

PARENT/STUDENT HANDBOOK 2024-2025

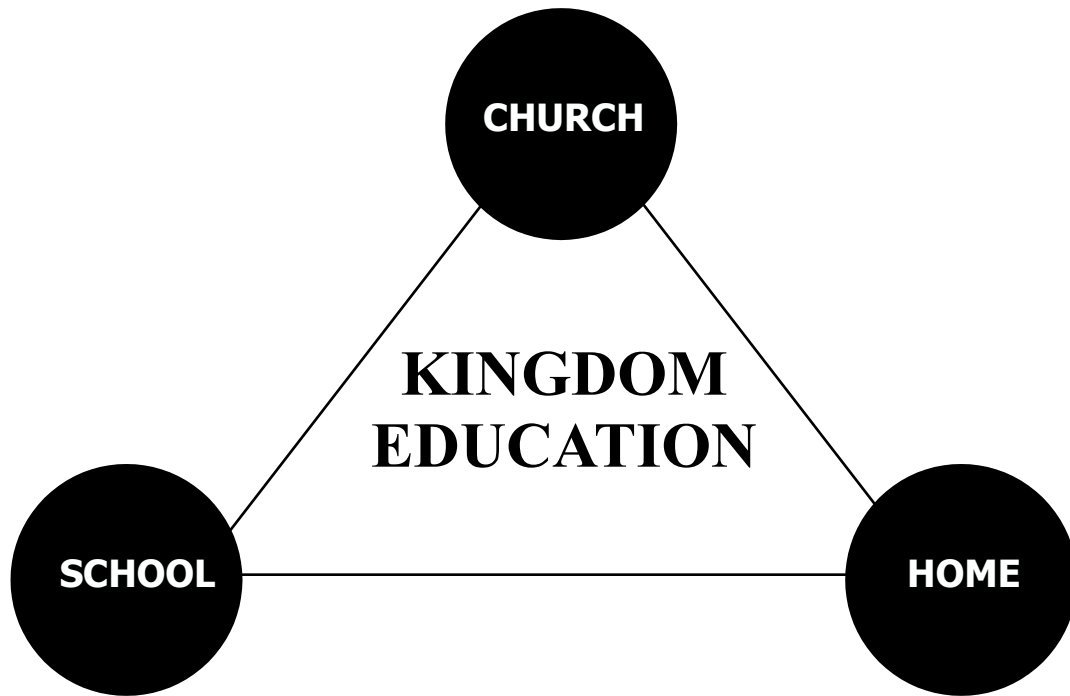


A Ministry of Russell Baptist Church since 2004

“Train up a child in the way he should go, and when he is old, he will not depart from it.”

Proverbs 22:6

Kingdom Education: The Golden Triangle



Kingdom Education Philosophy

From the book *Kingdom Education* by Glenn Schultz

1. **The education of children and youth is the primary responsibility of parents.** Deuteronomy 6:4-9; 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. **The education of children and youth is a 24 hour-a-day, 7 day-a-week process that continues from birth until maturity.** Deuteronomy 6:7; 11:19; Proverbs 22:6
3. **The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.** Psalms 78:6-7; Matthew 28:19-20
4. **The education of children and youth must be based on God's Word as absolute truth.** Matthew 24:35; Psalms 119
5. **The education of children and youth must hold Christ as preeminent in all of life.** Colossians 2:3, 6-10
6. **The education of children and youth must not hinder the spiritual and moral development of the next generation.** Matthew 18:6; 19: 13-14; Mark 10:13-16; Luke 18:15-17
7. **The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.** Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. **The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldview of the person's teachers.** Luke 6:40
9. **The education of children and youth must lead to true wisdom by connecting all knowledge to a Biblical worldview frame of reference.**
10. **The education of children and youth must have a view of the future that includes the eternal perspective.** Colossians 3:1-2, 23-24; Matthew 6:10-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13

Dear Parents and Students,

I am thankful for your consideration and involvement in Russell Christian Academy. We at Russell Christian, a ministry of Russell Baptist Church, are determined to be intentional in our devotion and dedication to our Sovereign Lord and Loving Savior Jesus Christ.

We are humbled at the great responsibility of using the time that has been given to us in impacting students' lives for His great purpose. We are thrilled that we have been given this privilege of joining with you and your family in the education of your child. We are excited to partner with you in training up your child in the way he or she should go (Proverbs 22:6).

In short, we are thankful for the privilege of teaching biblical truths, sharing God's only plan of salvation, and training students in the way of the Lord, while providing a biblically based and academically advanced education.

Thank you for being a part of RCA. We are thrilled at what He is going to do as we seek to prepare the next generation of leaders!

Because of Him,

Steve Taylor
Superintendent

Dear RCA Parents:

We are thrilled that your child has been admitted to Russell Christian Academy and that you are now in the Warrior Family. Our goal is to partner with you and your local church to equip your child to engage the culture for the cause of Christ. Our job in this partnership is to provide your child with the tools to view the world through the corrective lens of Scripture.

And these words, which I command you this day, shall be in your heart: And you shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.

~ Deuteronomy 6:6-7

It has been well said, "The three most important institutions in the life of a child are the home, the church, and the school. Students are best served when all three point in the same direction." Christians desire to see our children become compassionate disciples of Jesus Christ who walk in the truth. This three-fold partnership gives our students the best opportunity for this mission to be accomplished. We consider the enrollment of your child at Russell Christian Academy a sacred trust. Through God's grace, we will do our part, and we know you will do yours.

For Him and to Him,

Jamie Morphis
Head of School

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INTRODUCTION

Mission Statement

The mission of Russell Christian Academy is to partner in equipping students to embrace biblical truth, achieve their God-given potential, and engage the culture for the cause of Christ.

School Verse

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

History

Brother Clay Chancelor and the members of Russell Baptist Church founded Russell Christian Academy in 2004 as an educational ministry. The school was founded for the purpose of assisting the home in training young lives in accordance with sound Biblical principles that contribute to the spiritual, academic, and social growth of the students. As the years have progressed, the Lord has blessed RCA. To God be the glory!

School Profile

Russell Christian Academy operates a complete program for the concerned parent. We serve our community with a daycare, early childcare, kindergarten, elementary and secondary school. Since the first graduating class of 2006, Russell Christian Academy has seen numerous graduates go on to further their education at Christian colleges, public universities, and community colleges. By emphasizing a Christian education that trains the heart as well as the mind, RCA strives to ensure that our graduates go on to provide Christian leadership in a variety of fields across our nation and around the world.

School Affiliations

Russell Christian Academy is a member of the Alabama Christian Athletics Association (ACAA). Within this conference we participate in academic and fine arts competitions and inter-scholastic sports. Russell Christian Academy is also accredited by Cognia (formerly known as AdvancED and Southern Association of Colleges and Schools - SACS), a nationally recognized organization for schools. Russell Christian Academy is also a member of the Alabama Independent School Association (AISA).

Statement of Faith

1. We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, is inerrant, and is our only rule in matters of faith and practice.
2. We believe in creation, not evolution, and that man was created by the direct act of God and in the image of God.
3. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures and that all men are born into sin.
4. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ.
5. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross.
6. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate and that He is personally coming again.
7. We believe in His power to save men from sin and the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit.
8. We believe that salvation is by grace through faith apart from works--plus nothing/minus nothing--in the atoning blood of our Lord and Savior, Jesus Christ.

Christian Conduct

The basic concept of Christian education at RCA includes a sincere interest in the total life of each student as an individual person. RCA expressly reserves the right to set and is firmly determined to set behavior standards and, in that sense, to control what the students do. Each student has the right to decide whether or not to attend Russell Christian Academy. Those who attend RCA thereby accept the standards, regulations, and requirements of the school. This principle is a cornerstone in the successful operation of a Christian school. In making decisions, the administration will consider both the needs of individual students and the needs of the student body as a whole.

Honor Code

An important part of the mission of Russell Christian Academy is to inspire students with the highest ideals of duty, honor, and loyalty to God, self, and country. The Honor Code is a concept, and the principles are broad and general. Honor, personal integrity, and loyalty are fundamental characteristics essential to every student. To develop or enhance these attributes in a student is to create a lasting awareness of what is right and honorable. Each student must, from the first day at RCA, strive to develop habits and traits which will sustain him/her under the most challenging of conditions. The word of a Christian is recognized as a bond and a signature of verification for truth; a Christian's actions are assumed to be straight-forward and above reproach. In measuring up to these divinely established standards, it is essential that each student display honor at all times. Therefore, lying, cheating, forgery, plagiarism, and stealing and other dishonoring behavior will not be tolerated.

Furthermore, in accordance with the RCA Honor Code, a dishonorable act by others must not be excused because of friendship or unit loyalty. A student observing another in a dishonorable act should report the incident to a teacher or the administration directly. There is a difference between tattling and reporting an honor offense. Tattling is telling on someone for a minor personal offense for selfish reasons with the intention of embarrassing or harming the person. Reporting an honor offense is done to help the accused person and is the duty and responsibility of all. Confronting the issue gives the accused a chance to clear him/herself if innocent. If guilty, the person is provided with an opportunity for repentance and a chance to grow in personal honor. Hopefully, this correction will save him/her from future dishonorable acts.

GENERAL INFORMATION

Offices

The school offices are open from 7:30 AM until 4:00 PM each school day. The office staff is here to help in any way possible. If you have a need for assistance, please do not hesitate to ask for help.

Announcements and Communication

Various means are used to keep the student body and parents notified of important information, special events, and various activities. The following tools are used to keep parents and students informed: school or chapel announcements, bulletin boards, email, the school website (www.russellwarriors.com), Renweb, and letters home to parents. Parents are also encouraged to follow us on Facebook (Russell Christian Academy: Warrior Nation) and Twitter @WarriorsRCA. It is recommended that parents have a valid email address and that they check it daily to remain informed about school activities and announcements.

Arrival and Dismissal

Students should report to the auditorium upon their arrival to campus. Middle school students (7-9) move to first period at 7:55 AM. High school students (10-12) move to first period at 8:05. All other students remain in the auditorium until 7:55 AM. Students in grades K-12 are dismissed at 3:00 PM.

After School Care

After school care (3:00 PM until 5:30 PM) is also available for a fee. Students in after-school care must be picked up by 5:30 PM. If this is not possible due to an emergency, parents should immediately notify the school. An additional fee will be charged for students not picked up by 5:30 PM. The cost of this late pick up is as follows: a \$5 fee for the first five minutes, and the fee will continue to accrue at the rate of \$1 per minute.

NO STUDENT IS ALLOWED TO ROAM THE CAMPUS UNSUPERVISED AFTER 3:15 PM.

Any students in grades K-12 (this includes middle/high school students) who are not picked up by 3:15 PM will be placed in after-school care, and their parents will incur the charge for after-school care.

Students involved in athletics must be under the supervision of their coaches after school. If a coach is not present, the students should report to after-school care.

Joint Custody Policies

In cases where parents are divorced, RCA will provide school records upon request to both parents UNLESS supplied with a copy of a court order/divorce decree that prohibits this. It is the responsibility of the parents to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check out a child from school unless RCA is otherwise notified in writing by the custodial parent/court.

Community & Parental Responsibilities

In our continued effort to promote and insist upon a drug-free environment, we ask that no one be in possession of drugs, alcohol, or tobacco during any activity on this campus or at any other school-sponsored event (athletic or otherwise) at any other school campus. This includes not only our students but also the entire RCA family and community, both parents and guests. Your cooperation is needed to promote and send a strong message to our student body regarding the school's zero tolerance position on drug, alcohol, and tobacco use.

Chapel

Russell Christian Academy has regular chapel programs each Thursday morning, and parents are invited to attend. Elementary chapel (K5-6th) is held at 9:00, and middle school/high school (7th-12th) chapel begins at 10:15. All chapel services are conducted in the chapel building.

Church, School Buildings, and Grounds

Russell Christian Academy utilizes the facilities of Russell Baptist Church, and the school facilities and programs are made possible through the ministry of Russell Baptist Church and the families of Russell Christian Academy. Students are expected to do all within their power to keep the buildings and the grounds neat and attractive. A clean school shows pride and cooperation among the students.

School buildings are open from 7:00 AM until 4:00 PM on all weekdays. Off-limit areas at RCA include the following: closets, worship platforms, offices, musical/sound equipment, and the bus garage. Food and drink are not allowed in the classrooms. It is expected that all damage, even if accidental, will be acknowledged by the person involved and reimbursement will be made to the school. Russell Christian Academy is your school. Protect it and care for it.

