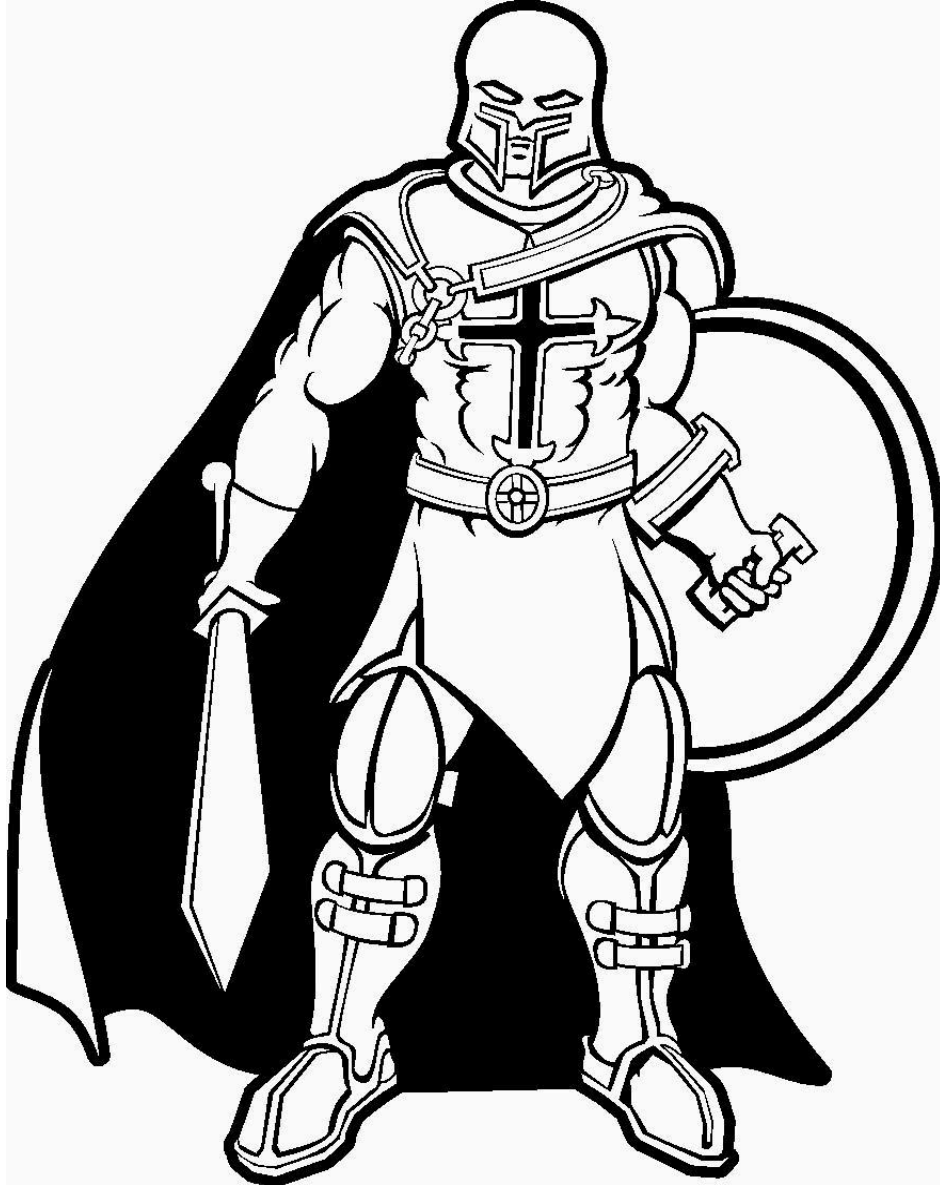


# Ridge Christian Academy Student/Parent Handbook



## ***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 opportunities for the church to reach out into the community in a new light. RCA also allowed the church to develop a Christ-like character in the lives of children who attended the school. Believing God's Word that "I know the plans I have for you," (Jer.29:11) RCA 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 was 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/her and be taught a Christian worldview. This will help the child become a whole person emotionally, physically, and aid in spiritual development, as one grows older. The Academy will present the Good News of God's love to every child who attends. As children grow in this environment, the Academy's prayer is that each one will respond in faith to Jesus Christ.

