

# Ross County Christian Academy Elementary Student Handbook

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## **Our Mission**

The purpose of the 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 the 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, 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 the 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, 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.

A 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**

**Head of Schools:** Valerie Jones

[valerie.jones@rccacademy.org](mailto:valerie.jones@rccacademy.org)

**Finance Officer:** Mike MacCarter

[mike.maccarter@rccacademy.org](mailto:mike.maccarter@rccacademy.org)

**Administrator:** Gregg Wright

[gregg.wright@rccacademy.org](mailto:gregg.wright@rccacademy.org)

### **Principals:**

Renee Wisecup: Primary

[renee.wisecup@rccacademy.org](mailto:renee.wisecup@rccacademy.org)

Lindsay Ramey: Intermediate

[lindsay.ramey@rccacademy.org](mailto:lindsay.ramey@rccacademy.org)

Jarod Lloyd: 8<sup>th</sup> – 12<sup>th</sup> grade

[jarod.lloyd@rccacademy.org](mailto:jarod.lloyd@rccacademy.org)

## **Our 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 of Ross County Christian Academy**

Ross County Christian Academy's biblical role is 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 necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity, transgenderism; 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, I Corinthians 6:6-9, and I Timothy 1:8-10.

## **Admissions Policy**

The Ross County Christian Academy recruits and admits students of any race, color, nationality or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, nationality 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 or administrative agency ordered, or public school district initiated desegregation. The Ross County Christian Academy will not discriminate on the basis of race, color, nationality 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 form and \$100 application fee received • A favorable family interview must be held.
- A student must be in good academic and behavioral standing with his/her previous school.

- The school must receive verification that all immunizations are up to date.
- An RCCA Teacher Referral Form may be asked to be submitted if transferring from another school.
- Registration is complete upon payment of appropriate tuition and fees.

## School Procedures and Policies

### Academics

- **Achievement Tests** – 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.
- **Books** – School textbooks are on loan for the school year, and therefore, students are not permitted to write in text books 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 worldview (e.g. Bob Jones University Press).
- **Extra-Curricular Classes** – All students must participate in a variety of special classes each week. Specials may include: Vocal and Instrumental Music, Art, Physical Education, Technology, Spanish and Drama. Bible is taught at each grade level as a non-graded subject. Other extra-curricular classes may be added to meet student needs.
- **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, Jupiter (grades 1 and up). New parents will receive log in instructions and a password the first week of school.

\*If tuition and before/after care payments are not up-to-date grade reports and student records may be held.

- **Grading Scale** –

Graded Courses	Non-Graded Courses
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 tests and quizzes, special projects, etc. Written homework will not be given on Wednesday night.
- **Honor Roll** – Students with As and Bs in all classes and no lower than an 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 office before 9:00 am if missed work is to be collected and picked up for the student to complete at home. Work turned in late will receive a 10% grade reduction for each day 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 in at [www.ohsaa.org](http://www.ohsaa.org) and our Athletic Handbook which can be found on our website.

## **Attendance 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 to school.

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:

1. Personal Illness. The administrator may require the certificate of a physician if he/she deems advisable.
2. Illness in the family necessitating the student's presence. A written statement from a physician may be required
3. Quarantine of the home: Absence is limited to the length of quarantine as fixed by proper health officials.
4. Death of a relative: Absence is limited to 3 days, unless is reasonable cause is shown.
5. Medical or dental appointments: The administrator may require a doctor or dental slip as to why the absence was necessary.
6. Emergency or set of circumstances which in the judgment of building administrator constitutes a good and sufficient cause for the absence from school.
7. College Visits. The approving authority may require verification of date and time on this visit. There is a limit of three days per year.
8. Buses cannot reach a student
9. Court appearance
10. Administrative pre-approved vacation, or personal days, for no more than five days (Advanced letter in writing) Any other pre-approved vacation days will result in Unexcused Absences. However, an opportunity to make up work missed and receive credit will be at the administration's discretion.

