

# Ross County Christian Academy



## Intermediate Student Handbook

### **Brookside Campus**

2215 Egypt Pike  
Chillicothe, OH 45601  
Phone: (740) 772-4532  
Fax: (740) 422-1622  
Grades: K-3

### **Lighthouse Campus**

341 Clinton Rd.  
Chillicothe, OH 45601  
Phone: (740) 703-0380  
Fax: (740) 422-1622  
Grades: 4-7

### **Zion Campus**

84 S. Clinton Rd.  
Chillicothe, OH 45601  
Phone: (740) 703-2615  
Fax: (740) 422-1622  
Grades: 8-12

**Ross County Christian Academy**  
**Intermediate Student Handbook**

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## **Our Mission**

The purpose of Ross County Christian Academy shall be to provide a creative, loving, academic environment for students to grow spiritually, socially, emotionally, physically, and academically through individual and group learning experiences under the guidance and nurture of carefully chosen Christian teachers and administrators under the Lordship of Jesus Christ. It shall be the purpose of Ross County Christian Academy to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, and the love of God for man, as taught in the Holy Scriptures, while providing students with the opportunity for achieving academic excellence. The mission of Ross County Christian Academy is to present the whole truth for the whole man for the whole life under the Lordship of Jesus Christ for the glory of God.

## **School Governance**

Ross County Christian Academy was founded in 2007 as a result of the vision of a group of laymen, pastors, and educators. The school is independent and non-denominational. It is chartered by the Ohio Department of Education. A self-perpetuating school board governs the school. The school board consists of parents, Christian businessmen, and Christian educators who are responsible for seeing that the mission of the school is fulfilled. This board sets policies for the school that are carried out by a qualified administration, faculty, and staff.

The school board governs Ross County Christian Academy. The board maintains an open door policy for all families. If a parent does not receive an answer to a question from the school administration, they may request one from the school board. The school board welcomes input concerning all areas of school and student life. The school board also desires to have any prayer requests made known to them. For a list of current board members please contact the school office.

## **School Administration**

HEADMASTER:	Jake Grooms Jake.Grooms@rccacademy.org
FINANCE OFFICER:	Mike MacCarter Mike.MacCarter@rccacademy.org
ADMISSIONS DIRECTOR:	Gregg Wright Gregg.Wright@rccacademy.org
PRESCHOOL DIRECTOR:	Jenny Beverly Jenny.Beverly@rccacademy.org

ELEMENTARY PRINCIPAL (K-3):	Renee Wisecup Renee.Wisecup@rccacademy.org
INTERMEDIATE PRINCIPAL (4-7):	Lindsay Ramey Lindsay.Ramey@rccacademy.org
JR./SENIOR HIGH PRINCIPAL (8-12):	Jarod Lloyd Jarod.Lloyd@rccacademy.org

### **Strategy**

Our educational program nurtures the whole student by facilitating social, physical, spiritual, and intellectual growth.

- We employ a faculty and staff who are Christian role models, as well as qualified professionals in their fields of teaching.
- Christian values are taught and modeled in our classrooms, and Christian behavior is expected from each student in the classroom.
- Harmony between the school and the home is encouraged through small student-teacher ratios that enable communication and cooperation between teachers and families.

### **Biblical Morality Statement**

Ross County Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities exemplify a Christ-like life. RCCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student run counter to or are in opposition to the biblical lifestyle RCCA teaches. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, transgender identification, or bisexual activity; promoting such practices or being unable to support the moral principles of the school.

RCCA believes that homosexuality is forbidden in scripture as taught in the following references: Leviticus 18:22, Leviticus 20:13, Romans 1:18-27, 1 Corinthians 6:6-9, and 1 Timothy 1:8-10.

### **Admissions Policy**

Ross County Christian Academy recruits and admits students of any race, color, national or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court ordered or administrative agency ordered, or public school initiated desegregation. Ross County Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel. In order for a student to receive official acceptance to Ross County Christian Academy, the following criteria must be met.

