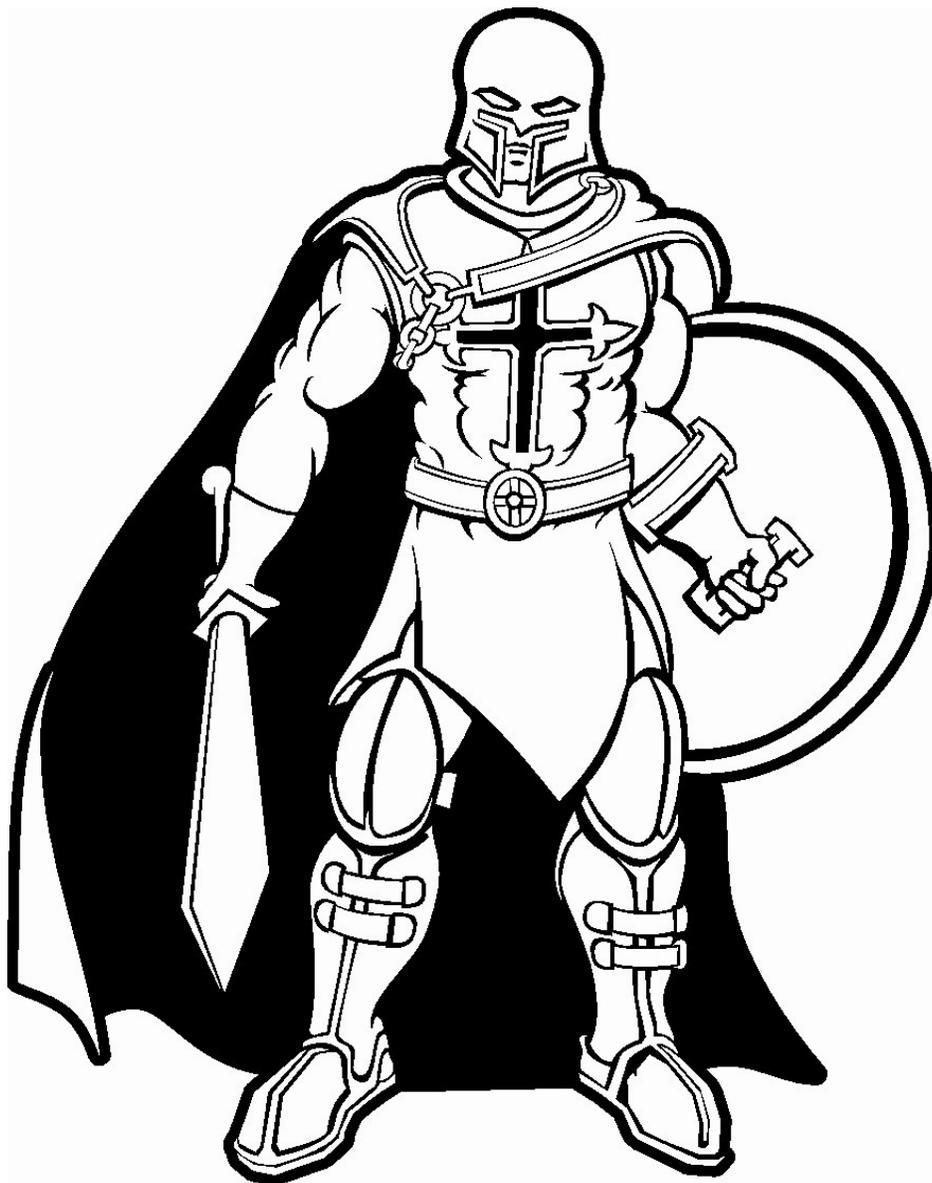


Ridge Christian Academy  
Student Handbook



# ***PALADINS***

## **Philosophy**

Ridge Christian Academy was established in 1998 as an educational ministry of Ridge Baptist Church. The day school and after school program provided an opportunity for the church to reach out into the community in a new light. By having this ministry, it allowed the church to develop a Christ-like character in the lives of children that attended the school as well as the church. Believing God's Word that "I know the plans I have for you," Ridge believed that children should be provided an opportunity to have a better understanding of God's Word and thereby develop a personal relationship with Christ.

Ridge Christian Academy is founded on the belief that Christian teaching presented in a Christian environment will enhance a child's educational experience. A child will be made aware of the world around him and be taught a Christian worldview. This will help the child become a whole person emotionally, physically and aid in the spiritual development, as they grow older. The academy will present the good news of God's love to every child that attends. As children grow in this environment, the academy's prayer is that each one will respond in faith to Jesus Christ.

## **Mission Statement**

Ridge Christian Academy is a Christian school that is dedicated to providing an all-encompassing Christ centered curriculum for each student. To provide a God planned Christian environment for students so that each can reach the highest possible level physically, spiritually, socially and intellectually.