**Documentation:** All absences/tardies should include documentation to be considered excused. Such documentation should include a signed note from the student's parent/guardian and/or a signed note from a licensed medical professional. Documentation should explain the reason for the absence/tardy as well as the dates absent. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out two consecutive days only one letter of documentation is needed. If a student is out two 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 ten parent notes for illness. After ten absences we require a note from medical personnel for an illness to be excused. We will accept up to ten parent notes for excused absences. This includes vacations, illnesses, and/or any of the items listed above for an excused absence.**

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

**Ross County Christian Academy, along with all schools 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 Truant** 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 Truant** 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 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 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 child’s permanent folder.

10 absences (excused and/or unexcused)- A letter will be sent to the parents and a meeting must be scheduled with the principal to discuss a specialized intervention plan for the student. The letter must be signed and returned to the school within one week and will be placed in the child’s permanent folder. The specialized intervention plan will also be signed and copy will be sent with the parents and one will be placed in the child’s folder.

15 absences (excused and/or unexcused)- A letter will be sent home to the parents 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. Parents must show effort to follow the specialized intervention plan as previously made with the principal. During the principal meeting, the specialized intervention plan will be reviewed and possible changes made at the discretion of the principal. Parents will sign the new plan and a copy of the plan will be placed in the child’s permanent folder.

20 absences (excused and/or unexcused)- A fourth and final letter will be sent home to parents informing them that their child may not be eligible for re-enrollment for the following school year without an appeals process taking place. The parents 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 re-enroll the student or deny re-enrollment on a case by case basis.

**The formula for make-up work is the number of excused days absent plus one.**

**Suspensions:** 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, student work may be made available even under the suspension but will not be graded for course credit.

**For a high school student to receive credit in a given subject, he or she cannot have missed more 20 days in any subject. Students in grades 5<sup>th</sup>-8<sup>th</sup> are limited to 20 absences per subject. Students in K-8<sup>th</sup> who miss more than 20 days must appeal to the board in order to be considered for promotion.**

Parents can help by:

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

**Tardiness** - Students arriving at school between 8:20 am and 10:00 or leaving before 1:30 pm will be counted tardy, not absent. Students not riding a bus should arrive at school no later than 8:20 am.

All students arriving late to school must sign-in with the school secretary. Students will then be issued a pass, which will admit them to the appropriate class.

1. Five unexcused tardies per quarter will result in half day unexcused absence.
2. Ten unexcused tardies per quarter will result in a full day unexcused absence.
3. Fifteen unexcused tardies per quarter will result in 1 1/2-day unexcused absence. A parent meeting will take place with the administration.
4. Twenty unexcused tardies per quarter will result in 2 full days unexcused absence. A parent meeting will take place with the 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 school for the students. Band is a graded subject. For more information, please contact Mrs. Michelle Wright Parker.

## **Before School/After School Care**

Ross County Christian Academy provides a before/after care program for its students, and is located at the Brookside campus. Before-school care is offered between 7:00-8:00 am. Any students arriving at school before 8:00 am need to utilize this service. After-school care begins at 3:15 pm. Any student not picked up by 3:15 pm will be signed in to after care by a staff member. Aftercare ends at 5:00 pm. Aftercare slots are limited and prior registration is required to be part of the aftercare program. Information detailing current costs and activities is available in the school office. Parents that are late picking up their child from our aftercare program will incur a \$10 late fee and an additional \$1 will be added for each minute after 5:00 pm.

## **Calendar**

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

## **Cell Phones and Wireless Devices**

Cell phones must be powered off during school hours. Parents 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 to provide snacks for the class. We would appreciate advanced notice when sending in food.

## **Communication with Teachers**

- **Conferences** - Four conference dates are scheduled; one after each reporting period. The first is after the first interim report. The first and last conference should be in person with at least one parent present. Other conferences may be arranged as needed. Parents should request conferences at least 24 hours in advance, and teachers are not required to meet with parents at unusually early or late hours.
- **Messaging** – Parents have the ability to message every teacher and administrator using our online grading system, Jupiter. We encourage you to contact the staff if you have any questions or concerns.