- **Application:** Enrollment form and \$100 application fee received.
- **Interview:** A favorable family interview must be held.
- **Evaluation:** The student must be in good academic and behavioral standing with his/her previous school upon evaluation of the student's school transcripts.
- **Medical:** The school must receive either medical verification that all immunizations are up to date, or a completed State of Ohio Legal Immunization Exemption form.
- **Teacher recommendation:** The student may be asked to submit an RCCA Teacher Referral Form.
- **Testing:** All students must take the Wide Range Achievement Test (WRAT) provided by RCCA.
- **Registration:** The appropriate tuition and fees must be paid.

## **School Policies and Procedures**

### **Academics**

#### **Achievement Testing**

Each spring, Ross County Christian Academy administers an ODE-approved standardized achievement test to all students in grades K-12. It is important that students be in attendance each day during testing.

#### **Agenda Books**

Students will be provided with an RCCA Student Agenda Book to aid students in keeping track of assignments and important dates. Teachers will keep homework and test dates posted in their classrooms but students will be responsible for recording the information daily.

#### **Books**

School textbooks are on loan for the school year, and therefore, the students are not permitted to write in textbooks with the exception of workbooks. Students may be charged for damaged or lost books.

#### **Curriculum**

Biblical principles are incorporated in all subjects. When appropriate, we use textbooks written from a Christian world view. (ex: Bob Jones University Press)

#### **Extracurricular Classes**

All students must participate in a variety of special classes each week. Specials may include: Vocal music, Instrumental Music (Band), Art, Physical Education, STEM, Technology, Spanish, and Drama. Bible is taught at each grade level as a non-graded subject.

## **Grade Reports**

Four report cards and four interim reports are sent home each year. Parents and students may stay up-to-date with graded assignments using our online grading system. Students that are new to the school will receive login instructions the first week of school.

## **Grading Scale**

<b>Graded Courses</b>	<b>Non-Graded Courses</b>
100 – 92 (A)	O - Outstanding
91 – 84 (B)	S - Satisfactory
83 – 77 (C)	N – Needs Improvement
76 – 70 (D)	U - Unsatisfactory
69 – Below (F)	

## **Homework**

Homework may be given at the teacher’s discretion and may include incomplete classwork, additional reading, studying for quizzes and tests, special projects, etc. Written homework will not be given on Wednesday nights.

## **Honor Roll**

Students with all A’s and B’s in graded classes and S’s and O’s in non-graded courses will receive special recognition at the end of the year.

## **High Honor Roll**

Students with all A’s in graded classes and S’s and O’s in non-graded courses will receive special recognition at the end of the year.

## **Make-up Work**

Students will be given one day for each excused absence to complete make-up work. Extensions may be made for extenuating circumstances. Parents should call the school office before 9:00 am if they wish to have their student’s missed work collected and ready for pick-up that day. Any work that is turned in late will receive a 10% grade reduction for each day it is late, up to 3 days late.

## **Alcohol, Tobacco, Inhalants and Illegal Drugs**

No one is permitted to possess, use, transmit, or conceal alcohol, tobacco products, inhalants, illegal drugs or drug paraphernalia in any part of the school building or on school grounds at any time. These prohibitions include prescribed and non-prescribed medicines or counterfeit substances. A student shall not be under the influence of such alcoholic beverages, inhalants, or drugs at any time while on school property or at a school-sponsored event. Such offense may lead to a school suspension or expulsion.

## **Athletics**

RCCA works hard to provide athletic activities when possible. School policies must be adhered to in order to participate in school-sponsored sports. More information regarding athletic eligibility and athletic procedures can be found at [www.ohsaa.org](http://www.ohsaa.org) and in our Athletic Handbook, which is available on the school website at [rccacademy.org](http://rccacademy.org).

## **Attendance Policy and Truancy**

### **Philosophy**

Ross County Christian Academy has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance.

Teachers have a commitment to provide classroom instruction which will be dynamic, productive, creative, and instructive. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences.

Generally, students who have good attendance have demonstrated higher grades, enjoy school more, are better citizens, and are more employable after leaving high school. The lack of good attendance usually causes students to achieve a level below their potential; these students frequently experience academic difficulty in school. Therefore, to ensure the highest level of student success, RCCA will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

### **Compulsory Attendance**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of a child of compulsory school age must send such child to school for the full time the school is in session. Such attendance must begin within the first week of the school term or within one week of the school term, or within one week of the date on which the child begins to reside in the district.