## **Statement of Beliefs**

1. God is the ultimate source of truth.
2. The Bible is to be our guidebook for life.
3. A Christian education will help give life direction.
4. Christian schools, along with parents, help prepare a young person for life as an adult.
5. Ridge Christian Academy's main responsibility is to provide a college preparatory education with outstanding academics in a Christian setting.

## **Statement of Goals**

1. To always look to God for guidance in planning for the future.
2. To present the gospel to learners so that a decision to have a personal relationship with God would become a reality.
3. To provide a safe atmosphere for learners to excel.
4. To provide an atmosphere for faculty and staff that will promote Christian values.
5. To help promote an environment for continued spiritual and professional growth for the staff of Ridge Christian Academy.
6. To provide increased levels of service to family members and the community.
7. To maintain and increase resources and facilities that will promote academic excellence.

## **Accreditation**

Ridge Christian Academy is accredited by the South Carolina Independent School Association (SCISA).

## Admission

Ridge Christian Academy offers quality care and development for children aged birth – 12<sup>th</sup> grade. We accept children regardless of race, color, sex, national origin or religious beliefs. We require that all children meet the health requirements of the state of South Carolina. DSS requires DHEC form 1148, (S.C. Certificate of Immunization) which may be obtained from your pediatrician, be presented at the time of your child's first day or within thirty days of his arrival.

Ridge Academy is not equipped to provide effective programs for mentally or emotionally handicapped children, those with emotional problems or children with severe academic deficiencies or learning disabilities.

Students must be 6 (six) before September 1 in order to enroll in the first grade. Each new family must meet with the principal for an interview. It is important for the prospective student be in attendance for this meeting. New students must present acceptable scores on an accepted standardized test such as the Stanford 9 or 10, report overall grades of "C" or better and conduct grades that indicate a willingness to follow the rules of the academy. An age appropriate math and verbal quiz may be given to indicate the student's understanding of the subjects.

Enrollment Fees and the first month's tuition need to be paid before the start of the school year; please see the financial office to make these payments.

Young people, who are pregnant, married, or who have parented children are not admitted to RCA's general student population.

Students coming into the Academy with expulsion, suspension, or awaiting an expulsion hearing from another school must provide two letters of recommendation from previous teachers or administration. In addition to any and all enrollment fees, **there will be a \$500 non-refundable activation fee for a "Second Chance" student.** The final decision will be made by the principal.

## Ridge Christian Academy Grading Policy

The Academy's grading policy is designed to give parents an indication of their child's progress in the academy's educational program. Mid – quarter progress reports and end – of – quarter averages will be sent home for parent's review. Parents need to sign these as soon as possible and return them to the teacher.

### Grading Scale

A = 93 – 100  
B = 85 – 92  
C = 77 – 84  
D = 70 – 76  
F = 0 – 69

G= Good  
S= Satisfactory  
N= Needs Improvement  
U= Unsatisfactory

### Report Cards

Our grading system is designed to give parents an indication of the student's progress. Mid – quarter progress reports and end – of – quarter averages will be sent home for parents review.

### Office Hours

The office is open from 7:30am – 4:00pm daily during the school year. Summer hours are Monday thru Thursday from 9:00am – 2:00pm.

### School Hours

K3 – K4 hours are from 8:00am to 12:00pm. K5 hours are from 8:00am to 2:30pm. 1<sup>st</sup> - 12<sup>th</sup> grade classes are from 8:00am – 3:00pm. Parents are to drop off the student in the gym before 8:00am. If they are not staying for after school, they need to be picked up by 3:15 or a financial charge may incur.

## Tardy Policy

A student is tardy if not in the classroom by 8:05am. Parents need to be out of the room at this time so as to allow the uninterrupted start of the day. When students are tardy, they are to report to the school office to receive a tardy slip. This will then be presented to the teacher. Students who are repeatedly tardy disrupt the normal class routine and learning process. Chronic tardiness generally results in poor academics and may be grounds for dismissal.

A student will be counted tardy if not in their seats five minutes after the class is scheduled to start. **Six (6) tardies will equal one unexcused absence.** A student with six (6) unexcused tardies will not be considered for perfect attendance.

Students from K5-3<sup>rd</sup> grade will make up lost instructional time (due to tardiness) with their teacher during recess, special area or afterschool.

Students from 4<sup>th</sup>-12<sup>th</sup> grade will serve a paid detention for every six tardies they receive. This detention will be served on Tuesdays or Thursdays from 3:15-4:15.

**Detentions for being tardy are meant to encourage parents and children to help each other in the morning to be to school at the appointed time. Parents are welcome and encouraged to serve tardy detentions with the child.**

## Attendance

In order to be counted for a school day, a student (K5 – 12<sup>th</sup> grade) must be in class for four (4) hours or more per day; lunch and recess do not count towards the four – hour class time.