Ridge Christian Academy believes in a lifestyle that reflects the Biblical perspective of integrity, appropriate personal and family relationships, academic conduct, and moral behavior. We believe that Biblical marriage is limited to a covenant relationship between a man and a woman, and we also believe that God has wonderfully foreordained and immutably created each person as either male or female in conformity with biological sex. These two distinct, yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). Ridge Christian Academy expects its students and employees to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct includes, but is not limited to, promiscuity and homosexual behavior, or any other violation of the unique roles of male and female. Biological names will be used while at Ridge Christian Academy, as well as the pronouns "he, him, his" or "she, her, hers", when referring to students and employees on campus.

## **Mission Statement**

Ridge Christian Academy is dedicated to providing a God-centered Christian environment for students in all areas of their lives.

## **Statements 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.

## **Goals of the Academy**

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).

*School Colors*  
**\*\*Royal Blue and Black\*\***

*Team Name and Mascot*  
**\*\*Paladin\*\***

**Ridge Christian Academy  
Alma Mater**

***“Strong Paladin”***

***For Christ alone I take my stand  
Upon this Ridge in this fair land.  
All hail to Thee, Strong Paladin,  
In serving Him I always win.***

***I'll give, I'll play with all my heart.  
I'll serve; I'll pray and do my part.  
All hail to Thee, Strong Paladin,  
In serving Him I always win.***

***To share Your Word, it is my call.  
I give to You my all in all.  
All hail to Thee, Strong Paladin,  
In serving Him I always win.***

***All hail to Thee, Strong Paladin,  
In serving Christ I always win.***

**Words: Rev. Don Albertson, August 31, 2014  
RCA 1<sup>st</sup>-6<sup>th</sup> Music Teacher, 2004-2020  
Music: Appalachian Folk Song**

## Admission

Ridge Christian Academy offers quality care and development for children aged six (6) weeks – 12<sup>th</sup> grade. We accept children regardless of ethnicity, gender 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.

Students must be six (6) before September 1<sup>st</sup> 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 to be in attendance for this meeting. New students must present passing scores on an accepted standardized test, report overall grades of "C" or better, and have behavior records that indicate a willingness to follow the rules of the Academy. An age-appropriate math and verbal assessment may be given to indicate the student's understanding of the subjects.

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

Students, who are pregnant, married, parented children, gender-confused, or exhibiting non-Biblical male/female tendencies, are not admitted to the general population at RCA.

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 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.

## Resource Program

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

However, we do accommodate special needs children regarding ADHD, Autism ( Level 1) and slow learners of any kind. These accommodations are all based on individual needs, testing of the student and approval from the resource teacher and Principal.

## Office Hours

The office is open from 7:30 am-4:00 pm daily during the school year. Summer hours are Tuesday through Thursday from 9:00 am-12:00 pm.

## School Hours

K3-K4	8:00 am to 12:00 pm
K5-5 <sup>th</sup>	8:00 am to 3:00 pm
6 <sup>th</sup> -12 <sup>th</sup>	8:00 am to 2:50 pm

Eighth grade and below are to be dropped off at the gym before 8:00 am. Ninth grade and above are to be dropped off at the designated high school building entrance. If they are not staying for After School, they need to be picked up by 3:15 pm to prevent a financial charge. All students in MS/HS After School will need to be picked up at dismissal time on any of the **half (11:15 am) or early out days (1:30 pm).** MS/HS After School is located in the high school sanctuary from 3:00 pm to 4:00 pm.

## Tardy Policy

**A student is tardy if not in the classroom by 8:00 am.** 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, once in the room, will be counted tardy if not in the assigned seat 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. Tardies accrue through the year.