### **THE STATUTES GOVERNING SCHOOL ATTENDANCE ARE VERY SPECIFIC AND LEAVE LITTLE OPTION FOR SCHOOL AUTHORITIES TO EXCUSE CHILDREN FROM SCHOOL.**

The Ohio Revised Code, Administrative Code 3301 classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following as conditions as constituting reasons for **EXCUSED ABSENCE** from school:

- **Personal illness:** The administrator may require the certificate of a physician if he/she deems advisable.
- **Illness in the family necessitating the student's presence:** A written statement from a physician may be required.
- **Quarantine of the home:** Absence is limited to the length of quarantine as fixed by proper health officials.
- **Death of a relative:** Absence is limited to 3 days unless reasonable cause is shown.

- **Medical or dental appointments:** The administrator may require a written doctor or dental excuse as to why the absence was necessary.
- **Emergency or extenuating circumstances:** The judgement of the building administrator would be used to determine if these constitute a good and sufficient cause for absence from school.
- **College visit:** The approving authority may require verification of date and time of this visit. There is a limit of 3 days per school year.
- **Buses cannot reach a student**
- **Court appearance**
- **Pre-approved vacation:** A Pre-approved Vacation Form must be filled out by the parent/guardian and approved by the building administrator. This form will be provided upon request and may not cover more than 5 days. Any pre-approved vacation days beyond 5 will result in unexcused absences. However, an opportunity to make up missed work and receive credit will be at the administrator's discretion.

### **Pre-Approved Absences**

#### **Documentation**

All absences should include documentation to be considered excused. Such documentation should include a signed note from the student's parent/guardian, or a signed note from a licensed medical professional. Documentation should explain the reason for the absence as well as the dates absent. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out 2 consecutive days only one letter of documentation is needed. If a student is out 2 non-consecutive days, that student must submit appropriate documentation following each absence.

- **Parents are required to send a note to the school office within one day of a student's absence from school.**
- **We will accept up to 10 parental notes to excuse an absence due to illness. After 10 absences we require a note from medical personnel for an illness to be excused; this includes vacations, illnesses, and/or any of the reasons listed above for excused absence. This will not allow for excused absences for multiple things including a week of vacation, illnesses, family matters, etc., to accumulate unnecessarily throughout the year.**

#### **UNEXCUSED ABSENCES = ABSENCES FOR WHICH WORK CANNOT BE MADE UP**

Ross County Christian Academy, along with all school both public and private, must ensure that students attend school and are required to report students who are "truant" to the Ross County Juvenile Department of Common Pleas Court.

**Truancy as defined by Ohio Law:**

**Chronic Truancy** is when a child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

**Habitual Truancy** is when a child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

Upon their return to school after an excused absence, students are required to obtain and complete all missing assignments. It is the student's responsibility to contact teachers and make arrangements to make up assignments. An excused absence will allow the student to receive full credit for completed assignments.

In order to ensure that students are attending school on a regular basis, the following procedures will be followed:

- 5 unexcused absences – A letter reminding parents/guardians of our attendance policy and procedures will be sent home and must be signed and returned to the school within one week. A copy of the signed letter will be placed in the student's permanent file.
- 10 absences (excused and/or unexcused) – A letter will be sent to the parents/guardians and a meeting with the school's administrator will be scheduled to discuss a specialized intervention plan for the student. The letter must be signed and returned to the school within one week and a copy will be placed in the student's permanent file.
- 15 absences (excused and/or unexcused) – A letter will be sent home to the parents/guardians to sign and return to the school within one week. A second meeting with the principal will be required and the student will be placed on probation from re-enrollment. The parents/guardians must show a concerted effort to follow the specialized intervention plan as previously agreed upon with the school's administrator. During the second meeting, the specialized intervention plan will be reviewed and changes may be made at the discretion of the school's administrator. The parents/guardians will sign the new plan and a copy of the plan will be placed in the student's permanent file.
- 20 absences (excused and/or unexcused) – A fourth and final letter will be sent home to the parents/guardians informing them that their student may not be eligible for re-enrollment for the following school year without an appeals process taking place. The parents/guardians will be required to make an appeal to the school board, either in person or in writing, in order to be eligible for re-enrollment. The school board will make a recommendation to either accept or deny the student's re-enrollment on a case-by-case basis.