A written excuse signed by the parent or legal guardian must be presented to the teacher when the student returns to school after an absence.

Absences will be excused for the following reasons:

1. Students who are ill and whose attendance would put others at risk accompanied by a doctor's excuse.
2. A death occurs in the student's immediate family.
3. For participation in church sponsored activities.

All other absences will be recorded as "unexcused."

**More than ten unexcused absences result in automatic retention by South Carolina law.**

The principal and school board will make promotion retention course credit decisions for students who are absent for more than ten (10) days per year or, for high school students, ten (10) class periods per course.

Any student absent from school will not be allowed to participate in a representative capacity in any after – school activity that day unless the absence was for a doctor's appointment or emergency and is documented by the parent or doctor, and approved by the principal.

## Automobiles/Student Drivers

Students who drive to school must obtain permission from the Principal in advance. Make and model of car must be listed on enrollment forms. Driving to school is a privilege which may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of properly handling the vehicle. Driving which endangers the safety of children will result in the immediate loss of driving privileges. The

playing of loud music, whether Christian or secular, will not be tolerated on campus and will result in the loss of the student's driving privilege. There will be no students in the parking lot during school without permission. If students are to ride together, then a note from the parent must be given to the office.

If a student who has a vehicle is late to school in the morning or at lunch time two (2) or more times, their driving privilege may be revoked. Sophomores (10<sup>th</sup>) and below may not leave campus until after three (3:00pm), even if they have a vehicle.

Students may not leave the school campus during the scheduled school day without parent's permission. Juniors and Seniors (11<sup>th</sup> and 12<sup>th</sup> grade) may leave for lunch if they have their own vehicle and with a parents permission. **They must sign in and out at the school office.** If they are late for their next class, this privilege will be suspended and a detention issued. Students may not have visitors on campus unless previous permission from the Principal is given. Students may not leave with other students for any reason.

## Saturday School

Saturday School is for those students in the Upper School that are past their ten days and need to make up hours. Saturday School will be five hours of class time with a cost of \$400.00. The student will arrive by 8:00 am and leave at 1:00 pm. They will receive a 30 minute lunch. Payment is to be made prior to the scheduled day. If payment is not received or the student is 10 minutes late, they will be rescheduled at a later time. No refunds!!

The student will be put on probation due to absences and is required to be present to make this time up. The probation time will be for a full 9 week quarter and if there are any detentions, absences, tardiness or any behavioral problems at all the student will be expelled immediately.

## Make – Up Work

After an absence, the student will be given an opportunity to complete missed work. The teacher will arrange for the student to make up missed tests or quizzes. Make – up work not completed will convert to a "0."

A student has two days to make up a test or quiz after returning to school. Students who fail to take advantage of making up tests or quizzes will receive a "0."

Students who are absent and the absence is unexcused are required to make work up the day of their return.

## Health and Medication

Students who are ill should stay at home until they are well enough to attend school. A child who becomes ill at school will be sent to the office. Office staff will make the determination if a child should be sent home.

All medications are to be given to the office. At no time is a student allowed to carry any type of medication with them. Medications will be logged in and administered per the original medicine bottle's instructions.

**\*\* If your child has been prescribed medication that will help their learning and attention capability along with behavior, they are required to take the medication every day they attend the academy. The parent may bring extra medicine to keep in the office but will be called to administer or give permission to administer medicine\*\***

Non – prescription medications will be administered upon permission of parents.

## Student Injuries

Accidents or injuries that occur on the school campus are immediately reported to a teacher, aide or school administration. If there is an injury the student will be taken to the office for treatment. Parents will be

contacted if the injury warrants. An accident report will be given to parents and one will be filed with the office.

## Medical Regulations

South Carolina law requires schools to have on file a copy of each student's immunization record (DHEC #1148.) This record is to be given to the school nurse before the first day of school. A copy of a birth certificate is also required for each child registered.

RCA does periodic checks for head lice. A representative of the school will perform these checks and a notice will be sent home to all students whose class participated in the check. If head lice are found, the student's parent will be notified and the student will need to be picked up from school and treated. After treatment, a follow – up head check will be done before the student will be allowed back in class.

## Authority to Release Students

Only the parent or legal guardian will be allowed to pick up a student from school. A pre - approved list filled out when a student is registered must be on file to allow other individuals to pick up children for the parent. If a special circumstance arises the verbal or written permission may be given to a staff member in person or by telephone.

**Students will be released to non – custodial parents with a court order or with the custodial parent's permission.**

Students may not leave the school campus during the scheduled school day without parent's permission. Juniors and Seniors (11<sup>th</sup> and 12<sup>th</sup> grade) may leave for lunch if they have their own vehicle and with a parents permission. They must sign in and out at the school office. If they are late for their next class this privilege will be suspended and a detention issued. Students may not have visitors on campus unless previous permission from the Principal is given. Students may not leave with other students for any reason.

