention Hall; the Dean of Students will also notify the student of their scheduled detention.
- Once Detention Hall is served, the student's total violations is subtracted by five (5).
- After each nine weeks, two (2) violations are subtracted from any student that has accumulated any violations.

PROCEDURES FOR DETENTION HALL

- Detention will be scheduled on Wednesday afternoons from 3:10-4:10 p.m.
- Involvement in extracurricular activities such as cheer, sports, or drama is not an excuse to miss or ask for rescheduling of a detention.
- Arrangements must be made for students to be picked up at 4:15 p.m. if they do not drive or have a car.
- **Rules for Behavior in Detention Hall:**
 - Students may not talk to other students.
 - Students may not use their phones or any electronic devices (including head phones).
 - Students may not leave the room for any reason except an emergency. Students should go to the restroom before entering detention.
 - Students should bring a pen/pencil and lined note book paper.
 - Students will be given a paragraph and will complete "write offs" of that paragraph for one hour.
 - The write offs must be legible and students must write the entire hour.
 - If the student stops writing, begins to talk, shows a disrespectful attitude, or is more than (three) 3 minutes late, the student will finish the current detention and will have to serve the next detention.
- At the end of the hour, the teacher will collect the write offs and will notify the staff member in charge of discipline that the student completed their time in detention or of any problems that occurred.

Corporal Punishment

An administrator, including the Dean of Students, may administer corporal punishment. This will occur with written permission from the parent and with a witness present.

Suspension Policy

- The suspended student will not be allowed to participate in or attend any extracurricular activities, including all practice sessions occurring on day(s) suspended.
- The suspended student is responsible for making up all work missed.
- Each out-of-school suspension that is issued will result in a two (2) point deduction from the student's final nine weeks grade in each class/subject.
- Student and parent may be asked to sign probation agreement.

Expulsion Policy

Expulsion is a permanent dismissal from RCA. The Board of Directors will review each case of expulsion.

IV. UNIFORM DRESS CODE & APPEARANCE

RCA's uniform dress code is designed to help create an educationally conducive, non-distracting environment in which all students are dressed in a clean, neat, and modest fashion. All students will wear uniforms every day. Uniforms may be purchased at any store that sells the styles outlined below.

- Uniforms may be purchased through French Toast Schoolbox. The use of this vendor is optional, but provides the benefits of convenience, quality, and affordability to families, and French Toast donates 5% of all purchases back to RCA. Shop through the link in the "School Store" tab on the RCA website.

The Administration reserves the right to address any issue dress code/appearance issue not covered in this handbook that is out of line with the intent of the uniform policy.

Consequences for dress-code violations will be consistent with those outlined on the Discipline Slip (elementary) and the Disciplinary Action Form (DAF for middle and high school).

GENERAL GUIDELINES FOR GIRLS AND BOYS

1. **Clothing** should always be **modest, clean, and in good condition**. Tattered, frayed, or torn clothing is not appropriate.

2. Good personal **hygiene** is required (e.g. using deodorant, brushing teeth, clean hair, etc.)
3. **No visible tattoos**, including stick-ons/temporary, are permitted.
4. **Hats (including hoods)** are **never to be worn in any building on campus** without special permission. The only time a hat is acceptable is outside when students have completed their academic day.
5. Perfume/Cologne is discouraged due to allergies.

Outerwear: Sweaters, Coats, Jackets, & Hoodies

1. **Sweaters**, button-up or pull-over, worn on campus must be a solid school (navy, red, white) color; extremely bright or pastel colors are not allowed.
2. **Coats and jackets**: neutral colors are preferred; extremely bright colors or large logos of any kind (team or otherwise) are not allowed.
3. **Sweatshirts, hooded sweatshirts, and all hooded pull-overs** worn on campus between 8:00 a.m.-3:00 p.m. **must have the RCA logo** or be RCA apparel that is sold by the school or athletic teams/booster clubs. Students are not allowed to wear hoods inside the buildings.

RCA Athletic Apparel

1. Team apparel may be worn only on game day with the permission of the coach. All game day apparel tops must be approved by the Athletic Director and follow the dress code guidelines. Pants must still remain within regular uniform requirements.
2. In team practices, practice uniforms must be worn.

P.E. Clothing

1. Uniform shorts and pants with uniform shirts for grades 4K-8. P.E. uniforms must be purchased from the school.
2. 4K-6th grade students may wear the P.E. uniform to school on P.E. days only.
3. Tennis shoes with white or non-marking soles are to be worn at P.E. 4K-6th grade students **must** wear their P.E. appropriate tennis shoes to school on P.E. day.