Emergency Closings

If inclement weather necessitates the closing or early dismissal of school, this information will be given by ABC/WTOK 11. School closings will be posted on Facebook and an email will be sent.

***Parents and Other Visitors**

Parents are welcomed at Russell Christian Academy. When parents wish to visit a classroom for any reason, they must first go to the administrative assistant's office to sign in and receive a visitor's badge. Parents are not allowed to go directly to the classroom during the day to schedule conferences or to deliver forgotten items or messages. These items should be left in the office, and the administrative staff will see that they are delivered at a time that will not interrupt class. Conferences may also be scheduled through the office.

Students may bring visitors/guests to school on the following conditions:

1. Only prospective students or out-of-state guests may visit during the school day.
2. Permission must be secured from the administration one-day in advance. This includes lunch visitors.
3. The visitor must report to the office to receive a visitor's tag before visiting the classroom or cafeteria.
4. Each visitor must abide by all school rules regarding conduct and dress.
5. Visitors will not be permitted during exam days.
6. Any student who has been expelled or asked to withdraw may not visit within a calendar year of the expulsion or withdrawal.

Parental Involvement

Experience has shown that students are much more likely to reach their full potential if they have parents who are directly involved in their school and in their education. We appreciate and encourage parental involvement. We suggest the following ways to become involved:

1. Eat lunch with your child in the cafeteria (permission must be granted).
2. Join the Booster Club (an avenue through which you can support an athletic program).
3. Attend all FORWARD functions.
4. Volunteer as a teacher aide.
5. Chaperone on field trips.
6. Work as a homeroom mom.

For more information on how you can become involved, call the school office at (601)484-5888.

Closed Campus

RCA operates on a closed campus policy. This means that once students arrive on campus (even if the first period has not yet started), they must stay on campus grounds until dismissal or until they are picked up by their parents. Any student leaving campus after 7:30 AM without permission from the Headmaster or the Administration will be considered truant from school and will be disciplined accordingly.

Cars and Other Vehicles

1. A student must have a parking permit to park a vehicle on campus. To receive a parking permit a student must show his/her driver's license and proof of insurance in the front office and pay a \$5.00 fee.
2. All students must park in their assigned parking spaces.
3. No inappropriate materials (bumper stickers, tags, window stickers, etc.) are allowed on cars.
4. Vehicles and parking lots are off limits to students during school hours unless permission is given from Administration.
5. Speed limit on campus is five miles per hour.
6. Students who violate parking/driving rules or parking permit requirements will be assessed a \$25 fine; continued violation will result in the loss of driving privileges and possibly other disciplinary action.
7. Students guilty of speeding or reckless driving will be subject to immediate loss of driving privileges, a minimum \$25 fine, and possibly other disciplinary action.
8. Students and visitors park at their own risk. Vehicles should not be left on campus after school hours.

Articles Prohibited

The following items are not allowed on campus: alcoholic beverages, any form of cigarettes or tobacco, vaping paraphernalia, CBD type products that are ingested or inhaled, drugs or drug paraphernalia, gas or aerosol irritants, firearms, fireworks, sling shots, knives, or other objects which could endanger the safety of students and faculty. Also, no look-alikes (water guns, toy weapons, etc.) are allowed. Any object may be taken up if a teacher feels it may interfere with learning or disrupt school. This includes gum, candy, radios, music devices, cameras, toys, etc. No animals should be brought to school except for special projects and with advance permission. No laser pointers or any other articles that would disrupt the orderly operation of the school are allowed on campus. The administration and faculty have authority to search student lockers and/or personal property located on campus (including vehicles) any time the safety or welfare of the student body may appear endangered.

Searches

RCA officials may search any student or the possessions of any student on school property or during any school activity (on or off school property) for any reason the school official deems necessary. These searches may include but are not limited to lockers, wallets, purses, book bags, cell phones, and cars. Searches may take place with or without the student's knowledge.

Lunchroom

The lunchroom provides items to be purchased for lunch. Students may also bring their lunches from home. **Students are expected to eat in the lunchroom and not to carry food out of the lunchroom area.** The student is responsible for leaving the eating area clean for others. Students are not permitted to order lunch from

outside restaurants. Students will not be permitted to go off campus for lunch. There are special privileges for off-campus dining, but these must be pre-approved by administration.

Telephone Use

Due to the large number of incoming calls, we must limit use of the office phone by students. In case of illness or other emergency, however, the office phone should be used. Arrangements for students to visit one another after school should be made before leaving home. Students should not come to the office to call home for permission to visit another child. We understand that everyone has an occasional emergency, but please keep phone calls with messages to a minimum.

Music Lessons

Private lessons in voice or piano/instruments may be available at RCA. Inquire through the school office.

Music Policy

Since music is a means of communication, Russell Christian Academy believes that Christians should be selective in the kind of music they enjoy and in the kind in which they participate. To maintain this standard, the school requires that music which tends to appeal to the suggestive and lascivious be omitted from all activities under the supervision of the school. The school maintains the right to supervise the kind of music performed by or for any group of students. Owners of vehicles with boosters or amplifiers are required to turn down the music before entering the school property. Lyrics to songs performed at the school must be submitted to the administration prior to their performance for administrative approval.

Parties

No parties are permitted without the Headmaster's approval. Room mothers and teachers are responsible for cleaning up after these parties. No birthday parties, as such, may be held. However, parents may send cupcakes or cake to be served at lunchtime. RCA parents should solicit the cooperation of other parents in order to properly supervise all home parties. It is expected that RCA parents and students will not sponsor parties that permit the use of drugs or alcoholic beverages. **No dances are sponsored by the school, and dancing is not permitted at school functions.** Parents are asked not to sponsor dances in association with school functions.

***Field Trips**

All field trips must be approved by the administration. Off-campus field trips will occasionally be scheduled as an extension of classroom learning. The required attire for field trips is a navy RCA shirt and khaki pants. A permission form for each participating student must be signed by the parent/guardian, returned to the teacher, and filed in the office before the student goes on the field trip. Any students who do not attend a scheduled field trip will be counted absent for the day of the trip unless they attend school while the class is on the trip. If this situation occurs, planned work will be given to these students, and they will not be counted as absent.

Fire & Tornado Drills

Fire and tornado drills are conducted on a regular basis to ensure the proper and safe movement of all students and personnel should a fire or tornado occur. During an actual tornado warning, no student will be permitted to leave the designated safe place unless a parent personally comes into the building and picks him/her up.

Fundraisers

No fundraisers may be executed without the approval of the administration. RCA desires to keep tuition rates as low as possible. For this reason, we conduct one school-wide fundraising program per semester. We anticipate student/parent participation in raising the additional funds necessary for designated school projects. Parents who would like to donate time to organize or work with our fundraisers should call the school office.

Grievance Policy

In keeping with our Christ-centered mission, the School Board desires a harmonious relationship among students, parents, faculty, and administration (1 Peter 3:8). Unfortunately, conflicts will occasionally arise that threaten to disrupt our relationships with one another. We believe the most effective way to resolve a conflict is to begin at the source of the misunderstanding or conflict whenever this is practical. Most issues can be resolved by simply communicating with the person/persons closest to the issue. Many times, an email, phone call, or meeting will bring immediate resolution. The administration and the School Board do understand, however, that

some issues may need the involvement of others, and in this situation, we will gladly address your concerns at any level.

We ask that you follow the steps below if you have a conflict:

1. Collect facts and outline the issue/conflict.
2. Go to the source of the issue/conflict if such an approach is appropriate and viable. It is usually more appropriate to deal directly with the source if the issue is a personal or school matter that is unique to your child.
3. If going to the source is not appropriate or viable or if there continues to be a concern after going to the source, contact the next tier of authority and continue following the tiers until resolution occurs. The tiers of authority are listed below:
 - A. Teacher or Coach
 - B. Administration or Lead Team Member
 - C. Headmaster
 - D. School Board
4. If disputes arise that are not covered by this policy, the Headmaster will decide what procedures to follow based upon a combination of the above guidelines and principles outlined in Matthew 18.

Lockers

Book bags will not be allowed in the hallways or in high school classrooms. High school students will be assigned lockers. The school will not be responsible for items taken from lockers. The school has authority and control over all lockers and may gain access to any locker at any time. The following locker rules must be observed:

1. Do not write or place stickers on your locker.
2. Keep your locker clean and neat at all times; dispose of trash properly.
3. **Use only the locker assigned to you; do not exchange lockers.**

Physical Education

PE is mandatory for elementary students. For high/middle school students, it is a credit-bearing course. In order to be excused from participation in PE, students must have a doctor's excuse or parental letter explaining the reason the student is unable to participate for that date. Students are required to wear tennis shoes during PE.

Computer Use and Social Media

While we encourage the use of computers and the Internet, we strongly recommend that parents monitor the personal online websites of their children. Any student who operates a personal online website or contributes to a blog or social media site is accountable for maintaining a Christian testimony in regard to the content of the site. Websites will be monitored for content on a regular basis. Any student found with material (pictures or written material) that is deemed inappropriate to the purpose and mission of RCA will be subject to disciplinary action up to and including expulsion from school as indicated by the discipline policy.

Students also understand and agree that RCA has the right to monitor or examine any electronic device that is at the school or at any RCA activity. Additionally, RCA may monitor or examine any postings on the Internet or other electronic medium including but not limited to text messages and postings on personal web sites or social networking sites (for example: Twitter, Instagram, Facebook, and/or other private or public domains). Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for any inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves.

On-Campus Computer Usage

RCA provides technology resources to its students and employees for educational and administrative purposes. The goal in providing these resources to students is to promote educational excellence consistent with RCA's mission statement and curriculum. The goal in providing these resources to employees is to promote access to a multitude of instructional and administrative resources. The use of these technology resources is a privilege, not a right, and may be revoked at any time for misuse. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the policies stated in this student handbook.

Monitored Use

Technology use by students and employees is not private and may be monitored at any time by RCA to ensure appropriate use. RCA reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found. Additionally, RCA reserves the right to monitor access to and use of email, the Internet, or other network or computer-related activities; to engage in routine computer maintenance and housekeeping; to carry out internal investigations; to prepare responses to requests for public records; or to disclose messages, data, or files to law enforcement or other legal authorities. RCA reserves the right to confiscate and analyze any electronic device that may utilize or connect to RCA's network resources.

Acceptable Use [Including on campus and virtual learning]

RCA's technology resources will be used only for learning, teaching, and administrative purposes consistent with the school's mission statement and goals. Commercial use of RCA's technology resources is strictly prohibited. Software or external data may not be loaded onto any computer, whether stand-alone or networked to RCA, by anyone other than personnel from the Technology Department.

Sexual Harassment Policy

RCA is committed to ensuring that the students have a school free from sexual harassment and therefore recognizes the need to have and enforce a sexual harassment policy. Sexual harassment includes any unwelcome sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature. The following behavior is unacceptable at RCA or its functions (athletic/formal events, plays, field trips, etc.):

1. Any unwanted or inappropriate sexual attention (includes touching, looks, comments, or gestures)
2. Any inappropriate verbal conduct such as epithets; derogatory or obscene comments; slurs or sexual invitations; sexual jokes; propositions; suggestive, insulting, or obscene comments; or any other verbal abuse of a sexual nature
3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements, or obscene gestures
5. Any inappropriate visual content such as derogatory or sexual posters, photographs, cartoons, drawings, or other displays of suggestive objects or pictures
6. Retaliation for someone's having reported or threatened to report sexual harassment
7. Any text messages or computer communications (tweets, social media sites, chats, etc.) which meet any of the above descriptions.

RCA encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his/her behavior is inappropriate and unwelcome. RCA also recognizes this action may be ineffective or impossible; therefore, the steps below should be followed to report a sexual harassment complaint:

1. Report the incident and the complaint to the Administration or the Dean of Academics. The incident will then be reported by the Dean to the Headmaster.
2. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending student will be subject to disciplinary action that may result in the student's being terminated from Russell Christian Academy without a refund of fees.

Note: The fraternization of faculty and/or staff with students is strictly prohibited.

Textbooks

RCA provides necessary workbooks and textbooks. Parents should supply pens, pencils, notebooks, and paper. A list for additional supplies will also be provided for each grade. Students are responsible for returning all textbooks in good condition. Students are required to pay for any unnecessary damage or loss to textbooks. The guidelines for assessing fines for damaged hardcover textbooks are as follows:

Each student will receive a textbook agreement at the beginning of the school year. Fines will be assessed based on the condition the book was returned in compared to the condition that it was issued.