## Leaving School Early

If a student is required to leave school early, parents are to furnish a note (stating the departure time and with whom they are going) to the teacher. **Parents who come during school hours to pick up students for medical/dental appointments are to report to the school office to sign out the student.**

## Visitors

Visitors are welcome at Ridge Christian Academy. **We require that all visitors first report to the school office.** Visitors to the classroom are welcome as long as a previous appointment has been made through the school office. The administration likes to have at least a days notice before visitors are allowed in a classroom. Students who attend another school and wish to visit the academy need to make an appointment with the principal to arrange a visit.

## Contacting Teachers

Teachers should not be called at home. Parents are requested to contact the teacher through the school office. **No parent is to go directly to the classroom before school hours. This delays the teacher from beginning class on time.** Parent conferences will be scheduled at the request of the parent or the teacher. Please do not detain teachers before or after class.

## Field Trips

Parents will be notified of each field trip scheduled. The enrollment fee helps to offset cost for field trips. Each class will have a designated amount to spend.

## Inclement Weather

The academy will generally close or delay opening in conjunction with Berkeley County schools. Announcements of a decision to close or delay opening of the academy will be made through the following venues.

### Radio

WAY FM 100.9    HIS Radio 100.5

### Television

WCBD TV 2                      WCSC TV 5                      WCIV TV 4

## Library Access

All students are encouraged to have a library card from the Berkeley or Dorchester County Library. Students will be using the library for outside research and reading materials. The RCA school library is open during school hours and available for use.

## Lost Valuables

Students are responsible for any items or money they bring to school. If an item is lost or stolen, Ridge Christian Academy will assume no responsibility for its replacement.

## Prohibited Items

Roll playing fantasy cards, radios, Ipods, CD or DVD players are not allowed at the school. Electronic paging devices and Cellular Phones are not to be carried by students.

The following items are prohibited on campus: **Matches, cigarettes, knives, guns of any kind, fireworks or any other incinerating devices, alcoholic beverages, illegal drugs or drug paraphernalia or other items that may be dangerous to one's self or to others.**

## Telephone Use

The school's phones are not for student use. In case of emergency, students may use the office phone; however, students may not use the phone to arrange lunch or rides.

## Solicitation / Fund Raising

Solicitation and distributing political materials at Ridge Christian Academy is not allowed.

## Student Records

Withdrawals from school must be made through the school office. Official copies will be forwarded to accepting school. No official copies will be given to parents to deliver.

## Release of Records

Student records will be forwarded through the mail upon request of the receiving school if the school's financial account is in good standing. Student records will be mailed in the summer for students who are transferring to another school at the end of the year.

## Updating Student and Parental Information

Parents are to keep the school informed of all current pertinent information including home address, telephone number, emergency contact and telephone number, place of employment and number. Failure to keep this information current could result in the delay of us contacting you in case of an emergency.

## Tuition and Billing

Payments are to be made in the school business office or by mail. Checks are to be made out to "Ridge Christian Academy." Payments can be made annually, quarterly, monthly or on our new 12 month plan. RCA also has the ability to draft straight from an account of your choosing.

***Monthly payments are due by the 1<sup>st</sup> of each current month and late after the 10<sup>th</sup> of each month (i.e. October's payment made by October 10<sup>th</sup>).***

***Any account that is delinquent after the 10<sup>th</sup> may result in suspension of all student privileges, including suspension from school, until the account is brought current.***

***Students will not continue or start the following month if account is not brought to a zero balance.***

***A Forty (\$40) dollar late fee will be enforced for monthly payers and a ten (\$10) dollar a week for weekly payers. Not paying tuition could result in removal of a student.***

A referral program is available for all families. A \$200 discount on tuition will be given for every family that is referred and stays enrolled for at least 90 days. Discount will be broken down over a ten month period.

## Food Service

Lunches are purchased from a variety of local restaurants and delivered to the school. These meals may be purchased in advance through the school or daycare office. Do not order lunch for a field trip day.

Lunch menus will be provided on a monthly basis. Please fill out and return with payment to the school office as soon as possible.

Meals sent from home should be securely packed in a lunch box or similar container.

Snacks are provided for children attending preschool. These snacks are age appropriate. A snack is also given during the afternoon for children who attend the after school program. Please make the school aware of any allergies.

## School Supplies

A copy of the supply list appropriate to each grade is available from the website or school office.

## Parental Involvement

Parent orientation and conferences promote a good understanding between students, parents, the faculty and the administration of the school. Every parent is required to participate in these informative sessions. At these conferences, parents will be advised of the progress of the student and plans for the next quarter.