Out-of-Uniform Day Guidelines

The administration may designate specific days throughout the school year as “out-of-uniform days.” On these days students must adhere to the out-of-uniform guidelines communicated by the staff. Out-of-uniform days are not opportunities to dress shabbily or immodestly, but to dress neatly in a different style of fashion. Appropriateness of a student’s out-of-uniform dress is at the sole discretion of the administration.

GIRLS in Grades 4K-12

Please use the following guidelines for **girls’ uniform dress and appearance**:

General

1. **Hair ribbons, bows, head bands, and barrettes** must be simple, inconspicuous, and in keeping with the uniform colors (navy, red or white). Students are not allowed to wear head scarves.
2. **Hairstyles** should be neatly groomed, not blocking vision. Hairstyles and coloring techniques that are considered “fashion fads” are not appropriate for RCA students. Coloring techniques other than those of natural color are not appropriate for RCA students. Acceptability is at the sole discretion of the RCA administration.

3. **Jewelry** may not be worn in any pierced body part except in the girl's ear. Only simple earrings that do not draw attention are acceptable.

4. **Make-up and false finger nails** are not appropriate for girls in 4K-6th grades. Only minimal make-up and false finger nails are allowed for 7-12th grade girls.

Shirts and Blouses

1. Solid white, red, or navy polo style shirts (long or short sleeved), or oxford cloth shirt (white or blue). These shirts must be worn even if a sweater, jacket, or hoodie is worn.

2. Solid white, red, or navy turtlenecks or mock turtlenecks, long sleeved.

3. Undershirts must be solid white with no writing or pictures. Undershirt sleeves must be no longer than the outer shirt sleeves.

Jumpers

Any solid navy, khaki, or plaid (red, navy, or gray) jumpers with simple styling marketed as "school uniform" are acceptable with the exception of those with cargo pockets or excessive trim. Denim and corduroy fabrics are not acceptable. Polyester and cotton/poly blends are usually more wrinkle free. Navy, khaki, and plaid jumpers may be purchased from any store that sells the required style. The jumper length should be **no shorter than two inches above the top of the knee**.

Pants

Navy or khaki/tan straight-legged pants of cotton blend fabric (no denim or corduroy fabric). Pants must be worn at the waist. No cargo or other pants with pockets on the outside of the legs. Pants may not be any of the following: jeans, ripped/holes/cut, wide-legged, bell-bottoms, low-rise, or excessively baggy. **Students should avoid extremely tight pants.** Only 4K-1st graders may wear pants with elasticized waists and no belt loops.

Shorts

Navy or khaki/tan shorts with a length **no shorter than two inches above the top of the knee**.

Athletic shorts (such as "Nike" shorts), cargo shorts, corduroy, or denim shorts are not acceptable.

Skirts

1. Any solid navy, khaki/tan, or plaid (red, navy, or gray) skirts with "simple styling." Skirts with emblems, embroidery, ruffles, fringe, or cargo type pockets are not acceptable. Denim and corduroy fabrics are not acceptable. The length for skirts should be **no shorter than two inches above the top of the knee**.

2. For modesty purposes it is suggested that shorts or tights/leggings be worn underneath skirts.

3. White, navy, or black leggings may be worn under skirts.

Skorts

Any solid navy, khaki/tan, or plaid (red, navy, or gray) skorts with "simple styling." Skorts with emblems, embroidery, ruffles, fringe, or cargo type pockets are not acceptable. Denim and corduroy fabrics are not acceptable. The length for skorts should be **no shorter than two inches above the top of the knee**.

Belts

Belts, if worn, must be solid brown, black, navy, red, white, or khaki.

Socks and Tights/Leggings

1. A matching pair of socks must be worn with all shoes. Socks may be cuff, crew, no show, knee, or trouser length.
2. White, navy, or black tights/leggings may be worn under skirts and jumpers. No patterned or printed tights/leggings are allowed. Students may never wear leggings without appropriate clothing over them.

Shoes

1. Shoes must be closed toe, closed heel, and heels may not exceed one inch.
2. Boot material should be leather or leather-like. Boot color should be neutral such as black, brown, grey, white, tan, red, or navy; no brightly colored boots are allowed.
3. All shoes must be worn with socks or tights.