Transportation Guidelines (School Vans and Buses)

Throughout the school year, students may be traveling on a school bus or in a van to a field trip, athletic competition, or other activity. The safety of all who ride depends upon each student's complete adherence to the rules provided. A student's right to ride on school transportation will be revoked if these rules are not observed:

1. Students may not eat or drink on the bus/van without consent of the driver (this includes gum).
2. Only moderate talking will be permitted.
3. Riders are not to shout at people or throw any objects outside the vehicle.
4. Once seated, the rider will remain seated until the destination is reached.
5. The driver has complete authority and will report to the administration any misconduct on the bus.

Transportation for School Sponsored Activities

1. Students must travel in school vehicles when participating in school activities off campus.
2. Exceptions to the statement above must be approved by the headmaster.
3. Unless a written letter or e-mail from the parent is sent to the school before hand, no student will be allowed to ride in another student's vehicle except when the students live in the same household.

Alcoholic Beverages

RCA students shall not be under the influence of, possess, use, sell, or supply alcoholic beverages. Any student violating this policy on campus or at a school activity shall be terminated from the school without refund of fees. Reenrollment for the following school year or thereafter requires a restoration plan approved by the School Board. Any student violating this policy off campus will be subject to the penalties indicated in the school's discipline policy and code of conduct.

Tobacco, Vape, CBD Products

Russell Christian Academy is a TOBACCO-FREE CAMPUS. Therefore, any tobacco product is prohibited on school grounds, inside school buildings, in parking lots, on playing fields, on school buses/vans, and in vehicles on campus or at off-campus, school-sponsored events. This includes any type of vaping or CBD type products that are ingested or inhaled. Any person who violates this policy will be subject to disciplinary action as deemed appropriate by administration and in accordance with the school's discipline policy and code of conduct.

ADMISSION, READMISSION & FINANCIAL INFORMATION

Financial Information

Questions concerning tuition rates, fees, and other financial details should be referred to the Russell Christian Academy Director of Business at (601)484-5888.

Non-Discriminatory Policy

Russell Christian Academy will admit students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in administration of our admissions policies, educational programs, financial aid, athletic programs, or other school-related purposes.

Admissions/Re-Admission Policies

Russell Christian Academy exists to partner with parents in equipping students to embrace biblical truth, to achieve their God-given potential, and to engage the culture for the cause of Christ. By choice, as an applicant each student obligates him/herself to the ideals of RCA. Acceptance shows the school's faith in the student.

Specifically, to be accepted a student must possess academic proficiency as determined by the administration and have a good conduct record. Acceptance of the applicant will be based upon the following items: results of entrance tests; personal interviews with the student and parents; and recommendations concerning the student's character, attitude, school record, and general promise. Students must be in good standing, academically and socially, with their previous school to be accepted.

As a general rule, seniors will not be accepted after September 1, and new students will not be allowed admission during the fourth quarter. However, the administration may grant exception to this policy for students who have recently moved into the Lauderdale County area.

Enrollment is granted on a year-by-year basis. To be considered for enrollment or re-enrollment at RCA, the prospective student must meet the following requirements:

1. Exhibit appropriate developmental maturity and age-appropriate social skills
2. Be able to communicate orally and receive oral communication
3. Be free from all communicable diseases
4. Be able to take care of own personal bodily needs
5. Demonstrate a respect for authority and a willingness and ability to adhere to school and class rules
6. Demonstrate academic ability and a willingness to work at the grade level to which assigned
7. Meet the minimum age requirement as established by the board of trustees (children entering PreK3, PreK4, K5, or 1st grade must reach ages 3, 4, 5, or 6 respectively on or before October 1)
8. Be free from drugs, alcohol, and tobacco use
9. Demonstrate by past actions a willingness to abide by the "law of the land"
10. Demonstrate genuine interest in pursuing education in harmony with the standards/purposes of RCA
11. Live with parents or legal guardian

The following stipulations apply to enrollment/re-enrollment at RCA as well:

1. Married students or students who have parented a child are not accepted to RCA; any student who marries or parents a child during the school year will be required to withdraw.
2. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
3. Entry into the next grade level at RCA is contingent upon the following: recommendation from the administration, meeting the academic criteria for that grade level, and compliance with attendance policies including absences, tardies, and early dismissals as set forth in the handbook.

Admission Procedures

1. Completed application, cumulative records, pastoral recommendation, teacher recommendations, appropriate standardized test scores and \$50 application fee are submitted to the RCA main office.
2. A member of the administration interviews the parents and student.
3. Entrance testing is required for each new student.
4. The registration fee is due upon acceptance. No student is guaranteed a position at Russell Christian Academy until the full registration fee is paid.
5. RCA requires all students 3 years old and older to have copies of the following items on file: a certificate of immunization form, a birth certificate, and a copy of the student's social security card.

New Enrollments

New students may apply for enrollment at RCA beginning with the first week of March. Enrollment information may be secured from the main office.

Re-enrollments

Re-enrollment packets are provided to current RCA students during the month of January. This early re-enrollment period gives priority to current RCA families before enrollment is opened to the public in March. Each student applying for re-enrollment will be evaluated on the basis of his/her academic, spiritual, and behavioral progress to determine eligibility for re-admission.

Financial Policies

Parents who elect to submit full payment of tuition by July 1st will receive a \$150.00 discount. This discount applies to tuition only. Registration fees are due at the time of registration. Tuition payment may also be made through tuition contract. Parents promise to pay RCA in consecutive payments for 11 months through tuition contract. The first payment is due on or before July 1st with each additional payment due on the first of each month (July through May).

If failure to make payment on any installment by the 30th/31st of the same month occurs, RCA may require that the entire unpaid balance is due and payable. A late fee of \$25.00 per month may be added to delinquent accounts; a \$25.00 fee may be charged for the first returned check, and a \$50.00 fee may be charged for the second and any other returned checks thereafter. Students may not be allowed to take semester exams if any financial obligations are past due. It is the parent's responsibility to see that any fines or overdue tuition payments are paid so tests can be administered. The School Board of Russell Christian Academy reserves the right to terminate the financial contract and dismiss any student for failure to pay any account balance in accordance with the above stated policy.

Withdrawals

Student withdrawal from RCA is considered on a case-by case basis. When student withdrawal is desired, parents/guardians should see the Headmaster. No student is considered to be officially withdrawn until the withdrawal form has been signed by the Headmaster stating that all accounts are paid in full and that all textbooks have been returned. Even in the event of withdrawal, parents/guardians are responsible for the tuition contract's entire financial obligation unless waived by the board. It is the policy of RCA not to issue report cards if an account is not current, and no transcripts will be released until a student has officially withdrawn.

Fees

RCA has a \$50.00 application fee and a \$400.00 priority registration enrollment fee. After priority enrollment ends, the standard registration fee is \$500.00. Special fees for athletics or special services are student and/or activity specific. These fees are due according to individual schedules set by the administration.

ACADEMICS

BIBLE

Bible study is recognized at RCA as of fundamental importance; therefore, Bible is a core subject. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Bible. Knowledge of the Bible, in addition to the moral and spiritual values resulting from the study of it, is one of the greatest assets anyone can have. Bible classes also serve to develop a biblical worldview in our students.

KINDERGARTEN

Kindergarten classes at RCA offer nurturing learning experiences for your three, four, and five-year-old children. This is not a daycare service or a play school; it is an enjoyable educational program designed to give your child a firm foundation for a lifetime of learning. RCA's uses the Christian curriculum A Beka Books. It includes Bible lessons, phonics, reading, printing, and basic math facts. In addition to these subjects, the students also enjoy art, music, poetry and science as part of the daily curriculum. With this strong foundation, parents can be assured that their children are receiving a good education and will be well-prepared to confidently enter first grade.

Report cards are issued for five-year-old kindergarten students each nine-week grading period. Please call your child's teacher if you have any questions. Each year five-year-old kindergarten students are honored with a special graduation and receive a diploma in recognition of their achievements. The ceremony includes a program in which the five-year-olds sing and act.

ELEMENTARY

Students form most of their basic beliefs, concepts, and life principles before they reach the secondary level of education. At the elementary school level, great emphasis is placed on the basic fundamentals of education. This includes daily Bible study, a strong phonics program, and a traditional mathematics program. Meaningful homework assignments, regular progress reports/report cards, concerned teachers, and informed parents are the rule in our elementary classrooms and not the exception.

We desire to train students to be diligent and to use their abilities to the fullest extent. High expectations and effective biblical discipline are hallmarks of our elementary program. RCA offers proven educational methods designed for the average student that produce above-average results. This is all accomplished in a warm, caring Christian environment.

Honor Roll

Honor Roll lists are calculated at the end of each quarter and are not based on cumulative GPA's.

- Headmaster's list - All A's on the quarter's report card
- Academic Excellence Honor Roll - A's and B's on the quarter's report card

Curriculum

A Beka Books, Bob Jones, ASCI Purposeful Design, Summit, and Prentice Hall are used as the school curricula in grades K-6.

Enrichment Classes

Students grades K-6 have scheduled visits to the library, art, physical education, music, and computer. These classes complement the strong academic program and allow students an opportunity to develop their special gifts.

Grading Scales for Grades 1-6

Grade	Score
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Homework

Homework is a necessary part of the school program. Each teacher is at liberty to give homework to aid each student in his/her studies. Students are expected to complete homework assignments on time. Homework is given for the following purposes:

1. Drill - most students require solid drills to master material essential to their educational process.
2. Practice - following explanation/illustration, homework is given so material will be mastered.
3. Remediation - as instruction progresses, various weaknesses may become evident.
4. Special projects - book reports, compositions, special research assignments, and projects are assigned.

The following serves as a guideline for the amount of time students should spend on daily homework:

1. Kindergarten 15 – 30 minutes
2. Grades 1-3 30 - 45 minutes
3. Grades 4-6 45 - 60 minutes

The amount of homework and its importance should increase as the grade level increases. If your child takes an unusually long or short amount of time on his/her homework, please contact your child's teacher. Parents may view daily homework and test schedules on RenWeb. Homework is not assigned on Wednesday evenings so students may attend church services.

Progress Reports

Progress reports are available 24/7 via Renweb.

Promotion

Promotion/retention is based on the overall adjustment of the child. A decision for retention is reached cooperatively among the teachers, Headmaster, and parents. Final decisions are the responsibility of the Headmaster. A parent conference will be held after the first semester concerning any student who is scoring under 70% in a core subject. A plan for the parent to arrange remediation for the student will be formulated. The outcome of the student's promotion/retention depends upon the student's performance.

A student is retained in a grade if he/she has a yearly average below 60 in two or more of the following core subjects: Reading, Grammar, Math, Science, and Bible/History. A student may be required to have approved professional summer remediation if he/she has a yearly average below 70 in one area or has a serious decline in one or more subjects in the 4th quarter. Students may be retained for reasons other than grades, such as immaturity, if this decision is reached cooperatively among the teacher, Headmaster, and parents.

Double Promotions

RCA typically does not promote current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what is best for the children. It has been widely observed that promotion of a child into a grade beyond his/her current age group often creates difficulties in the student's social and/or academic development.

Student Agenda Notebook

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students in their student agenda book. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the responsibility of the parent to carefully review what the student is actually accomplishing in the homework process and to sign the work or agenda notebook if requested.

Testing Program

Elementary students in grades third through sixth will be given the IOWA Assessment test to ascertain their academic progress. Parents will receive a copy of these test scores when the results are available.

SECONDARY

The teen years are special times of growth, both spiritually and academically. Habits, goals, dreams, and desires are established during these formative years. Because these years are crucial to character development, we believe a Bible-based education is imperative. Self-discipline, patriotism, respect for authority, honesty, and dependability are emphasized; all subjects are taught from a Christian perspective. Our educational program meets the requirements established by the Department of Education of the State of Alabama and by the Mississippi Institutes of Higher Learning (MIHL).

Academic Integrity Policy

Students are gifted with minds given by God who created us. The primary goal of education is to stretch and grow the mind. By the middle and high school years, the teacher's function in this process is to push the student beyond merely recognizing or memorizing facts or information toward analysis, understanding, and wisdom. Anything that cheapens or short-circuits that process will undermine the value and meaning of grades, credits, and our school's diploma.

In order for our system to function properly and for RCA to have integrity, we must expect and insist that each student do his/her own work. We will assume that an assignment turned in with an individual student's name on it is that individual student's work.

Teachers are given great latitude to structure group work versus individual work; each teacher will also be empowered to decide whether a student is short-circuiting the learning process so that it is no longer within the boundaries of propriety or integrity. With these concepts in mind, these actions will be considered cheating:

1. All copying of answers or ideas on homework, quizzes, or tests.
2. Passing along (or willingly receiving) answers during quizzes or tests within a class period.
3. Conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material.
4. Taking "cheat sheets" into quizzes or tests and having them in eyesight during the quiz or test.
5. Using electronic devices to replicate assessed information.
6. Group study when a teacher has specifically expressed that individual work is required.
7. All plagiarism (the taking of other's ideas or words and representing them as one's own without proper citation).