## Social Networks

Social Networking sites, such as MySpace and Facebook (also, websites, Twitter, blogs, and cell phones), are **NOT** private and are not covered by first amendment rights and freedoms. All people associated with RCA should think before they post anything on these social sites.

### Students and parents must not post:

- Derogatory comments about other students, teachers and administration, Ridge Christian Academy or other parents.
- Curse words or anything abbreviated that insinuates curse words.
- Provocative or inappropriate pictures should not be posted.
- Any movie quotes or song lyrics or any forwarded type email that falls into the category of inappropriate.

Any abuse on any social network site can and will be used against a student or family if it directly goes against the purpose and spirit of Ridge Christian Academy and may affect the students attendance at Ridge Christian Academy.

## Chapel

Weekly chapel encourages the student to participate in and gain understanding of God's Word. Topics are age appropriate and will contain life applications for the students.

## Homework and Seatwork

Homework and seatwork will be assigned to the student with the help of the ABEKA Curriculum guidelines. We believe that homework and seatwork are important for the student to complete each day to further their education.

## Academic Honors

There will be a mid and end of year award ceremony for K5-12<sup>th</sup> grade students. Parents will be contacted of time and dates. Special recognition awards will be given in the classroom during school hours.

**“A” Honor Roll** -- An average of each subject that equals 93 or better for 1<sup>st</sup> and 2<sup>nd</sup> semester.

**“A/B” Honor Roll** -- An average of each subject that equals 85 or better for 1<sup>st</sup> and 2<sup>nd</sup> semester.

**Principal’s Honor Roll** – A 93 or better in every subject and in every quarter for the entire year.

**Perfect Attendance** – Students are present all 180 academic days.

### Academic Honors for Seniors

Honor Students – Seniors who earn a 3.50 or higher Grade Point Average (GPA).

Valedictorian – Honor Student with the highest GPA.

Salutatorian – Honor Student with the second highest GPA.

\*High School (9<sup>th</sup> – 12<sup>th</sup>) students will be ranked using GPA at the end of each respective school year\*

\*All academic honors must have at least a 3.50 GPA to qualify\*

\*Students must have no less than an “S” for satisfactory in behavior for all classes to qualify for honor roll\*

\*Student must have a minimum of four (4) full courses to be considered for academic honors\*

\*Student must have attended RCA their Junior (11) and Senior (12) year to be considered for Valedictorian or Salutatorian\*

## Summer School

Summer school is available for 11<sup>th</sup> - 12<sup>th</sup> grade levels. This time can be used for advancement or to redo a grade level. There will only be two subjects offered and those are dictated by the principal. There is a separate fee for summer school.

Requirements for advancing to next grade:

1. Must have maintained an 80-85 average in all classes.
2. Must not be a discipline problem.
3. No excessive absences.
4. Positive attitude.
5. Account current.

## Elementary and Middle School Promotion – Grades K5 – 8<sup>th</sup>

If a student finishes the year with an “F” (69 or below) on their report card for any one (1) core subject (*English, Math, Science, Social Studies, Bible, Computer Tech, and Foreign Language*) they have officially failed for the year. However, if the grade is a 65 or better, the student will possibly move up but under certain conditions. A summer school or tutoring program may be required. Also, the student will be on a strict academic probation throughout the first quarter of the following school year. This is all based on meetings with the parents, a recommendation from the teachers and the principal’s discretion.

## High School Courses – Grades 9 - 12

### Non-College Track

	Credits		Credits
English I	4	Algebra I	4
English II		Algebra II	
English III		Advanced Math (2 year course)	
English IV		Business Math	
		Calculus	
Geography	4	Statistics	
World History		Geometry	
U.S. History			
Government/Economics		Physical Science	3
		Biology I (Botany and Zoology)	
Foreign Language	1	Biology II (Anatomy and Physiology)	
Computer Technology	1	Chemistry	
Physical Education	1	Physics	
		Astronomy	
Electives (Minimum)	2	Geology	
Bible	4		
		<b>Total Credits</b>	<b>22-24</b>

### College Track

	<b>Credits</b>		<b>Credits</b>
English I	4	Algebra I	4
English II		Algebra II	
English III		Advanced Math (2 year course)	
English IV		Business Math	
Geography	4	Calculus	
World History		Statistics	
U.S. History		Geometry	
Government/Economics		Physical Science	4
Foreign Language	2	Biology I (Botany and Zoology)	
Computer Technology	1	Biology II (Anatomy and Physiology)	
Physical Education	1	Chemistry	
Electives (Minimum)	2	Physics	
Bible	4	Astronomy	
		Geology	
<b>Total Credits</b>		<b>23-26</b>	

### **Basic required Middle and High School Courses**

#### 7<sup>th</sup> grade:

English 7  
Basic Math  
Science 7  
World History  
Home Economics  
P.E.  
Computer I  
Bible