**Students are allowed the number of excused absence days plus one in which to complete their missed assignments and receive full credit.**

## **Suspension**

The first time a student is suspended from school under a non-violent offense, he/she will be able to make up his/her work for full credit. Each time after that, or in an instance of a violent offense resulting in suspension, missed assignments will not be made available even under the suspension

**Students in grades 4<sup>th</sup> – 7<sup>th</sup> are limited to 20 absences per subject. Students in grades 4<sup>th</sup> – 7<sup>th</sup> that miss more than 20 days must appeal to the board in order to be considered for promotion.**

Parents/guardians can help by:

- Scheduling medical and dental appointments outside of school hours.
- Scheduling vacations during school breaks.
- Checking the school calendar to be aware of important school dates.
- Contacting your student's teacher as soon as possible to arrange to pick up missed assignments.

## **Tardiness**

Students arriving to school between 8:05 a.m. and 9:35 a.m. or leaving school between 1:15 p.m. and 2:45 p.m. will be counted as tardy. Students not riding a bus should arrive at school no later than 8:05 a.m.

**Times for attendance at the Intermediate Campus are as follows:**

7:00 a.m. – 7:45 a.m. = Early Care  
7:45 a.m. – 8:05 a.m. = Arrival  
8:05 a.m. = School begins  
11:25 a.m. = ½ Day Absence  
2:45 p.m. – 3:05 p.m. = Dismissal  
3:05 p.m. – 4:30 p.m. = After Care

If a student misses 2.5 hours in one school day, they will be marked as ½ day absent.

Penalties for excessive tardiness are as follows:

- 5 tardies in one 9 weeks period: ½ day unexcused absence
- 10 tardies in one 9 weeks period: 1 day unexcused absence
- 15 tardies in one 9 weeks period: 1 ½ day unexcused absence. A parent meeting will take place with the Administration.
- 20 tardies in one 9 weeks period: 2 days unexcused absence. A parent meeting will take place with Administration. The student may be placed on probation at the administration's discretion.

## **Band**

Ross County Christian Academy offers band to students entering the fifth grade. Band is an enrichment opportunity for students to learn about playing a musical instrument and reading music. An instrument fitting will be held prior to the beginning of the school

year. Band is a graded subject. For more information, please contact Mrs. Michele Wright-Parker.

### **Before Care and After Care**

Ross County Christian Academy provides After Care for its students and is located on-site. Before Care is offered from 7:00 a.m. – 7:45 a.m. Any students arriving to school before 8:05 a.m. will need to utilize this program. After Care is offered from 3:05 p.m. – 4:30 p.m. Any student that has not been picked up by 3:05 p.m. will be signed in to After Care by a staff member and charged \$5. Before Care and After Care slots are limited and prior registration is required to be part of these programs. Information detailing current pricing is available in the school office.

### **Calendar**

An annual school calendar is published. Ross County Christian Academy attempts to follow the Chillicothe City School calendar, when possible, for the convenience of parents/guardians and teachers who have children in public school. The school operates on a 178-day school year.

### **Cell Phones and Wireless Devices**

All cell phones must be powered off during school hours. Parents/guardians should contact the school office if a message needs to be relayed to a student. Consequences will be enforced if a cell phone is on for any reason. Other wireless devices including, but not limited to laptops, iPads, iPods, and tablets should not be brought to school unless permission has been granted by a teacher for a specific project or educational purpose.

### **Chapel**

Chapel is held once a week for all students. The chapel program includes a time for singing, prayer, and scripture lessons.

### **Class Parties**

Classroom parties may be held on occasion. Celebration of birthdays will be observed by allowing parents/guardians to provide snacks for the class during the study hall period. We would appreciate advanced notice when sending in any food.

### **Communication with Teachers**

#### **Conferences**

Four conference dates are scheduled; one after each reporting period. The first is offered after the first interim report. The first and last conferences should be in person with at least one parent/guardian present. Other conferences may be arranged as needed. Parents/guardians should request conferences at least 24 hours in advance, and teachers are not required to meet with parents/guardians at unusually early or late hours.