A key part of academic integrity is protecting the process of learning. The process of research, preparation, studying, and compiling information is fundamental to any assignment. Students are discouraged from gaining an academic advantage based on someone else's work, such as sharing study notes or material that was completed by another student.

The best way a student can avoid the suspicion of impropriety is to always do his/her own work and to protect that work from those who would want to take advantage. We believe it is more honorable and will be to the long-term benefit of the student to receive poor grades that are the student's own than to take shortcuts and receive the accolades of an unearned better grade. Ultimately, this is a matter of personal honor.

Furthermore, we believe these ideals are so important that violations of the academic integrity policy will result in loss of credit for assignments and repeated violations will result in expulsion from RCA according to the process described in the RCA Parent/Student Handbook.

Honor Roll

Honor Roll lists are calculated at the end of each quarter and are not based on cumulative GPA's.

- Headmaster's list - All A's on the quarter's report card
- Academic Excellence Honor Roll - A's and B's on the quarter's report card

Academic Probation:

The goal of RCA is to provide an academic program which makes it possible for students to fulfill their scholastic potential. However, few things of significance are achieved without high expectations and hard work. Knowing that the future success of our students depends greatly on their performance in school, we have established policies and procedures which will help to insure that our high standards are met or exceeded.

Students who receive two F's at the end of a nine-week period are placed on academic probation, and parents are informed of the probationary status. Once students are notified of their probationary status, they will remain on the probation list for a calendar year (12 months/2 semesters). During this time, RCA faculty will make every effort to ensure student success regarding academic improvement. Probationary students may not receive one F for a semester average during the 12-month probationary period. **If such grades do re-occur during this period, the students may not be allowed to reenroll for the following school year.** Students who are asked to leave RCA for academic reasons may re-apply after a calendar year. If they choose to return to RCA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

Honor Society

RCA is a member of the National Honor Society. It is a high honor to be chosen for membership in the Honor Society of RCA. The purpose of the Honor Society is to create enthusiasm for scholarship, stimulate desire to render Christian service, promote Christian leadership, and develop Christian character. Students are chosen based upon academics (at least a GPA of 3.75 in core subjects), character, leadership, and service. Choosing new members for induction from grades 10-12 each year is the responsibility of the high school faculty with administrative approval. A special induction ceremony is held in the fall of each year for the new members. Once inducted, students are expected to maintain the same academic and behavior standards for which they were chosen. RCA also offers National Honor Society and Beta Club opportunities for its student body.

Classification of Students for Academic Purposes

Seventh and eighth grade students qualify for grade level promotion by passing all five major subjects (English, Bible, Science, Math, Social Studies) during the school year or by making up these subjects during summer school. Freshmen may advance to the sophomore class with at least 6 units. Sophomores may advance to the junior class with at least 12 units, and juniors may advance to the senior class with at least 18 units. Failed classes may be taken during the summer on a semester basis. Units available in 8th grade are Algebra I and Computer.

Promotion

Grades 7-8:

To be promoted to the next grade, students in grades 7-8 must pass at least four subjects. English and Math must be two of the four. Students who do not have at least four passing grades, including English and Math, must successfully complete summer school before being promoted to the next grade. Students who fail two or more classes in a semester will be placed on academic probation.

Grades 9-12:

In grades 9-12, a student must pass each class with a minimum grade of “D” to receive credit for the class. Except in **extenuating circumstances**, students in grades 9-12 do not repeat the entire year; they promote to the next grade but must make up the class/classes they failed by attending summer school or completing an approved correspondence course in order to re-enroll for the next school year. Students who fail two or more classes in a semester will be subject to academic probation.

Grading Scale and GPA for Grades 7-12

Grade	Standard	Honors
A+ 98-100	4.00	4.50
A 93-97	3.75	4.25
A- 90-92	3.50	4.00
B+ 87-89	3.25	3.75
B 83-86	3.00	3.50
B- 80-82	2.75	3.25
C+ 77-79	2.50	3.00
C 73-76	2.25	2.75
C- 70-72	2.00	2.50
D+ 67-69	1.50	2.00
D 63-66	1.25	1.50
D- 60-62	1.00	1.25
F 0-59	0.00	0.00

Make-up Work

Students who are absent are responsible for making arrangements with their teachers to make up missed work. Each student will be given a fixed number of days equal to the number of school days the student was absent plus one extra day to turn in all make-up work. It is the student’s responsibility to see that all make-up work is done before this deadline expires.

In order to be considered on time, each make-up assignment must be turned in on the date due at the beginning of the class period for which it was assigned. Assignments not made up within the allotted time will accrue late penalties. A student will be penalized 25% per day on any late assignment, and a grade of zero will be assigned for any assignment not made up before the fourth late day. All make-up work is due at the beginning of the class period for which it was assigned.

This make-up policy does not apply to any assignments that students have already received before absences occur. Students who have already received assignments but are absent the day the assignments are due must turn in the assignments when returning to school.

The policy for taking make-up tests follows a similar pattern. If a student was present for the test review/test preparatory work but was absent on the day the test was given, the student must take the test when he/she returns to school. If a student was absent for the test review and/or preparatory assignments, the above policy of one make-up day per absence plus one extra day applies.

Semester Exams

1. Semester exam grades count 20% of the semester average.
2. Semester exams are required for all academic classes in grades 7-12.

Semester Exam Exemption

Only seniors who have not been suspended from school at any time during the senior year will be considered for semester exam exemption, and exemption applies to the second semester exam only. Semester exam exemption is determined on a class-by-class basis. To be eligible for exemption, a senior must meet **one** of the following requirements:

1. The student must have a yearly average of 90 or above in the class for which the exemption is granted.
2. The student must have a yearly average of 75 or above and a maximum of two absences for the year in the particular class for which the exemption is granted. This absence policy includes unexcused or excused absences; however, student absences for school activities do not count toward this absence policy.

Testing Program

Students in 7th grade will be given the IOWA Assessment Test. Grades 8 and 9 will be given the Pre-ACT Test. Students in grades 10 and 12 will be given the ACT, PSAT, and ASVAB Test. These tests are intended to provide preparation for college entrance exams as well as to determine eligibility for certain scholarship programs.

Summer School

A student who receives a failing grade for a course will be required to make up the credit for the course before being promoted to the next grade level. Parents will be contacted at the beginning of the summer and given the necessary summer school information so plans can be made.

Graduation Requirements

A student must complete 24 credit hours for a Standard Diploma and 25.5 credit hours for an Honors Diploma in the following courses to graduate. Additionally, each senior must take the ACT before graduating and apply to at least one institution of higher learning.

Standard Diploma

<u>Courses</u>	<u>Units</u>
Bible	4.0 units
English	4.0 units
Science (Biology)	4.0 units
Mathematics	4.0 units
Social Studies	4.0 units
Foreign Language	1.0 units
Computer Applications	1.0 units
Electives	2.0 units
Total units for graduation	24.0 units

* Honors Diploma (Beginning with class of 2015)

<u>Courses</u>	<u>Units</u>
Bible	4.0 units
English	4.0 units
Science (Biology, Chem, A & P, Physics)	4.0 units
Mathematics (Alg I & II, Geometry, Trig, Pre/Calculus, Calculus)	5.0 unit
Social Studies	4.0 units
Foreign Language	2.0 units
Computer Applications	1.0 units
Fine Arts	1.0 units
Speech	0.5 units
Total units for graduation	25.5 units
*Students must have a B average in each pre-requisite course to enroll in an honors course.	

Homework

Parents may view daily homework assignments and test schedules on RenWeb. The primary purpose of homework is to reinforce class content and instruction; homework is assigned for skill practice, enrichment, or in-depth study of a unit. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade.

The amount of time a student spends on homework depends upon the student's organizational and study skills, his/her use of time, the homework environment, and other factors. If you feel that your child spends an unusually long or short amount of time on the homework task, please contact your child's teacher. While

studying for tests and exams will require additional time, the following should serve as a general guideline for the maximum time spent on daily homework:

1. Students in grades 6-8: approximately 2 hours
2. Students in grades 9-12: approximately 2½ hours

Please be aware that no homework will be given on Wednesday nights because we strongly encourage each family to be actively involved in church.

Valedictorian and Salutatorian Selection

Selection of the valedictorian and the salutatorian is made on the basis of the cumulative grade point average (GPA of academic subjects on RCA scales) beginning in the ninth grade and ending with the first semester of the twelfth grade-GPA will also count for Computer and Honors Algebra 1 even if they took these courses in the 8th grade). Only classes taken at RCA are eligible for use in the GPA calculations. A student must have attended RCA for their freshmen, sophomore, junior, and senior years to be eligible for consideration. The senior with the highest cumulative GPA is the valedictorian, and the senior with the second highest GPA is the salutatorian of the graduating class. GPAs will be calculated to the greatest decimal place necessary to determine a clear-cut valedictorian and salutatorian. Beginning with the class of 2015, students must be enrolled in honors classes and on track to receive an honors diploma to be eligible for consideration as valedictorian or salutatorian.

Honors Diploma

The class of 2015 is the first graduating class at RCA with the option of an Honors Diploma. This prestigious diploma is given to the students who have completed the required honors classes and finished each of the courses with at least a B average.

ATTENDANCE INFORMATION

Attendance Policies

The underlying philosophy behind our attendance policy is the desire to teach the value of regular and punctual attendance in the workplace. For students, the school is their workplace. Regular attendance is necessary for successful performance and is required by state law. Prompt verification that an absence is excused is necessary to enable students to make up work. All students shall be punctual and regular in attendance. Every absence is entered on the student's permanent record. Even excused absences often result in lower grades for the absent students because nothing can replace the student's presence in class for learning and school achievement. Parents, please help us by reinforcing this policy.

I. Codes for Absences/Early Dismissals

NOTE: When a student is absent from school or class, he/she is expected to make up all work missed during the absence. For any assignments missed during an absence, it is the student's responsibility to obtain assignments from each teacher and complete the work in a timely manner according to the specific guidelines given in the makeup work policy on page 18.

Absences from school or class will be coded in the following manner on the student's attendance record:

A. Excused Absences (Coded AE)

1. Personal illness
2. Death or emergency illness in the immediate family
3. Inclement weather of danger to health or life of the student
4. Legal quarantine

B. Excused Absences (Coded AE) Which Require Pre-Approval

1. Trips Pre-Approved by Parent and Administration
2. Other Special Circumstances Pre-Approved by Parent and Administration

For a pre-approved absence, the student's attendance record will be strongly considered in determining administration approval. When a pre-approved absence is desired, the parent should send a note at least two days prior to the absence. If the absence is approved by the Administration, the student must have each teacher sign the note in advance and give the signed note to the administrative assistant. The student will then be marked AE on the daily absentee report.

All missed work must be made up. It is the student's responsibility to obtain the assignments from each teacher and to complete the work by the time he/she returns to school. Additional instructional time should not be expected, as this absence is by choice of the student's family.

C. Unexcused Absences (Coded AU)

All other reasons not listed above are considered unexcused absences. Examples of unexcused absences include but are not limited to the following: work, suspension, getting a haircut, going shopping or to the library, truancy from class or school, going out of town without prior administration approval, or personal errands.

D. School Sponsored Absences (SA)

When approved by the administration, absences from class due to participation in school-sponsored field trips, academic contests, ball games, or other events will be coded SA on the student's attendance record. These absences do not count against Perfect Attendance or senior final exam exemption.

Early Dismissals

1. When an early dismissal is necessary, the student should bring a note from a parent or guardian to the administrative assistant stating the reason and time for the early dismissal.
2. Student's name, the time of the dismissal, and whether it is excused will appear on the day's absentee report.
3. Student must go by the office and sign out at the time he/she is leaving.
4. Student should obtain assignments in advance from any classes that will be missed due to dismissal.
5. In case of illness or other unforeseen emergency during the school day, students should report to the office and CALL HOME ON THE OFFICE PHONE. Office personnel must receive approval from the parent before the student can be dismissed.
6. Parents must come in to the office to pick up any student who has an early dismissal. The only exception will be for students who drive their own cars when parents have given permission for them to leave on their own.
7. Classes missed due to early dismissal count as regular absences. Students who are absent for more than 10 days (excused or unexcused) in any class during a semester must have approval from the headmaster to receive credit for the semester's work. Seniors who are absent for more than 10 days may lose the privilege to go on the senior trip.
8. Absences from classes missed due to early dismissal will be considered unexcused until the student returns and presents an excuse for the early dismissal to the front office. The student will then obtain a return to school slip to excuse the early check out.
9. **There will be no early dismissals or checkouts after 2:00 PM.**

II. Procedures/Consequences: Absences/Tardies

Absences

Bring a note from a parent or guardian on the first day back stating the dates and reason for the absence. Give this note to administrative assistant.