## **Discipline**

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

#### **Kindergarten-3rd Grade**

In order to maintain a safe and orderly school environment for all students, Ross County Christian Academy uses a classroom management program in kindergarten through third grades. Listed below are the basic rules:

1. I will maintain self-control
2. I will be organized and prepared
3. I will be appropriate with my words and actions
4. I will be respectful
5. I will be safe and orderly

RCCA Primary promotes the PRAISE (P<sub>r</sub>oactive. R<sub>e</sub>inforcements. A<sub>s</sub>sessing and analyzing the I<sub>n</sub>tent of behavior. S<sub>i</sub>ncere approach, and E<sub>m</sub>power them through the Holy Spirit) approach to classroom management and discipline. At RCCA Primary, we believe that Godly character will result in the desired behaviors for a positive school environment. We will be P<sub>r</sub>oactive in our classroom settings to prevent undesired behaviors. We will offer R<sub>e</sub>inforcements for demonstrating the appropriate behavior. We will A<sub>s</sub>sess the behavior and determine the I<sub>n</sub>tent of the behavior. During this time, we will follow the ABC chart: what is the A<sub>n</sub>tecedent of the behavior, the b<sub>e</sub>havior, and the c<sub>o</sub>nsequence. Students often misbehave for a variety of reasons including: attention, power, revenge, display of inadequacy, or testing of limits. We will act with S<sub>i</sub>ncerity in dealing with behavior and the root cause of the behavior. We will teach them to E<sub>m</sub>power themselves with the Holy Spirit so they are able to choose what is right. RCCA Primary believes that students need to be taught the right behavior through direct teaching and modeling, giving them the opportunity to exhibit the correct behavior, and developing relationships that will encourage trust.

We will use positive language in our direction for students as often as possible. We will set clear rules and procedures for our classrooms and shared spaces of the building using our SOARS (S<sub>e</sub>lf Control; O<sub>r</sub>ganized and prepared; A<sub>p</sub>propriate; R<sub>e</sub>spectful; S<sub>a</sub>fe and orderly) motto. Students will be acknowledged and praised for displaying these characteristics throughout the day. We believe that a positive, supportive environment will result in students that are eager to follow the rules and procedures set forth in the school. We adhere to the Godly example of building strong personal relationships, lovingly offering correction, and demonstrating grace to all students.

There will be times when natural consequences will be necessary in order to maintain a safe and inviting atmosphere. The following are the steps teachers and staff will take to correct undesired behaviors:

Students will be issued a reminder of the desired behavior and a chance to ‘redo’ their actions to obtain the desired behavior. (For example, “We raise our hands if we have something to share. Try a ‘redo’ and show me that you have something to share.”) This model will be used heavily in the beginning of the year to promote the desired behaviors.

If a ‘redo’ does not result in effective change, students will use ‘think time.’ This is a time of removal from the situation. This can be time alone to think about why their behavior is inappropriate for that setting/time or time with the teacher to discuss what behaviors are appropriate. Teachers will remind students of the desired behaviors and encourage positive outcomes. Students will be expected to ‘redo’ the desired behavior before returning to the class.

If ‘think time’ does not result in a desired outcome, then ‘think time take two’ may result in a meeting with the parents, time with the counselor to determine the cause of the behavior and how to reach the desired behavior, or time with administration.

Students will be afforded ‘redo’s’ for each undesired behavior before the use of ‘think time.’ x  
Some behaviors may be serious enough to implement more serious consequences.

Abusive/Inappropriate language, fighting or physical aggression, defiance, or property damage, etc.  
Consequences will be left to the discretion of the administration.