#### 9<sup>th</sup> grade:

English 9  
Algebra I  
Physical Science  
Geography  
Health  
P.E.  
Bible

**Credits: 6**

#### 11<sup>th</sup> grade:

English 11  
U.S. History  
Advanced Math, Statistics *or* Business Math  
Spanish I  
Anatomy & Physiology, Botany & Zoology *or* Astronomy  
Elective  
Bible

**Credits: 7**

#### 8<sup>th</sup> grade:

English 8  
Pre-Algebra  
Science 8  
American History  
Home Economics  
P.E.  
Computer II  
Bible

#### 10<sup>th</sup> grade:

English 10  
Algebra II  
Geology/Biology I or II  
World History  
Art  
Computer Technology  
Bible

**Credits: 7**

#### 12<sup>th</sup> grade:

English 12  
Economics  
Government  
Spanish II  
Elective  
Bible

**Credits: 6**

- Credits and classes may vary due to needs of students and availability of classes.

- RCA requires a minimum of 22 high school credits to graduate.
- Bible is counted as an elective but is mandatory each year. Bible credits depend on years in attendance. Students must pass Bible each year to be promoted to the next grade.
- At least one (1) year of foreign language is required but electives may be substituted.
- All transferring credits will be at the discretion of the principal.

## **Athletics**

At RCA, we believe that athletics are a valuable extension of the learning process. Our primary concern is the character of our athletes and that all participants are a positive representation of Christ and our school. The athletic program is to give a student the opportunity to develop physically and participate in a healthy and safe program. Also, we wish to promote team spirit, cooperation, self-discipline, and responsibility. In order to participate in the athletic program a student must:

- Not be older than eighteen prior to school starting.
- Be in the 5<sup>th</sup> grade (some sports vary)
- Submit a signed permission and medical form (supplied by school)
- Have financial account in good standing
- Students 9-12<sup>th</sup> must pass with at least a 70, each grading period four (4) core courses to participate in athletics.
- Students below 9<sup>th</sup> must pass at least four (4) subjects with at least a 70, each grading period to participate in athletics.
- *Core courses, (English, Math, Science, Social Studies, Bible, Computer Tech, and Foreign Language).*

An athlete who becomes ineligible at the end of a grading period may be reinstated after the grades are issued at the next grading period.

The Principal will suspend or permanently remove a player from any team if that student's conduct, sportsmanship, or attitude makes them a poor testimony.

### ***School Colors***

### ***Team name and Mascot***

**\*\*Royal Blue and Silver\*\***

**\*\*Paladin\*\***

### **Dress Code (1<sup>st</sup> – 12<sup>th</sup> Grade)**

Uniforms are not required to be worn at Ridge but a modest dress code is in place to assure that students are dressed appropriately. As a Christian school there has to be a certain standard maintained and that is why we have adopted the following guidelines. The teachers and administration reserve the right to determine what is acceptable or unacceptable.

#### **General:**

1. Shoes must have a back strap. No flip – flops, house shoes, or sandals without ankle straps.
2. Shirts of unwholesome or questionable topics will not be allowed.
3. Shorts are to be no higher than 2" above the knee.

4. Pants or shorts may be of jean or khaki material (No holes). All shorts **not** of jean or khaki material must have tie strings. No “baggy” pants that hang below the waist.
5. Hairstyles must have no extreme length, color or style and must clearly (at least 1”) be off the collar for boys and clear from face and eyes.
6. No tattoos, nose rings, or any other extreme piercing.
7. Revealing clothing or pants with holes are prohibited.
8. No pajama shirts or pants or night slippers.
9. Hats and caps must not be worn in buildings.
10. Students will wear a lab jacket or change clothes if necessary.

**Boys:**

1. T-shirts are allowed for 1<sup>st</sup> – 6<sup>th</sup> grade.
2. Shirts (7<sup>th</sup> – 12<sup>th</sup>).
  1. **Polo style shirts (Do not have to be tucked in)**
    - **Must not be oversized.**
    - **Should not hang off shoulders.**
    - **Must not hang below waist.**
  2. **RCA Paladin T-shirts (Students may purchase RCA shirts from the school office)**
  3. **Christian and Christian concert/group T-shirts**
  4. **Collegiate or Pro sports teams T-shirts**
  5. **Sports Jerseys**
    - **Must not be oversized.**
    - **Should not hang off shoulders.**
    - **Must not hang below waist.**
3. Earrings are prohibited.
4. Necklaces are to be worn inside the shirt.

**Girls:**

1. All clothing is not to be suggestive, immodest or revealing.
2. “See-through”, low cut shirts or dresses may not be worn (no cleavage).
3. Shirts and tops for girls must drop below the waist of the lower garment and should never reveal the midriff.