## **Messaging**

Parents/guardians have the ability to message every teacher and administrator using our online grading system. We encourage you to contact the staff if you have any questions or concerns.

## **Discipline**

### **Discipline Programs, Expectations, and Procedures**

Grades 4-7

In order to maintain a safe and orderly school environment for all students, Ross County Christian Academy Intermediate Campus uses a classroom management system. Listed below are the basic rules:

1. I will talk appropriately.
2. I will follow directions.
3. I will respect everyone's right to learn.
4. I will be kind and considerate to everyone.
5. I will be responsible for my materials and my work.

Each homeroom will maintain a checklist system to track student behavior. Classroom and school-wide expectations for behavior will be communicated to students. Students who do not meet expectations will receive a warning on the checklist system. Students will then receive a checkmark each time an expectation is not met. There are consequences for each checkmark as follows:

- 1 The student will fill out a behavior reflection form and write a Dear Mom and Dad letter.
- 2 Phone call or email to the parent; recess will be taken for the day.
- 3 Lunch detention will be served and in-person meeting with parent
- 4 Meeting with Principal, lunch detention will be served, and recess will be taken for the day
- 5 After school detention will be served and Rewards Party at the end of the 9-weeks will be lost.

Ross County Christian Academy does not practice the use of corporal punishment.

It is imperative that parents, teachers, and administrators all work together in this critical area of discipline. The school wide program provides consistency and continuity, characteristic of effective discipline. We appreciate parental support as we work

together to ensure that every student has the opportunity to learn in a safe and orderly environment.

Probation- Students may be placed on behavioral probation for either a 9-week or 18-week period of time. If the necessary qualifications of the probation are not successfully met, the student will be expelled from Ross County Christian Academy.

Severe offenses that will automatically be directed to the office and may merit immediate suspension include: stealing, fighting, disrespect to a teacher or an adult, and damage or destruction of school property. Students who exhibit habitual discipline problems will be expelled from Ross County Christian Academy.

## **Bullying**

RCCA seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind.

### **What is bullying?**

Bullying may be identified as a repeated behavior, verbal or non-verbal, that is intended to cause physical, emotional, psychological, or social harm. Bullying may be direct (face-to-face) or indirect. Bullying behaviors that are not addressed generally escalate in to more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

### **Bullying Behaviors**

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of RCCA to reduce bullying by addressing these types of behaviors as they occur.

- **Physical Behavior:** Intentionally endangering the welfare of others. Such behaviors include, but are not limited to, the following: hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking, and tripping. Other examples of physical bullying include unwanted touching, rude gestures, taking or damaging another's property, extortion of money or other items, and making someone do something they otherwise would not do.
- **Verbal Behavior:** Verbal bullying includes, but is not limited to, the following: name calling, teasing, bossing, threatening, and making fun of another's appearance, physical characteristics, or cultural background.
- **Indirect Behavior:** Indirect bullying includes, but is not limited to, the following: spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, and encouraging others to violate the anti-bullying policy.

- **Cyber Bullying:** In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending inappropriate or threatening emails or text messages, creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook). If cyber bullying occurs while on school property or during school activities, the school will become actively involved.

### **Reporting Bullying**

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents/guardians and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, teacher, or an administrator. Those parents/guardians or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from the school.

### **Responses to Bullying or Bullying Behaviors**

RCCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Any of the behaviors listed above may or may not be bullying, depending upon the intent of the perpetrator. All bullying behaviors will be addressed according to the procedures outlined below. Each bullying offense will be referred to school administrators for disciplinary response. Each offense will require a parent's/guardian's signature on a discipline incidence form.

- **1<sup>st</sup> Offense:** Parent/guardian contact, meet with an administrator, and ½ day in-school suspension.
- **2<sup>nd</sup> Offense:** Parent/guardian contact, meet with an administrator, and 1 full day in-school suspension.
- **3<sup>rd</sup> Offense:** Parent/guardian contact, meet with an administrator, and 1 full day out of school suspension.
- **4<sup>th</sup> Offense:** Parent/guardian contact, meet with an administrator, and 3 days out of school suspension.
- **5<sup>th</sup> Offense:** Possible expulsion.