BOYS in Grades 4K-12

Please use the following guidelines for **boys' uniform dress and appearance**:

General

1. **Boys' hair** length must be above the collar, cover no more than half of the ear, and not obscure the eyebrows. Hair should be neatly trimmed with a conservative style. Headbands, ponytails, and buns are **not** allowed. Coloring techniques other than those of natural color are not appropriate for RCA students. Acceptability is at the sole discretion of the RCA administration.
2. Students must be **clean shaven** daily.
3. **Jewelry** may not be worn in any pierced body part.
4. Fashion fads should be avoided.

Shirts

1. Solid white, red or navy polo style shirts (long or short sleeved), or oxford cloth/dress shirt (white or blue). These shirts must be worn even if a sweater, jacket, or hoodie is worn.
2. Solid white, red, or navy turtlenecks or mock turtlenecks, long sleeved; no logo.
3. No sportswear shirts (such as "fishing shirts," "Carhart," "Columbia," "Magellan," "PFG," or similar) are allowed.
4. Undershirts must be solid white with no writings or pictures. Undershirt sleeves should be no longer than the outer shirt sleeves.
5. Shirts must be tucked in.

Pants

Navy or khaki/tan straight-legged pants of a cotton or cotton blend fabric (no denim or corduroy fabric). Pants must be worn at the waist. Boys may not wear cargo or other pants with pockets on the outside of the legs. Pants may not be any of the following: jeans, ripped/holes/cut, wide-legged, bell-bottoms, low-rise, or excessively baggy. Only 4K-1st graders may wear pants with elasticized waists and no belt loops.

Shorts

Navy or khaki/tan walking shorts with a length **no shorter than two inches above the top of the knee**. Athletic shorts, cargo shorts, corduroy, and denim shorts are not acceptable.

Belts

Belts, if worn, must be solid brown, black, navy, red, white, or khaki.

Socks

A matching pair of socks must be worn with all shoes. Socks may be cuff, crew, no show, knee, or trouser length.

Shoes

1. Shoes must be closed toe and closed heel. Heels must not exceed one inch.
2. All shoes must be worn with socks.

V. CAMPUS LIFE

At RCA, we strive to create a vibrant campus life for all students with a variety of special events, honors, and extra-curricular activities including honor societies, clubs, athletics, fine arts, and service opportunities. While we encourage all students to take advantage of these avenues for involvement to enrich their educational experience, these opportunities are privileges that come with certain guidelines and responsibilities.

Special Events & Honors

Academic Banquet: Students in Middle and High School who achieve the academic requirements for Honor Roll each nine weeks and have an overall conduct average of “E” or “S” will be invited to participate in the Academic Banquet. Awards will be presented for Honor Roll students’ academic achievement. If a student does not make the Honor Roll during any given year but achieves it the next, the student will be awarded with a “first year” award. Awards are presented by division: Middle School (grades 7-8) awards and High School (grades 9-12) awards. Ninth grade Honor Roll students receive the “first year” award will be presented. The student with the highest overall average in each grade will be recognized. The **Star Student** (the senior with the highest ACT score, overall average of 85 or above, and no less than an “S” in conduct), and the **Star Teacher** (selected by the Star Student) will also be honored, as well as recognition of the Valedictorian and Salutatorian.

Valedictorian and Salutatorian: The valedictorian and salutatorian of the senior class are decided by having the two highest numerical average in the class. They must have been enrolled in RCA for their entire junior and senior year.

Mr. and Miss RCA: These students are seniors, are elected by their peers, and must meet the following requirements:

- have attended RCA continuously from the beginning of their junior year
- have a “C” average or above in every class
- have a conduct grade of “S” or above

Junior Mr. and Miss RCA: These students are 8th graders, are elected by their peers, and must meet the following requirements:

- have attended RCA continuously for two years
- have a “C” average or above in every class

- have a conduct grade of “S” or above

Faith-related Activities

Chapel: The Administration of the school is responsible for providing regularly scheduled chapel services for students. Both the faculty and student body are required to attend chapel.

Spiritual Emphasis Week: Each year, students will participate in a week of special chapel services designed to encourage and challenge them in their faith.

Devotion, Prayer, Pledge of Allegiance, and School Motto: Student led devotion, prayer, the Pledge of Allegiance, and school motto (“Keep God First, Treat All with Dignity and Respect, and Work Hard”) are conducted each morning. Every student is expected to listen respectfully during devotion and prayer, stand to participate in the Pledge, and say the school motto.