1. If no note is presented, the absence will remain unexcused until one is brought in. Once a student returns to class, no changes will be made to the attendance code after seven school days have passed.
2. The deadline for completing make-up work and make-up tests will be one day per each day of absence. Teachers (with approval from the administration) may make exceptions to this timeline in unusual circumstances.

3. Students who are absent for more than half a day may not participate in school functions on that day without administrative approval.
4. Students will not be excused to attend ball games unless the school announces that students may be excused to attend such an event.
5. Students who are absent for over 10 days (excused or unexcused) in any class during a semester must have approval from the Headmaster to receive credit for the semester's work. Seniors who are absent for more than 10 days may lose the privilege to go on the senior trip.
6. RCA reserves the right to prohibit a student from attending classes if, in the opinion of the school administration, the student may create a health risk to himself/herself or other members of the school community. If this situation occurs, the school administration will determine when the student will be permitted to return to class. Verification of health may be requested.

Tardiness

A. Tardy to school – Grades 7-9 (7:55) Grades 10-12 (8:05)

1. Report to the office with a note from a parent or guardian.
2. You will be allowed three unexcused tardies to school during each nine-week grading period in case of traffic jams, oversleeping, etc. On the fourth tardy a detention will be assigned. Any subsequent tardy will result in ISS (In-school suspension).
3. Excused tardies will only be given if a doctor's note is provided.

B. Tardy to class - Grades 7-12

1. If you are tardy to class because a teacher or office personnel detained you, get a note from that person explaining why you are late.
2. You will be allowed three unexcused tardies to class during each nine-week grading period. On the fourth tardy a detention will be assigned. Any subsequent tardy will result in ISS (In-school suspension).

C. Tardy to class - Grades K-6

After 8:05 AM, a parent or guardian must sign the student in at the administrative assistant's office and escort that student to his/her class. After three tardies per student the parent or guardian will be contacted by the Headmaster and additional consequences may be assessed.

Perfect Attendance

Perfect attendance certificates will be awarded to students who have no unexcused tardies and no absences, including check-ins or check-outs, for the school year.

DRUG TESTING, HEALTH & SAFETY

Drug Policy Overview

RCA endeavors to provide an environment conducive to the physical, mental, and spiritual growth and development of young people that results in lives consecrated unto God and separated from worldly activities. Attending RCA is a privilege extended on the condition that students and parents accept and support our drug policy. A student's use of illegal drugs violates biblical standards as well as Mississippi law. RCA is a drug-free campus; therefore, the possession or use on campus or at any school activity of illegal drugs or substances or any medication without prescription or prior approval from administration is strictly prohibited. Any student who is caught or convicted on or off campus of possessing, using, or selling such substances shall be terminated from the school without refund of any tuition or fees and may be subject to legal action.

Drug Policy Goals/Objectives

1. To help provide a safe environment at Russell Christian Academy
2. To educate school board members, employees, and students of the dangers of drug abuse
3. To help prevent any drug use or abuse by the school board members, employees, or students of RCA
4. To identify those who may be using drugs and to identify the drug being used
5. To see that any drug dependency is treated and addressed properly

6. To provide reasonable safeguards to ensure that every school board member serving RCA, every employee employed by RCA, and every student attending RCA is medically competent to do so
7. To remove the stigma of drug abuse from those who are not users
8. To reassure parents, students, and the community that the health and academic progress of its students is among the primary goals of Russell Christian Academy
9. To re-emphasize to school board members, employees, and students their responsibilities as positive role models
10. To provide motivation to say "NO" to peer pressure and drug use

Drug Testing Processes and Procedures

All students (new and existing) in grades 7-12 are required to participate in the drug-testing program. Each student will be tested during the school year on a random basis. Everyone will be tested through random selection at any time at least once per year with the possibility of more than once. Refusal to participate in random drug testing will result in immediate dismissal from Russell Christian Academy.

1. The parents of each student, by signing their educational contract with Russell Christian Academy, are consenting to their child's participation in the drug-testing program.
2. All school students, board members, and employees will be subject to a random pool from which selection for random testing will be determined. Reasonable suspicion will require a student to be included in the drug testing on any test date and/or require the parents of said student to immediately have his/her child drug tested at the expense of the parents.
3. Refusal of parent to immediately have his/her child drug tested may be grounds for immediate dismissal of said student. Any school board member, employee, or student who is taking prescription medication at the time of drug testing should advise the collector when testing sample is given. Should the test results indicate a positive result, prescription verification must be provided to school administration. Otherwise, the result will be considered as positive for illegal drug use.
4. The method of testing will be in the form of urinalysis, hair sample, or saliva. The hair, urine, or saliva sample will be collected and analyzed by a private laboratory using the most advanced methods of pathology.
5. Any positive drug test results will be confirmed by an additional test at a certified laboratory. If any tested individual does not agree with a positive confirmation, he/she will be granted 3 days to submit a written explanation as to why the test should be considered invalid, and the subject may request a retest of the specimen to a certified laboratory. This will be done at the expense of the individual tested.
6. The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification. Drug screening results will be reported to the Headmaster and Superintendent only.
7. Failure to abide by any terms or conditions of this drug policy will be grounds for school board member service termination, employee termination, or student expulsion.
8. The Russell Christian Academy School Board shall have the authority to determine the final decision in any situation that may occur as a result of the drug testing policy.

Consequences

All specimens indicating a positive result will automatically be retested by the testing laboratory immediately to assure no error has occurred. The second test will be a more specific test. If a positive result is verified and confirmed, the Headmaster will inform the board member, employee, or parents of child that he/she tested positive.

1. Board Member - A confirmed positive test of a board member will result in immediate termination of service.
2. Employee - A confirmed positive test of an employee will result in immediate termination of contract from Russell Christian Academy. In such event, the employee's salary will be terminated also.
3. Student - A positive drug test will result in the student's immediate dismissal and expulsion from RCA. In such event, the parents of said student shall not be entitled to a reimbursement of fees or tuition previously paid. A restoration program may be put into place at request of the parent. Any restoration program must include drug counseling and testing with a minimum of a one-year absence from Russell Christian Academy. Restoration plans must be approved by the Board of Directors.

HEALTH & SAFETY

Medications

All medications, unless approved by Headmaster, Administration or Dean of Academics, must be turned in to the office for distribution. We must have written permission and written instructions on the appropriate form available in the office. All medications must be delivered to the office by the parent. Any prescription or over-the-counter medication not handled in this manner will be considered a prohibited item.

Head Lice

Should a child have head lice, the parent will be called to check the student out. The student will need to be treated with a special shampoo. Hair must be totally free of nits before a student may return to class. Before returning to class, the student will be re-checked by school officials.

Illness and Injuries

Should an illness or injury occur on school property or during school related functions, the parent will be called immediately. Students with any symptoms needing medical attention will be immediately directed to the school receptionist. Depending on the seriousness of the illness or injury, emergency medical assistance may be requested.

***Illness Dismissal and Re-admittance Policy**

Exclude if:	Re-admit if:
Temperature of 100 degrees or higher	Free of fever for 48 hours without medication
Excessive amounts of yellowish-green nasal discharge. Severe, excessive disruptive cough. Sore throat	Symptom free
Untreated red, watery, or draining eye(s)	All discharge from the eyes has ceased or clinical clearance obtained and submitted to school
Lice	After treatment, nit free
Untreated, exposed, and draining skin lesions	Skin lesions are dry or clinical clearance to return to school
Vomiting	Free of upset stomachache and vomiting for 24 hours
Diarrhea (two or more loose, watery stools)	Free of diarrhea for 24 hours
Fainting or seizures or general signs of listlessness	Free of symptoms
Fever with signs of communicable disease	Fever free for 24 hours and clinical clearance

Infectious Disease Policy: as written by Alabama Independent School Association

Purpose

The Alabama Independent School Association and Russell Christian Academy have adopted this policy in an effort to minimize the possibility of transmission of any infectious disease during school activities and athletic practice sessions or contests. The policy primarily addresses blood borne pathogens such as the hepatitis B virus (HBV) and the Human Immunodeficiency Virus (HIV). However, it also discusses common-sense precautions against the spread of less-serious infectious diseases such as influenza and the common cold viruses

(rhinoviruses) Much of this policy has been written with contact sports such as football, wrestling, and basketball in mind. However, it is applicable to all sports and activities.

Regulations

All faculty and staff must become knowledgeable of these regulations and be prepared to follow the stated guidelines when an injury results in bleeding during any school activity. Russell Christian Academy officials are instructed to monitor situations in athletic contests in which any injury occurs and results in bleeding. Officials will follow the appropriate guidelines as set forth in this policy when those situations do occur.

Blood Borne Pathogens

Blood borne pathogens are pathogenic microorganisms present in human blood and cause disease in humans. In addition to blood, these pathogens may be present in other body fluids such as semen, vaginal fluids, breast milk and any body fluid which is obviously contaminated with blood. These pathogens include, but are not limited to, hepatitis B virus and HIV.

Hepatitis B is a virus resulting in serious disease of the liver. Victims can suffer long-term consequences such as cirrhosis and liver cancer. HIV is the virus which, by weakening the immune system, causes AIDS and makes a person susceptible to infections their immune systems normally would be able to fight off. AIDS is currently incurable but is treatable.

Although hepatitis B virus is a much more common virus than HIV, it is HIV and AIDS which have served to heighten public concern about blood borne pathogens. This concern has prompted the AISA and other such organizations to adopt such guidelines.

The precise risk of HIV transmission from an infected individual by exposure to blood or certain other body fluids of an infected individual is not known. However, evidence would suggest it is extremely low. In fact, the possibility of contracting HIV in this manner is much less than contracting HBV and other blood borne viral infections.

Therefore, student-athletes, coaches, and officials must understand that while it is theoretically possible for HIV to be transmitted by blood from one individual to another via an open wound or mucous membrane contact, the probability of this occurring is extremely low. However, precautions should still be taken to minimize the possibility of transmission.

Recommended Precautions against the Transmission of Blood Borne Pathogens

Proper handling of all situations in which exposure to blood occurs will greatly reduce the possibility of transmission of blood borne pathogens such as hepatitis B virus or HIV. Injuries resulting in the presence of blood are most likely to occur in physical education classes, athletic practice sessions, and athletic contests. It is extremely important that teachers, coaches, officials, and student-athletes observe the following precautions and treat all blood and any body fluid visibly contaminated with blood as potentially infectious.

1. Before competing, a student-athlete must cover any open wound on his body. This will reduce the risk of transmission of a blood borne pathogen from his open wound to the open wound or mucous membrane of another person or vice versa.
Important Note: *“Coach”, “teacher”, “administrator” and “official” may be substituted wherever use of the term “student-athlete” is used throughout this policy. Also, the pronouns “she”, “her” and “hers” are applicable in all instances where “he”, “him”, or “his” is used.*
2. Trainers (or coaches/managers) should render first aid to student-athletes who are bleeding. These individuals should be properly trained in the correct manner to treat injuries which involve bleeding so they will not become contaminated with the blood.
3. When rendering first aid, an individual should wear protective gloves (such as disposable latex or vinyl gloves) any time blood, open wounds, or mucous membranes are involved. Clean gloves should be worn for each student-athlete treated or when treating the same student-athlete more than once.
4. If an individual gets someone else’s blood on his skin, he should wear protective gloves and wash the blood off with a disposable towel using soap and water or disinfectant such as isopropyl alcohol (rubbing alcohol).

5. If a student-athlete begins to bleed during practice or competition, play must be stopped, the injured student-athlete removed, and any potentially contaminated surfaces (such as the basketball court or wrestling mat) cleaned using a disinfectant solution of bleach and water. The recommended mixture is nine parts water to one part bleach (one cup bleach to nine cups water). The surface should be rinsed with clean water to avoid mucous membrane exposure to the disinfectant. The individual cleaning should wear protective gloves.
6. A student-athlete removed from an athletic practice or contest due to bleeding must have the bleeding stopped and any wound covered before returning to competition. If the bleeding resumes, the practice or contest must be stopped and potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e., referee in football and basketball, home plate umpire in baseball, etc.) as to how many times the competition should be stopped due to a student-athlete's bleeding before the student is disqualified from further participation. The decision to disqualify should be based on the health of the student-athlete.
7. An individual who has treated an injury where blood was present or has cleaned a potentially contaminated surface should wash his hands with soap and hot water whether or not protective gloves were worn.
8. Student-athletes should shower using a liberal amount of soap and hot water after each practice and competition.
9. Towels used for any purpose by student-athletes, coaches, or officials should not be used to clean blood from any potentially contaminated surface; neither should towels be shared by student-athletes, coaches, or officials.