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

Students from 4<sup>th</sup>-12<sup>th</sup> grade will serve a paid (\$10) detention for every six tardies they receive. This detention will be served on Tuesdays or Thursdays with the detention facilitator from 3:15 pm-4:15 pm.

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

## Attendance

In order to be counted for a school day, a student (K5 – 5<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.

High school and middle school students will be considered absent in a class if thirty (30) minutes or more are missed for that class.

**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 dated and signed doctor's excuse).
2. A death in the student's immediate family
3. 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, and 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 and Student Drivers

Students who drive to school must obtain permission from the Principal in advance. The make and model of the 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. Once a student arrives on campus, he/she should enter the high school building promptly. If students are to ride together, then a note from the parents must be given to the office.

If a student with a vehicle is late to school in the morning or at lunch two (2) or more times, driving privileges may be revoked. **Sophomores and below may not leave campus until after 2:50 pm, even if they have a vehicle.**

A student may not leave the school campus during the scheduled school day without the parent's permission. They may NOT bring food back for any students other than siblings. **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 and may not leave with other students for any reason unless previous permission from the Principal is given.

## Health and Medication

Students who are ill should stay at home until they are well enough to return. 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. The parent or guardian will be notified.

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

**\*\* If your child has been prescribed medication that will help his/her learning and attention capability along with behavior, he/she is required to take the medication every day he/she attends 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. \*\* No non-prescription medications will be administered.**

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 parents will be notified, and the student will need to be picked up from school and treated.

## 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 a copy will be filed with the office.

## 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, 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.

## Leaving School Early

If a student is required to leave school early, the parent is to furnish a note (stating the departure time and with whom the child is leaving) to the teacher and office. **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 day's notice before visitors are allowed in a classroom. All visitors will adhere to the dress code and rules of the Academy while visiting.

Students who attend another school and wish to visit the Academy need to make an appointment with the Principal to arrange a visit. Any alumni wishing to visit will be denied entrance until the Principal allows. All alumni will be under the same rules and regulations as currently enrolled students.

## Contacting Teachers

Teachers designate how they should be contacted (email, text, or cell). Parents are requested to contact the teacher through the school office. **No parent is to go directly to the classroom before school hours without a scheduled appointment. 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. A portion of the enrollment fee helps to offset the cost for field trips. Each class will have a designated amount to spend.

## Inclement Weather

The Academy will generally follow Berkeley County school decisions. However, we do not follow Berkeley County on every issue. Announcements of a decision to close or delay opening of the Academy will be made through the following venues:

Email    Remind App    Facebook    Local television stations

## Chapel

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

## Library Access

All students are encouraged to have a library card from the Berkeley, Charleston 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 is 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

The following items are prohibited on campus: **Role-playing fantasy cards, matches, tobacco products of any kind, 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 oneself or to others.**

## Telephone Use

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

## Solicitation/Political Materials

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

## Student Records

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

Records are locked up in a fireproof file cabinet for safe keeping as well as scanned into the school computer system.

Requesting transcripts or diplomas must be in writing and require 24 hours' notice. There is a \$5 charge for transcripts, and a \$10 charge for duplicate diplomas. **Same day service is NOT available in most cases.**

## Release of Records

Student records will be forwarded through the mail upon request of the receiving school if the student's financial account is in good standing. Student records will be mailed during 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 such as home address, telephone number, place of employment, work number, and emergency contacts with correct numbers. **Failure to keep this information current could result in the delay of family being contacted in case of an emergency.**

## Tuition and Billing

Payments are to be made in the school finance office, online, by mail, or drop boxes at school/daycare. Checks are to be made out to "Ridge Christian Academy" or "RCA."

**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.**

**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 the account is not brought to a zero balance.**

**A forty (\$40) dollar late fee will be enforced for monthly payers; a ten (\$10) dollar a week for weekly payers. Not paying tuition could result in the 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. Discounts will be broken down over a ten-month period.