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



# Remember! An EAGLE always “SOARS!”

	Morning Opening	Classrooms	Cafeteria	Bathrooms	Gym/ Recess	Specials	Dismissals
Self-control	Employ active listening Use appropriate tone Keep hands and feet to yourself	Employ active listening Try your best to complete all assignments	Stay in your seat Use a quiet voice Sit on your bottom	Quiet voices Keep hands and feet to yourself	Keeps hands and feet to yourself	Keep hands and feet to yourself Stay in your area Use materials responsibly	Wait patiently Keep voices low so everyone can hear Keep hands and feet to yourself
Organized and prepared	Be in seat before leader begins	Bring all materials with you Store materials in proper locations	Bring lunch box with you Be prepared to leave on time	One person at a sink at a time Leave personal belongings in the classroom	Bring/ take back all equipment with you	Bring all materials with you Take your belongs with you when you leave Be ready to leave on time	Have your belongings packed up and ready to go Have your coat/jacket on when needed
Appropriate	Stand during pledges Speak kindly	Raise hand to speak Speak kindly to others Use a 'classroom' voice	Raise your hand if you need something Exhibit good table manners Keep food off tables and floors	Do your business and exit Throw trash away Wash hands Line up quickly and quietly	Use kind words Play kindly Allow others to play	Use kind words Raise your hand before you speak	Exit silently so others can hear their names Exit quickly
Respectful	Follow directions Raise your hand	Follow directions Listen the first time Allow others to speak	Clean up your area Ask to use the restroom	Clean up any messes made	Win and lose respectfully	Listen as others talk Follow directions the first time	Wait quietly and listen for your name
Safe and orderly	Keep hands and feet in your space Remain in seat until dismissed	Keep hands and feet to yourself Walk	Walk Clean up any spills	One person per stall Clean up water on the floor Leave immediately when finished	Be aware of others around you Line up quickly and quietly	Enter and exit in orderly fashion	Walk as you exit your room and building Wait on the sidewalk until dismissed to your car

It is imperative that parents, teachers, and administrators all work together in this critical area of discipline. We have seen this program work to encourage students to make positive choices regarding behavior. This campus wide program provides consistency and continuity, characteristics 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.

## **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 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 are not limited to but include the following: hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking, tripping. Other examples of physical bullying include: unwanted touching, rude gestures, taking or damaging another's property, extortion of money or other items, 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, 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, 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 of 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 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 administration. Those parents 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 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 the procedures outlined below. Each bullying offense will be referred to school administrators for disciplinary response. Each offense will require a parent's signature on a discipline incidence form.

- **1st Offense – Parent contact, meet with administrator and ½ day in-school suspension**
- **2nd Offense – Parent contact, meet with administrator and full day in-school suspension**
- **3rd Offense – Parent contact, meet with administrator and full day out of school suspension**
- **4th Offense – Parent contact, meet with administrator and 3 days out of school suspension**
- **5th 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 or eye witnesses.

## **Cheating**

Cheating will not be tolerated under any circumstances. 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 potentially suspension. Any subsequent 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 Board. School uniform consists of the following:

- Khaki or Navy Blue 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 without a logo)
- Long sleeve Polo shirts are appropriate during cooler weather (solid color without a logo)
- Sweater vests, sweaters and sweatshirts (solid color without a logo)
- Long sleeve oxford shirts are appropriate (solid color without a logo)
- Close toe shoes must be worn (no sandals, flip flops or open toe shoes)
- Socks or tights must be worn with shoes and must be a solid color
- All jackets, coats, hats or other outdoor apparel must be removed once you enter the building  
Undershirts must be only visible at the neck, with no writing visible through uniform shirt

### **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 hair spray 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**

- Students may have pierced earlobes (no more than two earrings per lobe)
- 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 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.**

## **E.A.G.L.E.S. (Enhancing Academic and Godly Leadership in Every Student)**

RCCA Primary encourages and teaches leadership in all of our students. Students learn about Godly leadership through our morning opening devotions, leadership teams, in class lessons, service learning projects, and other leadership opportunities. We strive to equip our students to be the next generation in the body of Christ. We use real-life scenarios to teach our students how to stand strong in the truth of God's Word and lead by example through their actions. We also maintain a rigorous academic schedule to promote academic leadership.

### **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 field trip will be counted absent and may be required to do additional work.

#### **Field Trip Guidelines:**

- Students are required to remain with the group at all times.
- Parent chaperones are often needed. All parent chaperones will be responsible for the students in their care. Chaperones are not to bring other children on field trips.
- Parents not serving as chaperones are welcomed to participate in all field trips at their own expense and by making their own arrangements.
- Ross County Christian Academy's faculty will make travel arrangements for students and official chaperones only.
- Ross County Christian Academy 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. Other terms of payment include:
- Application 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 Aide Policy**

It is our desire to make Ross County Christian Academy affordable to every family that wishes for their child/children to attend a Christian School. To that end, the following policy will apply for families needing financial aide.