Note: *Disposable towels should be used in all cleaning of blood contamination. Towels, protective gloves, and other materials used in cleaning, as well as any bandages used to stop bleeding, should be placed in a sealed container lined with a plastic bag. Plastic bags are to be closed and discarded daily. Do not reuse the plastic bags.*

Other Infectious Diseases

Infectious diseases such as influenza and the common cold (rhinovirus) are generally transmitted by respiration; the mononucleosis virus is generally transmitted by respiratory secretions, saliva, and nasal discharge. Contamination occurs through the air when an infected person sneezes or coughs or through hand contact with contaminated surfaces. Therefore, the chances of becoming infected with one of these viruses is greater in a confined area where a number of individuals breathe the same air or when individuals share objects such as towels, cups, water bottles, eating utensils, etc.

Blood borne pathogens (such as HBV and HIV) may have an incubation period of days, weeks, or years. Colds and influenza, however, usually manifest themselves through symptoms in a matter of hours to days after exposure. Symptoms of influenza (fever, headache, joint pains, sore throat, and cough) and the common cold (runny nose, sneezing, tearing of eyes) usually prevent the student-athlete from participating in a practice or competition due to the weakness that results from their presence.

Recommended Precautions against the Transmission of Other Infectious Diseases

The AISA recommends the following precautions be taken to help prevent the spread of such diseases as influenza, the common cold, and mononucleosis in an athletic setting:

1. A teacher, coach, or student suffering from influenza or other similar illness should stay home from school as long as he or she has a fever. An individual suffering from these illnesses can remain contagious as long as he or she has a fever, usually not more than two or three days.
2. Avoid sharing towels, cups, and water bottles. It is poor hygienic practice to share these items.
3. Keep locker room areas well ventilated. Good air circulation may lessen the possibility of airborne spread.

For More Information

For further information concerning infectious diseases, contact the State of Mississippi Department of Public Health at (601)576-7400 **Note:** Faculty and staff must become knowledgeable of these regulations and be prepared to follow the stated guidelines when an injury results in bleeding during any school activity.

DISCIPLINE & DRESS CODE

Purpose of Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. RCA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teachers to define behavioral boundaries consistent with biblical principles and the students' developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. Students who disobey school or class rules or teachers' verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, students will be sent to appropriate administrators. **STUDENTS AND PARENTS AGREE AND ACKNOWLEDGE THAT RCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.** Students violating the student Code of Conduct on or off the school campus or in any school activities will be subject to disciplinary action.

All school employees have the authority to correct student misconduct at any time and are due student respect. Any staff member may send a student to the office of the Administration for misconduct. All discipline will be administered with the idea of providing a wholesome Christian school environment.

Proverbs Model for Discipline

God disciplines us to show that He loves us and delights in us (Proverbs 3:12). As a Christian school, it is our responsibility to discipline students and to base our discipline practices on biblical principles. The goal at RCA is to handle discipline in a progressive manner from a DISCIPLESHIP perspective. Our ultimate desire is to develop wise students, rooted in God's principles and able to stand firm in the storms of life (Proverbs 22:6).

We base our discipline approach on a PROVERBS MODEL. Proverbs describes four kinds of behaviors: simple, foolish, scornful, and wise. When a student is behaving wisely, he or she is not a subject for discipline; but when student's attitudes or actions require correction, the discipline will be based on one of the following:

A student who exhibits SIMPLE behavior follows others and is gullible. He is easily deceived and does not foresee consequences for his actions. This student takes someone else's punishment seriously and can respond positively to the Word of God. See Proverbs 14:15; 19:25; and 22:3.

The student who exhibits FOOLISH behavior does not show reverence for God, enjoys mischief, is a grief for his parents, may give false reports to hurt someone else, does not show respect for his parents or heed their counsel, is meddlesome, has a quick temper, and does not love knowledge. See Proverbs 1:7; 1:22; 10:18; 10:2; 12:15-16; 14:16; and 20:3.

The student who exhibits SCORNFUL behavior dislikes those who discipline him, won't listen to correction, leads others into trouble, rebels against authority, and causes quarrels, contention, and strife. See Proverbs 1:22; 13:1; 15:12; 22:10; 24:9; and 28:9.

As teachers and administrators discipline students, they will be looking to see where in the PROVERBS MODEL each student falls (Simple, Foolish, Scornful), and will discipline accordingly. This means that one student involved in the same misdeed as another may be given a more severe consequence than the minimum based on whether he or she was acting as a simple, foolish, or scornful student. Disciplining a scornful student as if he were simple would be ineffective; treating a simple student as if he/she were foolish could be devastating. It is important that both parents and students understand this principle and support the discipline that is given, rather than comparing it to the discipline of another student.

The key to success is that each student recognizes his/her own responsibility in the discipline process. Should a student CHOOSE to behave irresponsibly, there will be consequences. Teachers will track student progress in order to prayerfully and lovingly encourage and instruct students on how to make more godly choices. Students should remember that if they have a problem, they need to ask one of the many adults on campus for assistance. Asking for help before a problem becomes too big to handle will help students to avoid difficulty.

Code of Conduct: 24/7

Students are expected to represent RCA in a positive manner even when not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to RCA in a negative manner. This behavior may result in disciplinary action or a student's dismissal from the school.

Appropriate Conduct

1. Good behavior must come from the heart in love and obedience to Jesus Christ.
2. Proper respect for administration, faculty, and all other staff members is expected.
3. Proper speech is expected; vulgarity, profanity, rumors, slang, and lying have no place at or away from RCA
4. Proper respect for the buildings and property of Russell Baptist Church and RCA is essential.
5. Proper conduct is to be demonstrated at all times. Christian kindness, unselfishness, courteousness and honesty should characterize all dealings with faculty and fellow students.
6. Proper attitude is a measure of one's spiritual life and allows the individual to reach his full potential. With the proper attitude, one will demonstrate initiative and leadership, and the influence of Christ upon one's life will be evident.

Respect

Students are expected to develop self-respect by showing respect to others and to God. Students should not call faculty or staff members by first names or nicknames. All adults and visitors to campus should be treated courteously. Students should respect the property and feelings of others. Any display of affection between students which is not in good taste will not be permitted. Students should show respect for God with reverent behavior during chapel activities and respect for speakers and fellow students through polite attention during assemblies.

Kindergarten Discipline

Parents are asked to cooperate with us as we seek to develop disciplined, well-mannered students. Prayer and counseling are always shared with students during discipline to help them thoroughly understand the offenses. Teachers will keep in close communication with parents regarding student behavior. Disciplinary actions taken include time out, loss of certain privileges, parent phone calls, notes sent home, or conferences with the Headmaster. Excessive misbehavior may result in suspension or expulsion from the kindergarten program.

Student Discipline: Grades 1-12

Though the goal of RCA is to motivate students through positive reinforcement, sometimes corrective measures must be taken. When these cases occur, we will administer the corrective discipline in a loving yet firm manner.

Discipline Methods and Procedures

The discipline process will normally follow the specific steps described below:

- The teacher is the first line of authority in addressing behavior that requires discipline.
- If the behavior continues, a parent will be contacted by the teacher.
- If there is no resolution to the problem after parental notification, a school administrator will become involved. At this time the administrator will contact the parent and advise the parent of the disciplinary action that will be administered by the school.
- Discipline referrals will be given to the student and noted in Renweb. Notification will be sent to the parent via email (parent must supply the administration with a valid email address).

The discipline procedures every Russell Christian Academy teacher will follow are listed below:

1. Teachers will keep a written record of student behavior.
2. Minor offenses will be handled by the classroom teacher. The following forms of discipline will be incorporated by the classroom teacher with the support and approval of the administration. Choice of consequence will vary based on the severity and the frequency of the inappropriate behavior.
 - Verbal warning and re-teaching
 - Loss of privilege (quiet lunch, etc.)
 - Note sent home by teacher
 - Tally issued (requires parent signature on discipline form and return the next day)
 - Parent conference
 - Visit to the office of the Administration
 - Corporal punishment (end-of-line option and only with parent approval)
 - Suspension or Expulsion
3. Consistent behavior problems will be brought to the attention of the administration, and parents will be notified.
4. Immediate referral to the administration will occur as a result of the following offenses:
 - Fighting
 - Defiant or disrespectful attitude to authority
 - Profanity or vulgar language
 - Stealing or destruction of property
 - Verbal threats or bullying towards other students or any other person (Please see addendum)
 - Cheating, assisting in cheating, or failure to report offensive behavior of any kind
 - Any major problems with a student
5. Students who fail to respond to the disciplinary procedures will be dismissed.

Student Conduct

Behavior offenses are rated on Levels 1, 2, and 3 with appropriate guidelines for disciplinary action. The school administration has the authority to alter, amend, vacate, or increase punishments for misbehavior as it deems necessary and appropriate at the sole discretion of the administration. The school administration reserves the right and the authority to define all terms as they are used in Levels 1, 2, and 3.

Level 1: Offenses

1. Out of uniform
2. Running in hall
3. Littering on campus or in buildings
4. Chewing gum; eating or drinking in class
5. Excessive talking or disrupting class
6. Failure to bring materials to class (books, paper, pen, etc.)
7. In hall unauthorized
8. At cars during school hours (athletic exception: 2:10-2:30)
9. Tardy to school or class
10. Horseplay
11. Minor occurrences of harassment, bullying, cyber-bullying, teasing, or taunting
12. Unauthorized use of electronic devices between 7:55-3:00.
13. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

NOTE: Teachers should attempt to resolve Level 1 offenses when appropriate before referral to the administrator for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or expulsion.

Level 1: Administrative Disciplinary Actions

1st Offense

Minimum: Teacher/student conference

Maximum: Suspension from school (2 days)

2nd Offense

Minimum: Teacher and Administration/parent conference subsequent offenses

Maximum: Suspension from school long term (may recommend expulsion)

Level 2: Offenses

1. Careless driving on campus
2. Inappropriate attire (other than out of uniform offenses)
3. Disrespect during chapel
4. Disrespect for teachers
5. Dishonesty/deceit
6. Fighting
7. Use of abusive or obscene language (written, spoken, or gestures)
8. Cheating
9. Unexcused absence
10. Vandalism
11. Defacing school property
12. Possession of prohibited items
13. Possession of any form of tobacco or vaping products (anytime, anywhere on campus)
14. Possession or display of obscene literature or pictures
15. Improper conduct with the opposite sex that does not fall into the category of sexual harassment or sexual misconduct as outlined in Level 3
16. Destruction of or damage to property of others
17. Misuse or abuse of technology
18. Out of class or leaving class without permission
19. Failure to comply with the lawful directions of any school employee
20. Major offenses of bullying, harassment, or cyber-bullying
21. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct

NOTE: These more serious offenses pertain primarily to campus conduct or at school functions; however, the school is concerned about anything that seriously affects the character and reputation of the students and the school. Punishment will be proportional to the nature of the offense. Teachers may handle lesser degrees of these offenses; however, they generally represent blatant disregard for school policy and as such will usually result in referral to the Administration for official disciplinary action.

- Cheating will result in an automatic zero on the assignment, and parents will be notified by the teacher.
- Careless driving may result in losing the privilege to bring a car on campus.

Level 2: Administrative Disciplinary Action

1st Offense

Minimum: Administration/student conference; parent notified

Maximum: Suspension from school (3 days)

2nd Offense

Minimum: Administration/student/parent conference

Maximum: Suspension from school long term (may recommend expulsion)

Level 3: Offenses

1. Illegal drug possession or use

2. Misuse or abuse of medicine or substances
3. Possession of prohibited items (partial list on pg. 8)
4. Alcoholic beverage possession or use
5. Truancy
6. Leaving campus without permission
7. Theft of property
8. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)
9. Harassment (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
10. Possession of dangerous instrument (including but not limited to any type of gun, including BB or pellet guns; any type of knife; or any other instrument that might be used as a weapon)
11. Trespassing
12. Disorderly conduct
13. Possession of commercial fireworks
14. Use of tobacco or vaping products in any form (anytime, anywhere on campus)
15. Any other offense which the administration deems appropriate.