## Preschool (Toddlers-K4)

Children are always the responsibility of the Academy staff while under the care of RCA. The Academy uses a variety of techniques for discipline; we do not use corporal punishment (i.e. spanking, slapping, etc). Training will be given to help new workers learn the styles of discipline being used.

1. Grabbing or yelling at children is not acceptable at the Academy.
2. Diverting or “Redirecting” attention away from a particular behavior to another activity may be sufficient.
3. Talking to, denying a privilege, or temporarily separating a child from the group until the child cooperates is acceptable.
4. Time-out lasting approximately one (1) minute for each year of the age of the child is appropriate.
5. Love must always be shown. All workers should remember to treat the child as they would want to be treated or have their own children treated. (I John 4:7.)
6. Teachers must have accurate, written attendance of children at all times.
7. Transporting children from class to class should be done systematically and efficiently by:
  - Head count in the building before leaving
  - Confirmed written list
  - One worker walk in front of the line and one in back
  - Check and confirm attendance during transport and upon arrival at destination
  - Head count on bus (if on a field trip)
  - Head count in the building or playground upon arrival

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 for one to three days
5. Possible dismissal from program

## Food Service

Lunch is purchased from a variety of local restaurants and delivered to the school. These meals may be purchased in advance monthly through Class Reach. Do not order lunch for a field trip day.

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 or prohibited items for your child.**

## School Supplies

A copy of the supply list appropriate to each grade is available from the website or school office. Middle and high school classes may require additional supplies once classes begin. Many cleaning and hygiene supplies are included in the enrollment fee; therefore, individual purchase is not necessary.

## 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. Also, parents are to dress according to the RCA dress code standards while on the school campus.

Parent volunteers will have to pay for their own background checks with SLED before working with the students if advised by the administration.

## Cell Phones and All Electronic Devices

We will employ the “out of sight, out of mind” theory for 5<sup>th</sup> grade and below. 6<sup>th</sup>-8<sup>th</sup> graders will turn in phones in the mornings and will retrieve at the end of the school day. For 9<sup>th</sup> grade and up, the student will place their phone into the class phone holder and retrieve it after class. However, if the student is caught using a phone, it makes a noise, or is **accidentally** seen by an adult or teacher at the school during an unauthorized time, there will be warnings and consequences.

### Cell Phone/Electronics Rules:

1. **Cell phones/Electronics are only to be used during lunch and break time.**
2. **Only texting is allowed. (No profanity, bullying or anything unwholesome is to be texted.)**
3. **Incoming and outgoing calls are only acceptable with teacher approval.**
4. **Pictures and videos may not be taken while on campus without permission.**
5. **Music may be listened to during school with headphones/earbuds. (Should not be heard by others)**
6. **The administration may examine any device if there is reason to believe any policy has been violated.**

### Cell Phone/Electronics Violation Consequences:

1. **1<sup>st</sup> Offense: 1 hour detention, parent notified and a \$20 fine.**
2. **2<sup>nd</sup> Offense: 1 day ISS, parent notified and a \$30 fine.**
3. **3<sup>rd</sup> Offense: 2 days OSS, parent notified and a \$50 fine.**
4. **4<sup>th</sup> Offense: 4 days OSS, parent notified and a \$50 fine.**
5. **5<sup>th</sup> Offense: Expulsion**

RCA is not responsible for the loss, damage, or theft of such devices.

## Social Networks

Social Networking sites, such as Instagram 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, administration, staff, Ridge Christian Academy or other parents
- Curse words or anything abbreviated that insinuates curse words
- Provocative or inappropriate pictures
- Any movie quotes or song lyrics or any forwarded type of 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 student's attendance at RCA.**

## **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 one's education.

## **Makeup Work**

After an absence, the **student is responsible for contacting the teacher** about the missed work and will be given no more than two days to complete the work. Students who do not make up missed work will receive a "0." Students who are absent, and the absence is unexcused, are required to complete missed assignments the day of their return. If there are extenuating circumstances, please notify the teacher and an administrator.