- Starting with the Kindergarten class of 2013-14, any family applying for financial aide 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 Ed. Choice 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 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 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 schools 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 web address for FAST is: <http://www.ismfast.com/>
- After the FAST application has been processed, families will be contacted by RCCA about the financial aide 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, two school administrators and 1 board member. The board president will appoint board members as necessary to serve on the committee. Item 5 will not be published in directions to families, but will convene upon need.

## **Gambling**

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

## **Grievances**

Grievances should be prayerfully considered before being communicated to the appropriate person.

- Questions concerning the functioning of the classroom – Teacher
- Questions concerning performance of a teacher – Teacher
- Questions concerning the curriculum – Principal
- Questions concerning before/aftercare - Principal
- Questions concerning volunteers in our school – Principal
- Questions concerning the vision of our school – Head of Schools
- Questions concerning the school buildings or grounds – Head of Schools
- Questions concerning finances – Finance Officer

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> – Head of Schools

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.	Early Care Begins
7:50 a.m.	Teachers arrive
8:20 a.m.	Opening Activities
2:55 p.m.	Classes Dismissed
5:00 p.m.	After Care Ends

## **Inclement Weather**

The school uses 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 and television for details of school closings. WKKJ will be our official weather closing station.

## **Injuries and Illness**

The school office handles minor student injuries. Students who are running a fever, vomiting, or have any contagious symptoms must be sent home. Children should be fever-free without medicine for a 24-hour period before returning to school.

## **Internet**

Students must sign the Internet Acceptable Use Policy prior to using the Internet, located on page 24. Any violation of the policy may result in the student losing computer privileges or even more serious consequences.

## **Library**

Students will participate in library at least once a week. The library is located next to the theater room in the Kid Venture building. Library books can be checked out of the library and must be returned by the scheduled due date. If books are not returned to the library, parents may be charged a replacement fee based on the cost of the missing book.

## **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 school office to be placed in "Lost and Found". Donations are made to local shelters from "Lost and Found" on a quarterly basis.

## **Lunch Program**

Forgotten lunches – Students who forget their lunches may incur a separate fee. We keep peanut butter and jelly, bread, lunchables, fruit, and milk on hand for such emergencies. If a parent brings lunch to a student, that lunch should be left in the office for delivery to the student.

## **Medication**

All prescription and non-prescription medications are to be administered by the school office. The office does stock Tylenol, antacids and cough drops and may dispense with written parental consent. You may wish to send in your own for us to have “on hand” for your child. However, any medications, prescription or nonprescription MUST be clearly labeled with the child’s name and accompanied by a completed and signed “Office Medication Form”.

## **Messages**

The school office staff is glad to deliver messages to students during the school day. If a parent needs to see a student, he/she should come to the school office so that the student may be called. Parents are not to go directly to a classroom during school hours. Messages for teachers are to be left with the school secretaries for delivery. Students are not permitted to have cell phones 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 at any school sponsored event.

## **Promotion, Placement, and Retention Policy**

Students in the primary grades (K-3) may be retained if the child has an “F” average in one or more major subjects (reading or math). Students in third grade will be retained if they do not pass the Third Grade Guarantee stipulations set forth by the Ohio Department of Education. Students that are on scholarship for RCCA, may lose their scholarship if they do not pass the Third Grade Guarantee as stipulated by the Ohio Department of Education. Students in the intermediate grades (4-5) may be retained if the student has an “F” average in 2 or more major subjects (reading, math, social studies, or science).

Other variables used in addition to grade average in determining if retention is necessary will be the following: 1.

Attendance

2. Age

3. Emotional, physical, or social maturity

4. Academic ability as reported by achievement tests or diagnostics

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

A student shall not participate in displays of physical 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 the school office. This includes parents, relatives, parent volunteers, and former students. This policy will be strictly enforced. Any student leaving school will be checked out from the office. The school office will call the student from the classroom. Please be aware that our school is legally responsible for protecting all students. Any visitors in the classrooms or hallways after 8:30 a.m. will be asked to leave immediately, unless they have signed-in with the school office. Parents should not linger in classrooms for any reason. Conferences must be scheduled with the teacher's approval, and the office must approve observations.