NOTE: These are the most serious offenses and pertain to behavior any time and any place. A student who is guilty of any of these offenses will automatically be referred to the office for a parent conference, and major disciplinary action will be taken.

Level 3: Administrative Disciplinary Action

1st Offense

Minimum: Suspension from school (3 days)

Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)

2nd Offense

Minimum: Suspension from school (5 days)

Maximum: Expulsion (may notify appropriate law enforcement officials)

Penalties for Misconduct

Students who receive an office referral for disciplinary action will be subject to the following penalties, depending on the degree of the offense and past record of the student.

1. Conference and warning; referral sent home for parent signature.
2. Detention Hall or Saturday School
3. Corporal Punishment
4. Parent Conference required before readmission to class
5. Probation – warning of possible suspension or expulsion for future offense.
6. Loss of extra-curricular privileges or honors.
7. In School Suspension- Held twice per month as needed
8. Out of School Suspension – Suspension from school is a result of repeated level one offenses or level two/three infractions of the RCA Code of Conduct. At all times an administrator has the authority to suspend a student. The length of suspension will be determined by the administration in concordance with the minimal standards delineated in this policy. All work missed during the suspension is to be made up. A one-percent deduction will be taken from the student's quarterly average for each day that a student was suspended in every class. Very specific changes in attitudes and actions of the student will be expected to be made prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Senior students who have been suspended at any time during the senior year will not be allowed to exempt any final exams for the second semester.

9. Expulsion – Students guilty of serious offenses may be immediately expelled. Persistence in minor or more serious offenses indicates a student’s lack of desire to comply with the standards of Russell Christian Academy and may lead to expulsion. Careful evaluation of a student’s record will precede expulsion; however, in the best interest of the school, other students, and the student himself, a student will be asked to withdraw if his/her conduct is contrary to the ideals and philosophy of RCA.

Detention Hall

Teachers and administrators may assign students to detention hall.

1. Student must be dressed in full school uniform.
2. Student must spend 7:15-7:55 AM in detention hall as assigned
3. Date of D-Hall can be rescheduled only in the case of an emergency or long-standing appointment. Student must bring a note from home explaining the problem to the Administration.
4. Student with an excused absence on the day of an assigned D-Hall will automatically be reassigned to have his/her D-hall the first day back that D-Hall is held.
5. Students who cut D-Hall will be assigned two D-Halls or suspended at the discretion of the Administration.
6. Students who are late for D-Hall will not be admitted. Student will be reassigned the missed D-Hall with the potential of being assigned two D-Halls or suspension.
7. Students assigned three D-Halls in one 9-week period will be issues an in-school suspension upon the 4th offense.
8. Students who have been assigned eight detention halls in one school year may be declared ineligible for continued enrollment at RCA.
9. Students may not miss D-Hall for routine extracurricular activities. D-Hall may be rescheduled for special events (such as ball games), but it is the student's responsibility to see the Administration in advance to make arrangements and get approval.
10. D-Hall will be held on Tuesdays and Thursdays.
11. Students will be assigned tasks as determined by the D-Hall supervisor which may include, but are not limited to, campus cleanup.

Pranks Policy

The Christian concept of respect for others and respect for property excludes pranks that would injure individuals or their property. All students are responsible for assisting in the orderly operation of the school and should not engage in disruptive activities or in making a mess which others have to clean up. Pranks such as shaving cream fights, rolling cars or the campus, or writing on property belonging to the school or its students will be cause for discipline, and the responsible students will be required to pay for any damages or cleanup. Student pranks may lead to a range of disciplinary measures up to and including expulsion.

Electronic Device Policy

While on campus during regular school hours, there is a ZERO TOLERANCE POLICY. Electronic devices (including but not limited to cell phones, watches with internet or cellular capability (such as the Apple Watch, iPads, etc.) are not to be visible on the student or used in any way during the school day. Violation of this policy will result in the following consequences:

- 1st offense: device confiscated; \$25 fine assessed
- 2nd offense: device confiscated; \$50 fine assessed
- 3rd offense: device confiscated; \$100 fine assessed

All confiscated devices will be turned over to the Administration. Use of electronic devices on athletic trips and field trips will be left up to the jurisdiction of the supervising coach or teacher.

Sexting Policy

RCA is committed to ensuring the social, psychological, physical, and academic well-being of all students. We will strive to build a school culture where student behavior is socially acceptable and conducive to the learning process.

Engaging in sexting is a crime. Sexting is primarily defined as the sending and/or receiving of naked or semi-naked photos or videos via the cell phone. Having such images and/or videos on an electronic device often constitutes child pornography. Creating these images/videos, possessing them, or transmitting them is a felony offense subject to criminal prosecution. Disseminating naked or semi-naked images of other students is also subject to punishment. Students who receive a naked or semi-naked image of another student must report the incident to the Administration or Headmaster immediately. Consequences for possession of such material are extended to recipients who have received nude or partially nude photographs/images and have failed to immediately delete or report them.

Should a sexting incident occur, the parents of all students involved will be contacted, and the school administration will determine if local law enforcement officials should be contacted. The administration will agree upon appropriate consequences from the following:

1. Loss of privileges on campus (lunch, extra-curricular activities, etc.)
2. Mandatory counseling
3. Suspension for 1-10 days.
4. Expulsion from school.

Hall Passes/Hall Conduct Policy

Students are expected to conduct themselves in an orderly fashion in the hallways and to be considerate and polite to fellow students and visitors on campus. There should be no running, pushing, shouting, or horseplay in the hallways. Students must plan their schedules so they don't have to go to their lockers before every class. Students in grades 7-12 **MUST** have a hall pass if they are in the halls during class time. **Violation of this policy will result in the assignment of detention.** Except for emergency situations, RCA policy is "No pass; stay in class!"

Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation (see listing of infractions). While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and/or participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion."

Restoration Plan

It is always the intention of Russell Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the guidelines below will govern the re-admission of suspended students.

At the beginning of the suspension period, Russell Christian Academy staff/administration will:

1. Clearly identify the offense at both the beginning and end of the suspension.
2. Assist the student in verbalizing why the offense was inappropriate and/or harmful.
3. Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, Russell Christian Academy staff/administration will:

1. Conduct a re-entry interview with the student and at least one parent.
2. Assist the student in identifying a plan to ensure improvement.
3. Remind the student of his/her importance in the Russell Christian Academy community.
4. Explain that the student is on disciplinary probation and its ramifications (if applicable).
5. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. In addition, staff will be encouraged to

call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

DRESS CODE

The RCA uniform is designed to provide neat and modest dress for our students. The uniform is mandatory. Students are encouraged to sew or write their names inside all uniform items, including jackets, sweaters and shoes. Please read the following information carefully. If there is any doubt as to whether items meet the requirements stated, please contact the school before purchasing.

School Uniform

1. **Pants & Shorts** (Navy, khaki, or RCA plaid -RCA plaid can only be purchased at the Liberty Shop.) Shorts should be no shorter than **four** inches from the top of the knee in the front, back, and side. Purchase shorts longer to allow for growth during the year. We recommend hems be in keeping with longer styles. Girls in grades K-12 may also wear skirts, skorts, and jumpers as long as they meet the above length requirements.
2. **Shirt** (Navy, Gray, or White) Short-sleeved knit three-button pullover with RCA logo (school crest only) monogrammed on the left chest area (navy monogram on white/gray shirts; white monogram on navy shirt). Shirts should not be more than one size larger than correct size. Undershirts should be plain white T-shirts or white, navy, or gray shirts. **No colored or printed T-shirts are allowed.**
3. **Shoes** Standard tennis shoes, boots (**long pants must be worn with boots**), sandals (must have a back strap), or dress shoes may be worn. No house shoes, flip flops, toe shoes, or any shoes deemed inappropriate by the Administration may be worn.

To add layers for extra warmth, the following may be worn along with the required uniform:

4. **Jackets** - Only NAVY or GRAY JACKETS may be worn. The only exceptions are school approved athletic or cheerleader jackets. A good style is the fleece jacket in a pullover or zipper style.
5. **Sweatshirts** – Navy or gray sweatshirts with school sponsored emblems may be worn.

Hair Styles

Boys: Hair length for all grades:

Front: Must be out of eyes

Back: Maximum to the collar

Side: Maximum to the ear lobes

Hair should be cut somewhat shorter than the allowed maximum to allow for growth.

Boys should be clean-shaven: No mustaches or extra-long sideburns.

Boys and Girls: No distracting, extreme hair colors or hairstyles.

There will be NO exceptions to these regulations. NO ONE will be given an extended period of time to get a haircut. Hair must remain within the regulation.

Other

1. No pierced body jewelry other than earrings on girls. Girls are limited to two earrings per ear.
2. No pierced body jewelry or clip-on jewelry of any kind on boys.
3. Girls should only wear jewelry and make-up appropriate to their age group - nothing distracting.
4. Girls' hair bows are to be solid navy, solid white, or Vegas gold - nothing distracting.
5. No visible tattoos are allowed on boys or girls. All tattoos must be covered. While a student at RCA, one should not obtain a tattoo.
6. Baseball caps, hats, or head coverings are not to be worn on campus during the school day except with administrative approval.
7. Young ladies should wear proper undergarments.

Compliance with the Dress Code

1. Uniforms are to be worn in original purchased condition. Shoes or other uniform items should not be decorated or defaced. Shoes must be worn with feet fully inside shoes.
2. Students out of uniform due to emergency conditions are expected to be dressed up. Absolutely no jeans should be substituted.

3. Free dress and Spirit dress are privileges, not rights.

Dress for Other Activities

There are a number of school activities when students are not in uniform, such as athletic events, parties, banquets, out-of-uniform days, and special dress-up days. The following guidelines should govern dress for these occasions:

1. Length of dress or skirt should not be less than designated in the uniform code.
2. Cut of the neckline should be modest.
3. Extra sheer or extra tight clothing should not be worn.
4. Young ladies should wear proper undergarments.
5. When shorts are permitted, the shorts should follow the four inches from the top of the knee rule.
6. Boys should wear shirts at all times.
7. T-shirts should not have lewd pictures or suggestive writing of any kind and should not advertise alcoholic beverages, cigarettes, drugs, etc.
8. Girls are not permitted to wear sundresses unless they wear a jacket with them.
9. Hats are not to be worn on out of uniform days.
10. No immodest apparel as determined by the administration.

NOTE: ANY EXCEPTIONS TO THE DRESS CODE REGULATIONS LISTED ABOVE MUST BE APPROVED IN ADVANCE BY THE ADMINISTRATION.

ATHLETIC POLICY

Athletics

“The talent we have is our gift from God; what we do with the talent and how we develop the talent is our gift back to Him.” Russell Christian Academy students are encouraged to participate in extracurricular activities. Each year, RCA participates in inter-scholastic sports activities with other independent schools. Students’ grades are monitored consistently to insure athletic eligibility. The purpose of RCA’s athletic program is to teach students to honor Christ consistently with their efforts and behavior. All student athletes at Russell Christian Academy are expected to work hard, play hard, and serve the Lord in all that they do. We will compete with the intent to win, but growing in the likeness of Christ is our primary goal.

ACAA Cooperation

As a member of the Alabama Christian Athletic Association (ACAA), RCA adheres to all ACAA guidelines concerning athletic participation. In some areas, the expectations of RCA may be more specific and more restrictive than those of ACAA.

Sports Offered

For the 2020-2021 school years, the following sports will be offered:

Boys	Girls
Football	Cheerleading
Basketball	Basketball
Baseball	Softball (Fast-pitch)
	Volleyball

All sports except baseball & softball (fast-pitch) will be offered on the Varsity, Junior Varsity, and Pee-Wee levels.

Conduct at Athletic Events

Students who attend public events both on and off campus are expected to represent God, their families, and our school well. At all athletic events, the behavior of RCA students should be exemplary. Students should dress in a way that does not compromise the philosophy or integrity of Russell Christian Academy. Behavior that takes

excessive attention away from the athletic activity will not be tolerated. Good sportsmanship is our standard for behavior at all events. Violations of this policy will result in disciplinary action.

Parent Conduct

Parent behavior at all school events on and off campus should reflect positively on Russell Christian Academy. Rude and inconsiderate behavior toward faculty, staff, administration, or other competing school employees is never appropriate or acceptable. Parents should dress in a way that does not compromise the philosophy or integrity of RCA. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. **A lack of parental support may result in a student's being dismissed from school.**

Academic Eligibility

All athletes at RCA must first meet the criteria of ACAA and must have passed these five major subjects the previous year to be eligible to participate in athletics: Math, Science, English, Social Studies, and Bible. Satisfactory completion of summer school and/or certified correspondence courses may be used to this end.