## **Report Cards**

Report cards are designed to give parents an indication of their children's progress in the Academy's educational program. RCA has a computer grading system where weekly progress may be obtained, along with constant contact with teachers. Official report cards will be sent home for parents' review at the end of each nine (9) weeks (quarter). Parents need to sign these as soon as possible and return them to the teacher.

## **Saturday School**

Saturday School is for upper grade students who exceeded ten or more unexcused absences and need to make up hours. Saturday School will be five hours of class time with a cost of \$250.00. The students will arrive by 8:00 am and leave at 1:00 pm. They will receive a 30-minute lunch break. Payment is to be made prior to the scheduled day. If payment is not received, or if the student is 10 minutes late, the student will be rescheduled for another Saturday. Rescheduling is permitted only once. The family will still be responsible for paying the teacher a \$50 fee for his/her 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 quarter (nine weeks), and if there are any detentions, absences, tardiness or any behavioral problems the student will be expelled immediately. The family may also be reported to the truancy department as required by law.

## **Summer School**

Summer school is available for most 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. No overabundance of mental or emotional strain
6. Account current

## **Elementary and Middle School Promotion – Grades K3 – 8<sup>th</sup>**

If a student ends the year with a “D” on his/her report card for any one (1) core subject (*English, Math, Science, Social Studies, Bible*) he/she has officially failed for the year. However, if the grade is a 60 or better, the student will possibly move up but under certain conditions.

A summer school or tutoring program will be required, and 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 teacher(s), and the Principal's discretion.

## **High School Courses – Grades 9 - 12**

### **English Language Arts (ELA) 4 Credits**

English I  
English II  
English III  
English IV

### **Social Studies/History 4 Credits**

Geography  
World History  
U.S. History  
Government/Economics

### **Bible 4 Credits**

Bible 9  
Bible 10  
Bible 11  
Bible 12

### **Other Courses Credits**

Foreign Language I & II 2  
Computer Technology 1  
Physical Education/Sports 2-4  
Electives (Minimum) 2  
(2<sup>nd</sup> year PE can count as 1, Drama, Music)

### **Maths 4 Credits**

Algebra I  
Algebra II  
Advanced Math/Trigonometry (2 yr course)  
Business Math  
Geometry  
Statistics

### **Sciences 3+ Credits**

Health  
Biology I (Botany and Zoology)  
Biology II (Anatomy and Physiology)  
Geology  
Astronomy  
Animal Care & Husbandry  
Chemistry

### **Life Skills**

Freshmen  
Seniors

**Total Credits**

**22-28**

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

### **6<sup>th</sup> Grade:**

English Language Arts 6  
Arithmetic 6  
Science 6  
Health Education 6  
New World History & Geography 6  
Bible 6  
Physical Education 6 or Sports  
Home Economics/Art/Computer

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

English Language Arts 7  
Basic Mathematics 7  
Science/Health Education 7  
South Carolina History  
Bible 7  
Physical Education or Sports  
Home Economics/Art/Computer

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

English Language Arts 8  
Basic Mathematics 8  
Science/Health Education 8  
U.S. History 8  
Bible 8  
Physical Education or Sports  
Home Economics/Art/Computer

### **9<sup>th</sup> grade: (7 Credits)**

English Language Arts 9  
Algebra I  
Biology I  
Health Education  
Geography  
Bible 9  
Life Skills 9  
Physical Education or Sports

### **10<sup>th</sup> grade: (7-8 Credits)**

English Language Arts 10  
Algebra II  
Biology (or another science)  
World History  
Computer Technology  
Bible 10  
Physical Education or Sports  
Drama/Music

### **11<sup>th</sup> grade: (5-7 Credits)**

English Language Arts 11  
Geometry  
Geology (or another science)  
U.S. History  
Bible 11  
Spanish I  
(Elective and/or Sports)

### **12<sup>th</sup> grade: (5-7 Credits)**

English Language Arts 12  
Advanced Math (Consumer Math or Stats)  
Science (choose as needed)  
Economics/Government  
Bible 12  
Spanish II  
Life Skills 12  
(Elective and/or Sports)

- 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.
- A high school course may be taken over if the class is failed on first attempt. The original grade will remain as part of the student's GPA until the class is completed again in its entirety.
- At least one (1) year of foreign language is required but electives may be substituted. Two years of foreign language are required for some colleges.
- All transferring credits will be at the discretion of the Principal. No credits will be accepted which are lower than a 70%.
- Online courses may be done through Trident Technical College for dual high school/college credit (see Admin).