4. Shirts and tops for girls must have sleeves. (5<sup>th</sup> – 12<sup>th</sup>).
5. Skirts and dresses are to be no higher than 2" above the knee.

## Discipline

Discipline is a major concern at Ridge and we believe discipline of students is a joint responsibility of the parents, teachers and the administration.

***Parents who cannot support the discipline standards of Ridge Christian Academy should find a school whose standards reflect their own. This will prevent the child from being placed in a position of conflict between the parent and the academy.***

The academy cannot solve all behavior problems; therefore, the home must contribute and assist the academy in solving some behavior problems. At the academy, each class will have rules posted that the student will need to follow.

**When discipline problems or concerns are brought to the attention of the administration, by a teacher or other employee of the academy, parents will be notified at the discretion of the teacher or the administration.**

## Pre-School (K3-K4) Discipline

Every effort will be made in the classroom to avoid discipline from the office but some situations are unavoidable. Uncontrollable tantrums, physical contact of any kind and throwing of objects are some examples where office staff may need to be involved. This is in addition to our regular school wide discipline policy.

1. Discipline note from office.
2. Phone call to parent.
3. Conference with teacher, administration and parent.
4. Possible suspension from program.
5. Possible dismissal from program.

## School Violations (K5-12<sup>th</sup>)

School Violations are divided into three (3) different categories.

### Category 1 Offenses:

- Defacing school property
- Disturbing class
- Failure to follow instructions (Including dress code)
- Hall pass violation
- Horseplay: This includes play – fighting, punching or throwing objects
- Verbal abuse of another student

### Category 1 Penalties (Reset by Semester)

- 1<sup>st</sup> Offense: Detention/Parent called
- 2<sup>nd</sup> Offense: Detention/Parent called
- 3<sup>rd</sup> Offense: In school suspension(ISS)/Parent called
- 4<sup>th</sup> Offense: 1 – 3 days out of school suspension (OSS)

## **Category 2 Offenses:**

- Cheating
- Lying, stealing, plagiarism
- Disobedience
- Disorderly Conduct
- Public Display of Affection (PDA)
- Skipping Class
- Vandalism
- Indecent Language or disrespect to staff

## **Category 2 Penalties (Reset by semester unless on probation)**

- 1<sup>st</sup> Offense: Detention/Parents called
- 2<sup>nd</sup> Offense: 1 – 5 days ISS/Parent Conference
- 3<sup>rd</sup> Offense: 1 – 5 days OSS/Disciplinary Probation
- 4<sup>th</sup> Offense: Expulsion

## **Category 3 Offenses:**

- Possession of or distribution of any medication, illegal substance, alcohol or tobacco
- Being under the influence of illegal substances or medication not prescribed to you by a doctor.
- Possession of drug paraphernalia
- Fighting
- Possession of firearms, knives, or any type of item that could be considered a weapon, matches, fireworks or any other potentially hazardous material
- Immoral Conduct

## **Category 3 Penalties:**

- 1<sup>st</sup> Offense: 3 – 5 days ISS or OSS/Disciplinary Probation or Expulsion
- 2<sup>nd</sup> Offense: 3 – 5 days OSS/Disciplinary probation or Expulsion

Law Enforcement officials will be called if deemed warranted by school administration.

## **Explanation of Category 1 Offenses:**

Defacing school property: Anytime there is damage done to school property or disrespect is shown to school property. I.e. Willfully destroying school play equipment or defacing school property. Repair costs will be charged to student.

Disturbing Class: The disturbance of class by talking, making noises, passing notes or engaging in any other activity interfering with the learning process. Students may be sent to the office and not be permitted to make up work.

Failure to follow instructions: Not complying with specific instructions by those in authority or school handbook.

Hall Pass Violation: Being in an area where one is not supposed to be or in the hall without a hall pass. Running in the halls or making excessive noise also falls in this category. Being outside of the building in which one is assigned.

Horseplay: Any act that could cause injury to another student by willful or un-willful action.

Verbal abuse of another student: This includes teasing, making fun of clothing, name – calling, gossiping or arguing between students is not acceptable.

## Explanation of Category 2 Offenses:

Cheating: Taking or giving answers on a formal evaluation. Student will receive a zero (0.)

Lying, Stealing, Plagiarism: When a student lies to a faculty member or the administration about any incident. Stealing is taking an item from someone else that is not yours. Plagiarism involves using someone else's work without proper acknowledgement. Forging a parent's signature on something that needs to be signed.

Disobedience: When a student intentionally disregards a command by the faculty or administration.

Public Display of Affection: Any physical contact between students.

Skipping Class: When a student intentionally misses a class without a written excuse.

Vandalism: The intentional damaging or destruction of personal school or public property.

Indecent Language: Using sexually suggestive or inappropriate language or actions.