Athletics

When a student participates in extracurricular activities, that student is an ambassador for the school. For this reason, the following **standards for athletic participation must be observed:**

- No student will be permitted to participate in inter-school contest for more than four years after the entrance in the ninth grade or if he/she has reached the age of nineteen prior to August 1.
- All participants must be registered at the school prior to participation in any activity, including summer camp. To be registered means that a current education contract is signed, on file, and the account is financially current.
- An athlete must have a physical and be medically cleared. A copy of the physical must be on file in the athletic office prior to participation.
- All RCA academic requirements must be met (see Progress Report Dates/Eligibility Requirements).
- Financial responsibility: All athletic orders must be paid for in advance before the order will be placed.
- All eligibility requirements set by TSSAA must be met.
- Each coach reserves the right to set additional team rules beyond those set forth in this outline. These team rules must be approved by the administration of RCA.
- No athlete may participate in practice or a game unless a minimum of one half of his/her classes have been attended that day. There are three exceptions to this rule:
 - Traveling to an event as a team/school-related activity
 - A medical appointment in which documentation must be provided.
 - Attending a funeral.
- Appropriate behavior, in word and deed, is expected of all athletes both during and after the game.
- Athletes are expected to be well-behaved and represent the school in an appropriate, Christ-like manner. RCA athletes must be dressed nicely while visiting other schools and be respectful of the property being loaned to us.
- Students involved in extracurricular activities spend much time representing the school at various functions. It is imperative that all work be completed in a timely manner, typically

within one day of the absence. Communication with appropriate teachers is vital, and it is the responsibility of the student to make sure all school work is finished on time.

- The coordination of transportation to and from events is the responsibility school. A student will not be left unattended. A transportation form must be filled out on each athlete and signed by a parent. This form must be on file in the athletic office prior to the first date of travel.
- Letters can be earned at any grade level when the student participates on a varsity team. A letterman's jacket cannot be purchased until the student's sophomore year. If a student does not participate in an activity until the sophomore year then the jacket will be awarded at the end of that activity. In order to earn a letter, the student must complete that particular activity's season.
- The coach or sponsor of that particular activity must complete all eligibility checks.
- A student must have passed five subjects in the previous year/semester in order to be eligible for participation.
- At the end of the regular school year, students in non-compliance of the required classes for eligibility must complete and pass the required courses during summer school to be eligible for the fall term next school year.
- If a student fails any two courses for the quarter, he/she is ineligible to practice or play until the next progress report comes out. The student athlete may regain eligibility at progress report time if he/she has improved (failing less than two subjects). The fall term eligibility will be based on the fourth nine weeks grades.
- **Any student athlete who is participating in a sport and quits that sport, may not begin practicing or playing another sport until the season of the first sport is completed (including any post season play).**

Parental Conduct at Athletic Events: It is the responsibility of the parents to conduct themselves in a manner that will not draw attention to themselves or disrupt athletic events. The administration may take appropriate action against anyone portraying inappropriate behavior at school-sponsored events, both "home" and "away."

Fine Arts

RCA offers art classes, drama productions, music classes (elementary) and choir class (middle and high school).

Honor Societies

Beta Club: RCA is a member of the National Beta Club and the National Junior Beta Club. Beta is an acclaimed high academic and service organization. A student must meet the following criteria:

- A student must have an overall 90 average, no letter grade on report card other than an "A" or "B," must adhere to school attendance requirements (no more than ten (10) unexcused absences per year or five (5) per semester), and an E or S in conduct in every class in conduct.

In addition to the Beta Club and Junior Beta Club, RCA has various **subject specific honor societies** including Math and Spanish. Membership in these honor societies requires that students meet specific criteria, pay dues, attend meetings, and participate in the honor society's activities. **To**

receive an honor society cord for graduation students may not simply pay dues without taking an active part in the honor society.

Clubs

Middle and high school students will select one club of which to be a member. Students may select from the following clubs: 4H, Best Buddies, STEM, Fellowship of Christian Athletes, Drama. These clubs are subject to change.

Student Government Association (SGA): Students may apply to run and be elected by their peers for various SGA leadership and class officer positions. The SGA faculty sponsor sets the application requirements. *If a student participates in SGA, he/she will not participate in another club.

Senior Activities

The senior year at RCA is special, filled with many opportunities for class bonding, fun events, and service to others. We want each senior to enjoy his/her year with all of these special activities. However, these events and activities involve time away from class and are a privilege to attend. **Any senior who is failing any class on the date of the special event will not be allowed to participate.** These students will be required to remain in class/on campus and complete their academic work. Also, any senior who has unsatisfactory conduct may lose the privilege to participate in senior activities.

Parties

The classroom teacher will handle birthday celebrations and class parties. Invitations to parties outside of school should not be sent to school for distribution unless the entire class is invited.