## Grading Scale

A = 90 – 100  
B = 80 – 89  
C = 70 – 79  
D = 60 – 69  
F = 0 – 59

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

Grades are based on the college preparatory ten (10) point weighted South Carolina Uniform Grading Scale Policy adopted in 2016.

**Every class must have a 70% or higher to receive credit toward a diploma.**

## Academic Honors

There will be a mid- and end-of-year award ceremony for K5-11<sup>th</sup> grade students. Look to the calendar for 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 90 or better for 1<sup>st</sup> and 2<sup>nd</sup> semester.

**“A/B” Honor Roll** -- An **average** of each subject that equals 80 or better for 1<sup>st</sup> and 2<sup>nd</sup> semester.

**Principal’s Honor Roll** – A 95 or better **in every subject and in every quarter** for the entire year.

**Perfect Attendance** – Students are present all 175 academic days.

### Academic Honors:

Honor Students – Seniors who earn a 4.00 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 4.00 GPA to qualify. \*

\*Students must have an outstanding character and behavior that goes with the spirit and beliefs of RCA to qualify for Valedictorian and Salutatorian. \*

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

\*Class ranking is based on GPA policies outlined in the SC uniform grading policy. Students are ranked based on academic achievements. Students may be removed from Honor ranking based on behavior. A student may be ranked #1 and not receive Valedictorian or Salutatorian as policy states; students must be enrolled at RCA for more than (2) years to receive that honor. \*

## 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:

- o Not be older than eighteen prior to school starting.
- o Be in the 5<sup>th</sup> grade (some sports vary)
- o Submit a signed permission and medical form (supplied by school)
- o Have financial account in good standing
- o **Pay an annual sports participation fee of \$150.00**
- o **Pay an annual Esports participation fee of \$200.00**
- o Students participating in sports must have at least a 70 or higher for each grading period in four (4) core courses.

- o *English, Math, Science, Social Studies, and Bible*

Ridge Christian Academy is required by the South Carolina Independent School Association to carry Catastrophic Insurance Coverage on all students registered at the school. **Additional student insurance is encouraged to be purchased by parents.**

An athlete who becomes ineligible at the end of a grading period may be reinstated after the grades are raised to at least a 70 average.

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

## **Dress Code (K3–12<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 Administration reserves the right to determine what is acceptable or unacceptable.**

### **General:**

1. Shoes must have a back strap.
2. Shirts of unwholesome or questionable topics will not be allowed.
3. Shorts are to be no higher than 2" above the knee (girls nor boys)
4. No fake nails (sharp or long) or makeup for K5-5<sup>th</sup>.
5. 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.
6. Students must not emit any kind of strong odor (good or bad). Students will be removed from class and parents will be notified. There are allergy concerns for other students/staff.
7. Hairstyles must have no extreme length (no shaved head on females) or style. Hair must be well groomed/clean and appropriate so as not to deter from the learning environment. It also must be clear from face and eyes. No beards.
8. There will be no extreme make-up on females or males of any grade except during Spirit Week.
9. The coloring of hair is acceptable in natural tones and colors. Highlights, lowlights and other fashions with coloring hair are acceptable in subtle tones. Distinct, unnatural colors (green, blue, pink, etc.) are not preferred but may be acceptable as long as it doesn't hinder educational development or deter from the learning environment. **Before any change in hair color, approval must be given by the Administration.**
10. No nose rings, facial piercings, other extreme piercings, or visible tattoos.
11. Revealing clothing or pants with holes are prohibited.
12. No pajama shirts, pants or slippers of any kind.
13. No political sayings or pictures on clothing of any kind.
14. Hats and caps must not be worn in buildings.