## Explanation of Category 3 Offenses:

Possession of alcohol, any type of medication, illegal drugs or tobacco: Any student involved in the possession or distribution of any item of the items listed. Being under the influence of medication not prescribed to the student or under the influence of illegal drugs.

Possession of drug paraphernalia: Any student found with wrapping papers or any other type of drug paraphernalia.

Fighting: When a student is intentionally trying to hurt another student or member of the school administration by means of punching, kicking or any other type of physical act.

Possession of firearms, knives or any type of item that could be considered a weapon, matches, fireworks or any other potentially harmful material.

Immoral Conduct: Any activity a student may be involved in that would be in conflict with the purpose and spirit of Ridge Christian Academy.

## Definitions of Penalties

**Detention:** The student will be assigned to do work on a project or sentences on school grounds on Tuesdays or Thursdays from 3:15 - 4:15pm. Students will need to bring pencil and paper. Tardiness, inappropriate attitudes or actions may result in repeating the detention or additional disciplinary action. Two no-shows to detention will result in one or two automatic In School Suspension (ISS) days. Students are still responsible for the required payment. If payment is not made, then the student will be dismissed from school and/or report cards/transcripts will not be issued.

***Parents/students are required to pay \$10.00 for each detention their child is given. Detention money must be paid on or before date of detention.***

**In School Suspension (ISS):** Student will be isolated during the day but will be required to do all work from teachers. Tests will be made up and credit will be given. **There will be a \$50.00 fee for every day of ISS.**

**Out of School Suspension (OSS):** The student will not be allowed on school grounds. A grade of zero will be given for work missed except for major projects due or tests given during the suspension. Tests will be made up the day the student returns to class and the

student will receive  $\frac{3}{4}$  credit. A parent/student conference with the principal is required upon returning from suspension.

**Disciplinary Probation:** Disciplinary probation is a strict written guideline for a student to follow during a specific time period. Any deviation from the plan could result in the student being expelled.

**Expulsion:** The student is dismissed from Ridge Christian Academy for the remainder of the school year.

**Once six (6) detentions, based on behavior, are reached in a semester, the penalty will be automatic ISS.** If there is a continued problem, then it will go to OSS and after that, possible expulsion.

**Any threatening statements made to students, teachers or staff, by students or parents may result in automatic suspension or expulsion from RCA. Local authorities will be notified of incident.**

**This disciplinary policy is not exhaustive and the administration has the right to take other action when necessary.**

## **Right to Search**

**RCA maintains the right to search any place on campus, including automobiles, lockers, bookbags, purses, and clothing.**

## **Statement of Cooperation**

**FINANCES:** We understand our commitment to pay tuition for the amount stated on the Tuition Rate Form. If tuition payments and fees are not received by the due date of each month, a \$40.00 late charge will be added to the account. Tuition that becomes 30 days past due will result in the student being withheld from attending school until such amounts due to RCA are made current. A \$30.00 fee will be enforced for any returned checks. We understand that there are no refunds or transfers of fees to other children or other school years. We also understand that the person signing this statement will be financially responsible for the account. We understand that a possible increase of up to \$50.00 may be applied to tuition within one school year and have the right to be notified one month in advanced of said increase.

**SCHOOL ACTIVITIES:** We give permission for our child(ren) to take part in any and all school activities, class field trips, including sports and school sponsored trips away from the school property, and absolve the school from liability to us or our child(ren) because of any injury to us or our child(ren) at school or during any school activity. In case of an emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact. If the emergency contact cannot be reached, the school has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life-threatening and

we cannot be reached, the physician has permission to act accordingly absolving the school of any liability.

**DISCIPLINE:** We believe discipline is a necessary aspect of our child(ren)'s education. We give permission for our child(ren)'s teacher and/or administration to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in Scripture. We understand that we have the responsibility to actively support the authority, philosophy, objectives, policies, procedures and discipline of the school as established by the Board of Directors.

**PARENTAL COMMITMENT:** We understand our child(ren) are accepted on a general probationary status for the first quarter. We agree that we will in no case complain to other parents, but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. We pledge our full cooperation to keep doctrinal controversy out of the school. We agree to abide by its established policies. We agree to support the school with our prayers and positive attitude.

### **Closing Statement**

**Each parent is required to read this handbook, discuss the policies with the student and sign before the new school year begins.**

**This handbook is to be used as a guide for the parent and student. It is in no way an all – inclusive statement of the academy's rules, regulations, policies or philosophy. RCA reserves the right to determine acceptable actions, appearance, behavior, and conduct. RCA also reserves the right to modify, add, or delete elements of this handbook as deemed necessary.**

Revised 07-09-13

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### **Sign and Return Bottom Portion**

I agree to support and follow all guidelines listed from Ridge Christian Academy outlined in this Student handbook and realize that RCA reserves the right to modify, add, or delete elements deemed necessary.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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**Student Signature**

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**Date**