NOTE: The administration of Ross County Christian Academy reserves the right to treat any single act as severe enough to warrant dismissal from school. Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources and/or eye witnesses.

## **Cheating**

Cheating will not be tolerated under any circumstance. Cheating includes, but is not limited to, the following:

- “Borrowing” homework
- Plagiarism
- Asking information about a test given earlier
- Obtaining information using any unethical method during a test

Any incidence of cheating will result in a zero on the assignment and potential suspension. Any subsequent incidence of cheating will be dealt with much more severely.

## **Dress Code**

All RCCA students shall comply with the standardized dress code (school uniform) as established by the school board. School uniform consists of the following:

- Khaki or navy slacks or shorts (should be no shorter than 4” above the knee)
- Girls may wear khaki or navy skirts (length must be to the top of the knee or longer)
- Girls may wear khaki or navy capris or crop pants
- Short sleeve polo shirts (solid color with NO logo)
- Long sleeve polo shirts (solid color with NO logo)
- Sweater vests, sweaters, and sweatshirts (solid color with NO logo)
- Long sleeve Oxford shirts (solid color with NO logo)
- Close-toed shoes must be worn (no sandals, flip-flops, or open-toed shoes)
- Socks or tights must be worn with shoes and must be a solid color
- Undershirts must only be visible at the neck, with no writing visible through the uniform shirt
- All jackets, coats, hats, or other outdoor apparel must be removed upon entering the building

## **Hair Styles and Coloring**

Hair coloring must look natural. Highlighting is permitted, however one solid color on top and a different shade on the side and back is not permitted. Colored hairspray is prohibited. No extreme styles will be permitted and must conform to the following guidelines.

- Hair must be neat and clean
- Vision must not be obstructed

## **Piercing and Tattoos**

- Boys may not wear pierced jewelry of any kind
- Girls may have pierced earlobes. No excessive piercing is permitted.
- Jewelry may not be worn in ear cartilage, eyebrows, lips, tongues, nose, etc.

Temporary tattoos are not to be worn. If you already have a tattoo, this may not be exposed. Parents/guardians, please discourage your children from wearing temporary tattoos and fake nails to school. Boys may not wear nail polish.

**Discretion is left to the administration.**

### **Field Trips**

Field Trips have been planned for each grade level as an extension of classroom learning. Field trip costs will be in addition to tuition and fees. Fundraisers may offset some costs. Students will take at least one field trip per year. Permission forms will be required before participation in the field trip can be allowed. Students who do not participate in a field trip will be counted absent and may be required to do additional work.

### **Field Trip Guidelines**

- Students are required to attend field trips, remaining with the group at all times.
- Parent/guardian chaperones are often needed. All parent/guardian chaperones will be responsible for the students in their care. Chaperones are not to bring other children on any field trip.
- Parents/guardians not serving as chaperones are welcome to participate in all field trips at their own expense and by making their own arrangements.
- RCCA's faculty will make travel arrangements for students and official chaperones only.
- RCCA students must remain with the school group at all times. This prohibits leaving with anyone except an official chaperone.

### **Financial Information**

All regular financial transactions are to be handled directly with the school office. Students may not be allowed to begin another semester's work, transfer permanent records, or receive report cards unless all previous accounts with the school have been paid in full.

An enrollment fee is to be paid upon acceptance.

All checks returned by the bank to the school due to insufficient funds will be subject to a charge.

If payments go delinquent more than 30 days, a student may be asked to withdraw.

Students who enroll after the first day of school or leave before the last day of school will be charged on a per diem basis.

## **Financial Aid Policy**

It is our desire to make Ross County Christian Academy affordable to every family that wishes for their child(ren) to attend a Christian school. To that end, the following policy will apply for families needing financial aid.

- Beginning with the Kindergarten class of 2013-2014, any family applying for financial aid must also apply for the state Ed. Choice Scholarship. The school administration can assist you with this process. Any family not applying for an Ed. Choice Scholarship (for the grades which they are offered) will not be considered for financial aid through the school. Families awarded an Ed. Choice Scholarship by the Ohio Department of Education will have the full tuition paid by the Department of Education. A family that enrolls a child after the Ed Choice deadline may still apply for financial aid, but must apply for the Ed. Choice Scholarship in following years.
- For families with multiple children, some children in the Ed. Choice program and some being paid for by the family, the following procedure will be used to determine the tuition for each child. The youngest child (by grade) will be charged the 1<sup>st</sup> child rate. The second youngest child will be charged the 2<sup>nd</sup> child discounted rate. The third (oldest) and any following children will be charged the 3<sup>rd</sup> child discounted rate of tuition.
- Families applying for financial aid must complete the online FAST application. This is a third-party resource which assists Christian school across the nation with determining fair amounts awarded for financial aid based on family need. There is a \$38 fee (payable to FAST by the applying family) for completing the process. The website for FAST is [www.ismfast.com](http://www.ismfast.com).
- After the FAST application has been processed, families will be contacted by RCCA about the financial aid awarded.
- A family may appeal the amount recommended by FAST. A committee of three will review the appeal and make a decision. The appeal committee will consist of 3 members, 2 school administrators and 1 board member. The board president will appoint board members as necessary to serve on the committee.

## **Gambling**

Students shall not gamble for money or valuables, or buy, sell, or exchange money with another student while on school grounds.

## **Grievances**

Grievances should be prayerfully considered before being communicated to the appropriate person. Please direct questions/concerns in the following ways:

Functioning of the classroom – Teacher  
School buildings or grounds – Headmaster  
Finances – Finance Officer  
Performance of a teacher – Teacher  
Curriculum – Principal  
Vision of our school – Headmaster  
Volunteers in our school – Principal

## Before and After Care Programs – Principal

If a grievance has been communicated to the appropriate person as stated above, and a satisfactory resolution has not occurred, then the grievance is to be taken to the next level of authority. The progression level of authority is:

- 1<sup>st</sup> – Teacher
- 2<sup>nd</sup> – Principal
- 3<sup>rd</sup> – Headmaster
- 4<sup>th</sup> – Chairman of the School Board

The teachers want what is best for your child. Most problems in school result from misunderstandings which are not communicated and resolved. Handled quickly and honestly, problems are merely challenges, which provide opportunities for growth. Christ gives us the basic principles for settling differences in Matthew 18:15-20.

### **Hours of Operation**

7:00 a.m. – 7:45 a.m.	Before Care
7:45 a.m. – 8:05 a.m.	Arrival
8:05 a.m. – 2:45 p.m.	School in Session
2:45 p.m. – 3:05 p.m.	Dismissal
3:05 p.m. – 4:30 p.m.	After Care

### **Inclement Weather**

RCCA uses the ONE CALL NOW messaging system. Make sure the school has all current telephone information. Should the weather become so bad that the safety of the students is jeopardized, school will be closed. Please listen to your radio or television for details of school closings. WKKJ will be our official weather closing station.

### **Injuries and Illnesses**

The school office handles minor student injuries. Students who are running a fever, vomiting, or have any contagious symptoms will be sent home. Students must be fever-free for a 24-hour period before returning to school.

### **Internet**

Students must sign the Technology Use Agreement prior to using the internet. Any violation of the policy may result in the student losing computer privileges or even more serious consequences.

### **Lost and Found**

Students are responsible for their personal property. The school does not accept responsibility for lost property. Students are cautioned not to bring valuables or large amounts of money to school. All personal items used at school should be clearly marked with the student's name. Students who find lost items are instructed to take them to the office to be placed in the "Lost and Found." These items will be kept on the

table outside the office. Items left unclaimed will be donated to local shelters at the end of each quarter.

### **Lunch Program**

Students who forget their lunches may request a lunch for a charge of \$2.00. We keep peanut butter and jelly, bread, and milk on hand for such emergencies. If a parent brings a lunch to a student, that lunch will be left in the office for delivery to the student.

Parent cooperation is essential in order to maintain a well-operated lunchroom. Parents are asked to urge their children to observe proper lunchroom behavior. The following is a list of the lunchroom rules:

- Students are to remain in the lunchroom unless given permission to leave.
- Students are to maintain an acceptable noise level while in the lunchroom.
- Students will keep their hands, property, and food to themselves.
- Students will be responsible for cleaning the area in which they eat. Students will show respect to all lunchroom personnel.

### **Medication**

All prescription and non-prescription medications are to be administered by the school office. The office keeps Tylenol, antacids, and cough drops on hand and may dispense as needed with written parent/guardian consent. However, any medications, prescription or non-prescription, MUST be clearly labeled with the student's name and accompanied by a completed and signed "Request for Administration of Medication" form.

### **Messages**

The school office staff is happy to deliver messages to students during the school day. If a parent/guardian needs to see a student, he/she should come to the school entrance so that the student may be called. Messages for teachers are to be left with the school secretary for delivery. Students are NOT permitted to have cell phones powered on during school hours.

### **Orientation**

Orientation programs are held for students and their families the week before school begins. The orientation also includes an open house.

### **Profanity and Lewd Behavior**

A student shall not use profanity or obscene language, either written or verbal. This includes obscene gestures, signs, pictures, websites, or publications (pornography). Immodest, lustful, indecent, or lewd behavior will not be tolerated at school or any school-sponsored event.

### **Public Displays of Affection (PDA)**

A student shall not participate in displays of affection (i.e. kissing, embracing) on school grounds before, during, or after normal school hours.

## **Security**

Any visitors who enter the school section of the buildings must sign in at that school office. This includes parents, guardians, relatives, parent volunteers, and former students. This policy will be strictly enforced. Any student leaving school will be signed out at the school office. The school office will call for the student from the classroom. Parents/guardians must wait for the students by the school office. Please be aware that our school is legally responsible for protecting all students. Any visitors in the classrooms or hallways after 8:05 a.m. will be asked to leave immediately, unless they have signed in with the school office. Parents/guardians should not linger in classrooms for any reason. Conferences must be scheduled with the teacher's approval, and the office must approve observations.

## **Student Sign-In and Sign-Out**

When a student comes to school after 8:05 a.m., or must leave early for any reason, parents/guardians must give a reason which will be entered on the Student Sign-In/Sign-Out Form located in the office. Students will only be released to individuals listed on their Enrollment Form unless parent/guardian permission has been given.

## **Snacks**

Students are not permitted to eat during class unless teachers have given permission. Students may have bottled water. Students with medical conditions that require snacks should make arrangements with the school administrator.

## **Special Education**

RCCA believes that all students have the potential to learn as God has designed them to learn. However, children can differ in the rate at which they learn and by the instructional method that best helps them learn. RCCA will work with families to develop a plan and make necessary adjustments for students suspected of having learning needs. We house a highly skilled special education team that can help identify a child that may need special education services. If you have any questions about this program, please speak with your child's teacher, Mrs. Julie Cline, Mrs. Cindy Martin, or Mr. Adam Hill.

## **Student Supplies**

Students are expected to supply their own school supplies. A list is posted on the school website, [www.rccacademy.org](http://www.rccacademy.org). Additional supplies may be required throughout the year.

## **Transportation**

### **Parent/Guardian Parking, Pick-up, and Drop-off**

Vehicles should be parked in designated parking areas only. It is vital that students are picked up promptly. Parents who are not on time to pick up their students will incur a \$5 charge and the student will be placed in After Care. Follow the designated procedures for drop-off and pick-up in order to help traffic run smoothly and avoid unnecessary delays.

### **Visitors**

All visitors must sign in and sign out in the school office. Visits to the classroom are not allowed during school hours unless a visitor has arranged in advance with a classroom teacher to assist in the classroom. Visits are allowed during special events only.

### **Weapons and Dangerous Instruments**

A student shall not possess, handle, transmit, or conceal any object considered to be a dangerous weapon or an instrument of violence. Examples include, but are not limited to, lighters, matches, firearms, ammunition, knives, fireworks, chemicals, explosives, or any other dangerous object. This band extends to all “look-alike” and counterfeit items, including toys and replicas.

### **Withdrawals**

Student withdrawals from Ross County Christian Academy are handled through the school office. In order to transfer academic records, all outstanding fees must have been paid, all books and other school belongings returned, and the proper request forms completed. Please refer to the financial information section of this handbook for more information.

### **Statement of Non-Discrimination**

Ross County Christian Academy recruits and admits students of any race, color, national or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court ordered or administrative agency ordered, or public school initiated desegregation. Ross County Christian Academy will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.