15. Students will wear a lab jacket or change clothes if necessary.

### **Boys:**

1. Shirts: t-shirts, Polo style, Christian and Christian concert shirts, button downs, and sports jerseys may be worn. (Do not have to be tucked in)
2. Earrings and leggings are prohibited.
3. Necklaces are to be worn inside the shirt.

### **Girls:**

1. All clothing should not 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, even when arms are raised; an undershirt should be worn with a crop top.
4. Undergarments should not be seen, such as bra, bralette, Spanx, etc.
5. Shirts and tops for girls must have sleeves.
6. Skirts and dresses are to be no higher than 2" above the knee.
7. Leggings and/or Jeggings may be worn; however, a top or shirt must be worn that is long enough to cover the entire front, back and side of the body. Leggings will be banned if a student chooses not to comply with this rule!

## **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.

The Academy cannot solve all behavior problems; therefore, the home must contribute and assist in solving 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.**

**\*See Responsibility Section for parent and student actions/support of RCA.**



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

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

### Category 1 Offenses:

- Defacing school property
- Gum chewing (if given in a classroom, take home to chew)
- Disturbing class
- Failure to follow instructions (including dress code)
- Hall pass violation
- Horseplay: play-fighting, punching, kicking, or throwing objects
- Verbal abuse, even in jest, of another student

### Category 1 Penalties:

- 1<sup>st</sup> Offense: Detention/Parent called or messaged
- 2<sup>nd</sup> Offense: Detention/Parent called or messaged
- 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, leaving campus
- Vandalism
- Indecent language or disrespect to staff

### Category 2 Penalties:

- 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 necessary 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 the student's account.

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 Student/Parent 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 unwillful action.

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

## Explanation of Category 2 Offenses

Academic Integrity (Cheating, Lying, Stealing, Plagiarism, Forgery):

Cheating - the taking or giving answers from ANY source on a formal evaluation or homework

Lying to a faculty member or the administration about any incident

Stealing - taking an item from someone else that is not yours

Plagiarism - using someone else's work without proper acknowledgment

Forgery - signing someone else's name on something that needs to be signed

Disobedience - student intentionally disregards a command by the faculty or Administration

Public Display of Affection - any inappropriate or unwanted physical contact between students

Skipping Class/Leaving Campus - intentionally misses a class without a written excuse.; leaves the property without permission

Vandalism - intentionally damages or destroys 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; 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: 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 write sentences or to work on a physical project on school grounds. Detention will be held on Tuesdays or Thursdays from 3:15 - 4:15 pm. Students will need to bring a 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 ISS days. Students are still responsible for the required payment. If payment is not made, report cards/transcripts will be withheld until payment is rendered.

**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.

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

**In School Suspension (ISS):** Students 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 \$20.00 fee for every day of ISS minus the detention fee.**

**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 or tests given during the suspension. Tests will be made up the day the student returns to class. 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.

**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, electronic devices and clothing.

## Responsibility

***\*Parents and Students*** are responsible for actions and words (written or spoken). ***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. Students may be dismissed based on parents' behavior toward the Academy.***

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 the incident. Enrollment may be affected if any of these go directly against the **purpose and/or spirit** of Ridge Christian Academy.

## 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 thirty (30) days past due will result in the student being withheld 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 we have the right to be notified one month in advance 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 to 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 Student/Parent Handbook, discuss the policies with the student and sign before the new school year begins. Please READ every page; updates are made annually.**

**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.**

## CERTIFICATION

I agree to support and follow all guidelines listed from Ridge Christian Academy outlined in this Student/Parent Handbook and realize that RCA reserves the right to modify, add, or delete elements deemed necessary. This signed statement will be filed in the student's permanent record.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name Printed & Emergency Numbers

Return to the homeroom teacher by September 13, 2024.  
This counts as a homework grade upon remittance.