## **Signing-In/Signing-Out**

When a student comes to school after 8:20 am or must leave school early for any reason, parents must complete the entry on the "Sign-In/Sign-Out" register. Students will only be released to individuals listed on their student information sheet unless parental permission has been given.

## **S.O.A.R. (Students with Outstanding Academic Range)**

Students with outstanding academic potential may be selected to participate in an enrichment program during the school day. Enrichment opportunities will include reading, math, science and history topics. In order to be eligible for this program, students must test within the 90th% in their standardized testing, must maintain and all A average, have a good behavior standing both in the classroom and out, display leadership qualities, and have a teacher referral to the program.

## **Snacks**

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

## **Special Education**

RCCA believes that all children 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 questions about this program, please speak with your child's teacher, Mr. Josh Cooper, or Mrs. Cindy Martin.

## **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 Parking, Pick-up, and Drop-off** - Vehicles should be parked in designated parking area only. Parking in the school driveway is not allowed. It is vital that students be picked up promptly. Parents who are not on time to pick up their students will incur a late fee and the student will be placed in aftercare. 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 through the school office. Visitors will receive a visitor's badge upon sign-in that must be worn while on campus. Those without the proper badge will be stopped and directed to the 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.

## **Weapons and Dangerous Instruments**

A student shall not possess, handle, transmit or conceal any object considered 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 ban extends to all "look alike" and counterfeits, 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 fees must have been paid, all books and other school belongings returned, and the proper forms completed. Please refer to the financial information section of this handbook for more information.



Dear Parent,

Through varied experiences at RCCA, we seek to help your child develop emotionally, spiritually, physically, intellectually and socially. The information and policies contained in this booklet are to help you, your child, and RCCA operate most effectively.

Our handbook is designed to assist you in understanding our program and the services we are providing for your children. It is reviewed and revised annually.

I have received and reviewed a copy of RCCA's policies, procedures, and handbook, and agree to abide by the policies described in it.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\* This handbook may be subject to change.

**Appendix C**  
**RCCA Technology Acceptable Use Policy (AUP)**

The school's information/technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

1 Respect and protect the privacy of others

- ▶ Use only assigned accounts.
- ▶ Not view, use or copy passwords, data, or networks to which they are not authorized.
- ▶ Not distribute private information about themselves or others.

2 Respect and protect the integrity, availability, and security of all electronic resources.

- ▶ Observe all network security practices as posted.
- ▶ Report security risks or violations to a teacher or administrator.
- ▶ Not destroy or damage data, networks, or other resources that do not belong to them,

without the clear permission of the owner.

- ▶ Conserve, protect, and share these resources with other students and Internet users. 3

Respect and protect the intellectual property of others

- ▶ Not infringe copyrights (no making illegal copies of music, games or movies!).
- ▶ Not plagiarize

4 Respect and practice the principles of community

- ▶ Communicate only in ways that are kind and respectful.
- ▶ Report threatening or discomforting material to the teacher.
- ▶ Not intentionally access, transmit, copy or create material that violates RCCA's code

of conduct/mission (such as messages or sites that are pornographic, threatening, rude, discriminatory, or meant to harass).

▶ Not intentionally access, transmit, copy or create material that is illegal or in violation of RCCA's code of conduct/mission (such as obscenity, stolen materials, or illegal copies of copyrighted works).

▶ Not send spam, advertise, or otherwise conduct business, unless approved as a school project and by the principal.

**Students may, if in accord with the policy above:**

- Access website as a resource for classroom study.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's approval.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher, as approved by the building administrator.
- Use the resources for any educational purpose as directed by the teacher.

**Consequences for Violation:** Violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's Internet/technology resources.

**Supervision and monitoring** School and network administrators and their authorized employees monitor the use of information/technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information/technology networks in order to further the health, safety, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, if necessary.

I Acknowledge and understand my obligations:

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Parents, please discuss these rules with your child (ren) to ensure that he/she understands them. The rules also provide a good framework for your student's use of computers at home.