In addition, the following eligibility rules will be enforced:

1. Progress reports will be given at 4 ½ week intervals. These reports are for information only and will be given to students, parents and coaches. Coaches are expected to follow up with the student athletes to promote completion of homework assignments and successful test/project performance.
2. **Nine week and semester grades determine eligibility.** Athletes may continue to participate in sports with one F provided their GPA in the academic subjects (Bible, Math, Science, English and Social Studies) is 2.25 or greater for the nine-week period. With more than one F or less than a 2.25 GPA in the academic subjects, the student athlete is ineligible to participate in sports for a minimum of three weeks. At the end of the three-week period, the student athlete is eligible to resume participation in athletics provided he/she is now passing ALL subjects. While ineligible, the student athlete is expected to continue to practice with the team, but he/she may not travel and may not dress for games.
3. Eligibility for participation the first nine-week period will be based upon the student's final grades from the previous year.

Academic Requirements for 2024-2025 per ACAA

Courses taken in summer school shall be considered an extension of the school year, and credits earned in summer school may be used in determining scholastic eligibility of students. Independent study and tutorial type courses may not be used for athletic eligibility purposes. All summer schoolwork and approved correspondence/on-line courses may be used for eligibility purposes, but final grades must be in and recorded on student transcript prior to August 5, 2024. A student is allowed a maximum of two units earned in summer school to establish eligibility for the fall semester. Summer school is defined as any coursework began after the end of second semester (as determined by ACAA calendar) and concluded by the deadline set by the ACAA.

Character Expectations

The RCA athletic program strives to encourage growth in the whole person, spiritually and physically, while building character and developing a "team-first" attitude. We expect student athletes, coaches, and parents to exemplify the character of Christ as we compete. Student athletes must realize the privilege and responsibility of representing RCA and must acknowledge that they represent Christ to those who see them play. Our expectation is not one of perfection, but one of always striving to be better and to honor and glorify God both on and off the athletic field. We seek to build these qualities through the RCA athletic program:

- Humility: Remember that God is responsible for your abilities and successes.
- Intensity: Play with great effort at all times; strive for EXCELLENCE, not mediocrity.
- Faith: Show you know the Lord is in control of your life, even when things do not go your way.
- Perseverance: In the face of pressure and discouragement, stay focused on the goal; don't quit. Never Give Up!!!!
- Enthusiasm: Realize that this is a great time in your life; enjoy giving your best effort.
- Respect for Opposing Teams: Compete to win with all-out effort; shake hands knowing you have given your best.
- Respect for Authority: Give honor and cooperation to coaches and game officials who are in positions of authority.

- Responsibility: Choose to work and make wise decisions on your own initiative; do the right thing even without supervision.
- Integrity: Make a commitment to the truth; allow truth to govern your actions and your effort.
- Teamwork: Encourage each other; do not be selfish; stick with a teammate who may be struggling. Be a TEAM.
- Self Control: Know your strengths and weaknesses; recognize times of stress and ask God to help you handle stress in a Christ-like manner, both on and off the field.

Athletic Fees

There is a yearly athletic fee of \$125 per athlete. **All fees must be paid in advance of the first game.** No player will be issued a uniform or allowed to compete in scrimmages/games until the sport specific fee is paid.

Athletic Chain of Command

The Athletic Director (AD) will oversee the entire athletic program. The AD will work directly with the Headmaster to promote quality, competitive programs. Each assistant coach will report to the head coach of the respective sport and all head coaches will report to the AD. Parents are strongly encouraged to support the decisions of the coaches. If parents feel their concerns are not being heard, they may schedule an appointment with the Athletic Director. **Immediately following the conclusion of a game is NEVER the correct time or place to address questions to a coach. Please allow a 24 hour grace period before making an appointment to voice your concerns.**

Communications Expected From Coaches

1. Philosophy
2. Expectations for team members
3. Location and times for all practices and games
4. Return times for away games
5. Notification of discipline that affects playing time
6. Procedures to follow for any injuries

Communications Expected from Parents

1. Notification of any schedule conflicts well in advance
2. Specific concern for coach's expectations
3. Ways to improve your child's performance
4. Concerns about your child's behavior
5. Concern for the treatment of your child, physically and mentally

Communication Expected from Players

1. Any specific health concerns
2. Notification of any schedule conflict well in advance

Issues Not Appropriate to Discuss with a Coach

1. Playing time for your child
2. Team strategy
3. Play calling
4. Team members other than your own child

Sportsmanship Expectations

“So whether you eat or drink or whatever you do, do it all for the glory of God.” (1 Corinthians 10:31)

Students, coaches, parents and spectators are expected to maintain a Christ-like testimony while participating in or watching an athletic competition. No taunting of players or officials will be tolerated. Everyone involved should strive to display modesty in victory and graciousness in defeat while showing respect for the other team and the officials. The competition should be treated as a game, not a life or death battle.

Each Student Athlete Should:

1. Watch your language. There should be no trash talking or profanity.
2. Respect all coaches and officials; address them as Coach, Sir, or Ma'am.
3. Find your role on the team; avoid jealousy and encourage your teammates.
4. Never criticize the officials or coaches.
5. Honor God with your effort and your commitment.
6. Play and act like a champion!!

Parents Should:

1. Be positive and encouraging.
2. Cheer FOR our team, NEVER against the other team.
3. Never criticize the coaches or officials or any of your child's teammates.
4. Always resolve differences with coaches out of sight of other parents and students.
5. Promote your school, your teams, and other Christian schools as well.
6. Promote unity in our school family.

Special Behavior Emphasis

"Whoever claims to live in him must walk as Jesus did." (1 John 2:6)

The student athlete should strive to maintain a good reputation. His/her character must be in good standing with the school administration, faculty, and staff. He/she must refrain from the use of profanity and suggestive or threatening language or innuendos. He/she will not use, possess, or sell alcohol, tobacco, or illegal drugs. Any student suspended for illegal use of alcohol, tobacco, or illegal drugs will be ineligible for at least the next two scheduled games. Student athletes must not be involved in any immoral sexual activity or possess any pornography or illicit pictures or literature.

Overlapping Sports

RCA recognizes the need for some student athletes to participate in sports that run concurrently. The AD will work with the coaches to schedule games that do not conflict with each other. Practices will be scheduled to afford the athlete the best opportunities to be proficient in each sport. The athlete's primary responsibility will be with the sport that is in season when one sport begins before another one ends (basketball season begins as football season ends). No athlete will be taken from the in-season sport to participate in another sport. Coaches need athletes to focus on advancing as far as possible without the pressure of beginning another sport. Any student athlete that quits a sport will not be allowed to play the next calendar sport that he/she normally plays. (example: a basketball player quits during the season and then must sit out baseball if he plays baseball. If he doesn't play baseball but plays football, then he must sit out football.)

CLOSING STATEMENT

Handbook Compliance

If, after learning what is expected of you as a student at RCA, you find that you are not in harmony with these principles and purposes and cannot wholeheartedly support them, you are urged to go to some member of the staff who will give a sympathetic hearing to your difficulties. If after consulting with staff or administrative members, you find you are still out of agreement with these purposes and cannot cooperate in the support of them, you are urged to seek another school where you can be happy.

It is strongly suggested that parents lead their children by setting an appropriate standard of compliance and cooperation. If a student's desire is to do what is right at all times, he/she will seldom find a rule offensive or hard to keep. By enrolling at RCA, each student is pledging to live according to the purposes and regulations of Russell Christian Academy.

This handbook is a guide for parents. It is not all-inclusive of the policies and procedures of RCA. The policies stated may be amended or replaced at any time, and the administration reserves the right to add a policy should the need arise. While RCA has no direct control over and accepts no responsibility for the behavioral choices RCA students make when off campus, we reserve the right to discipline a student for off-campus misconduct at the administration's discretion and in accordance with our code of conduct and discipline policies.

Since policies and guidelines tend to appear negative in nature, it is important to note that the students who choose to do right and not conduct themselves inappropriately are the students who will flourish and blossom at Russell Christian Academy. The guidelines set forth serve multiple purposes including student/staff safety, a high standard of academics, and biblical separation. It is our desire that this framework of guidelines allows us to create an environment that promotes each of the following: safety for all; excellence in academics, athletics, and fine arts; and an absolute love for and surrender to God's Word.

Upon signing the family financial contract, parents are agreeing that they support and will uphold the policies in the handbook.

Addendum 1

Russell Christian Academy Anti-Bullying Policy

Biblical illustration of relationships:

John 15:12- "My command is this: Love each other as I have loved you."

Matthew 18 Principle

RATIONALE: Our school has implemented a policy to promote biblical principles and foster a more loving environment. While conflicts may arise, Russell Christian Academy firmly believes that bullying is never acceptable. We have a zero-tolerance policy in place and any act of bullying will result in appropriate disciplinary action. Our goal is to establish a clear framework for addressing bullying incidents to ensure the safety of our students and help the bully develop healthy and respectful relationships in accordance with biblical standards.

DEFINITION: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools- The Hidden Curriculum" (2003). **The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:**

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering ●Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

POLICY STATEMENT:

Bullying and conflict can occur in any community, including schools. At RCA, we understand that bullying is never acceptable and we have a clear framework for dealing with such incidents. Our response to bullying is based on the principles of the Bible, which teach us to acknowledge differences and accept others as we are all made in God's image. We have a zero-tolerance policy towards any mean-spirited, unlawful, or disruptive behavior, including bullying, cyber-bullying, or retaliation. This applies to all school-related activities, whether they take place on school grounds or outside, and aims to prevent the creation of a hostile school environment for any student. We investigate all reports and complaints of bullying, cyber-bullying, and retaliation promptly, and take immediate action to restore a safe learning environment for students who are bullied. We also work to prevent further bullying and harassment by identifying and addressing the students who are responsible for such behavior.

RCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

PROCEDURES:

- Reporting an act of bullying to be discussed first with the classroom teacher (Matthew 18) and/or Specialty teacher/coach if the incident happened in that class. It is further recognized that the first and preferred method of resolution will occur at the student/teacher/parent level.

● **Level II or III Disciplinary Procedures:** (Parent/Student Handbook pg. 29-31)

1. The staff member will investigate the infraction. Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident and should be carried out in such a way as to minimize the risk of escalation.

- All parties will be spoken to-victim, bully, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.

2. The student is referred to the school administrator for disciplinary action decided upon by both admin and staff member.

3. The school administrator meets with the student and staff member for resolution.

4. Administrator and/or student call parent for a conference. Parents/caregivers of student accused of bullying and the victim of the bullying will be informed.

5. Administrator will document on Student's RenWeb behavior page of student's behavior, disciplinary action & parent's response. Classroom teacher may also be asked to document and notify parents. Email will be sent of documentation.

6. Parent(s)/caregivers of victim and bully will be informed throughout the process.

7. All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully if deemed necessary by the administration as bullying.

8. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

9. Discipline will follow. (Level II or III Consequences, pg. 29-31) Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and school policies.

Note: The administration of RCA reserves the right to treat any single act as severe enough to warrant dismissal/expulsion from school. Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by the students involved, multiple sources or eyewitnesses.

RESPONSIBILITIES OF STUDENTS

- In addition to reporting bullying behavior, student must ask the offending student to stop!
- Students being bullied must **promptly** report it to school staff, faculty, or administration.
- Students who are aware of bullying must promptly report it to their teacher. It is the responsibility of all students (victims and witnesses) to report all occurrences of bullying behaviors as outlined in this policy, whether directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Students must be willing to resolve bullying situations, employing forgiveness and some changes in behavior.
- Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a teacher or administration.

PARENTS, GUARDIANS, OTHERS

- RCA expects parents, guardians, caregivers, and others who witness or become aware of an instance of bullying or retaliation involving a student to promptly report it to their child's teacher.
- The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

STAFF

- Non-teaching staff should take appropriate action in reconciling the problem and then refer all allegations of bullying to a teacher of the school and the Administration.

FACULTY

- A faculty/staff member will promptly report to the Administrator any instances of bullying or retaliation witnessed by the faculty/staff member or that is reported to the faculty/staff member by a student, parent, or other individual. The requirement to notify the Administration shall not, however, limit the authority of the faculty/staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.
- Teaching staff are to refer to their Administrator with all allegations/incidences of bullying. This will be done in a timely manner (within two school days of report).

REPORTING BULLYING

It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify a school faculty member, Administration or the Head of School. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any student who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school. RCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.

PREVENTION AND EDUCATION PROCEDURES

Written Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted in each classroom.

The goal of professional development will be to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying.