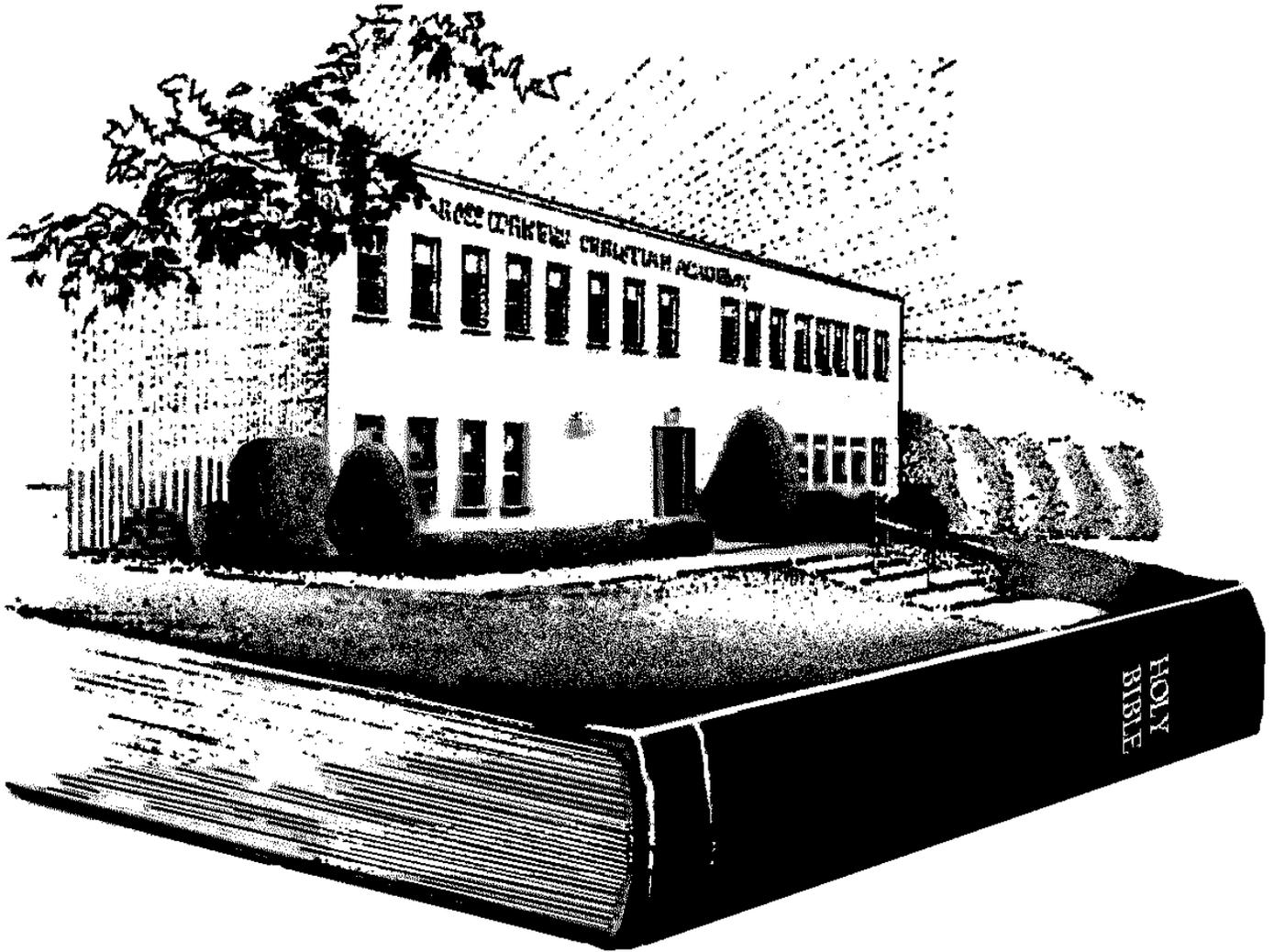


Student-Parent Handbook



Ross Corners Christian Academy
Vestal, NY

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Introduction

Introduction to RCCA

Ross Corners Christian Academy is a ministry operated continuously since 1960 by Ross Corners Baptist Church in Vestal, New York. The Academy offers a Christ-centered education for students in grades Pre-K through 12.

The school is situated on approximately six acres of land owned by Ross Corners Baptist Church, and utilizes portions of the church building and an adjacent Gym-Ed Building.

The Academy is governed by the Board of Deacons of Ross Corners Baptist Church. A Deacon of the Academy is appointed by the Board of Deacons of Ross Corners Baptist Church. The Deacon of the Academy forms the school committee to define and administer the policies of the Academy.

Educational Philosophy

The educational philosophy of Ross Corners Christian Academy emanates from our conviction that the Bible is the unique, inspired, inerrant Word of God and that God's Word is fundamental to every aspect of the Christian home, church, and school. As such, all subjects are taught from a biblical perspective and are interwoven with scriptural principles and examples.

Our motto, "***Transforming hearts for Christ,***" applies across the four major areas of human growth. As Luke 2:52 states, "...and Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual) and man (social)." RCCA seeks to develop godly character and to enhance the student's appreciation of knowledge and beauty in all facets of life. Students are encouraged to excel in areas where God has bestowed talents and abilities and are given opportunity to grow, develop, and utilize skills in these areas. Students who consistently apply themselves with diligence at RCCA will earn solid grades, score well on standardized testing, and be highly competitive in the college and career market.

Biblical Emphasis

Bible is a required course in all grades at the Academy. Chapel and Scripture memorization are included as parts of the curriculum.

History of the Academy

Ross Corners Christian Academy was founded in 1960 and is one of the oldest Christian schools in New York State. The Academy began with 55 students in grades Pre-K through 4th and three teachers. Classes were housed entirely in the old Ross Corners Baptist Church building located on Arlington Avenue. RCCA had its first graduating class in 1968 in the then new Gym-Ed Building. Ross Corners Baptist Church sacrificially constructed the new building for the Academy rather than proceed with plans for a badly needed new church building. Enrollment at that time had climbed to 188 students in grades Pre-K through 12 and the faculty had increased to nineteen.

By 1979, the Lord had provided the new church building for Ross Corners Baptist Church and all classes were moved to the present site with expansions to the Gym-Ed building and use of the lower level of the church building. Over the years, the Lord has blessed the Academy and enabled RCCA to improve its facilities, to establish sound Christian curriculum, to build quality music and sports programs, and to add an array of other extra-curricular activities and recognition programs.

RCCA graduates invariably find success in the college of their choice, and RCCA alumni are engaged in Christian ministry, education, health care professions, law, science and technology, and many other vocations. Today many “second generation” students are enrolled at the Academy and a significant portion of the faculty are RCCA alumni.

RCCA is very appreciative of the efforts of our pastors, faculty members, board members, parents, and friends of the Academy, including those from Ross Corners Baptist Church and sister churches who have been used of the Lord to co-labor, pray, sacrifice, and support the growth of the Academy over the years.

Doctrinal Position

The doctrinal position of Ross Corners Baptist Church and Christian Academy is provided below. This doctrinal position is taught in all Academy chapels and Bible classes.

While RCCA accepts students who may not be in total agreement with the Academy's doctrinal position, RCCA does expect students and parents to cooperate fully with the teachings of the Academy.

Doctrinal Statement

We believe:

- The Bible is the infallible revelation of God and therefore the only authority and binding rule of faith and practice.
- There is only one true and living God, manifested in three persons – Father, Son, and Holy Spirit; equal in every perfection, and executing distinct but harmonious offices in the great work of redemption.
- In the Deity, Virgin Birth, Sinless Life, Substitutionary Death, Physical Resurrection of our Lord and Savior, and that He is very God and Creator of all things.
- In the Personality and Deity of the Holy Spirit, and that He was active in creation, that He restrains the evil one, convicts of sin, and is the Agent in the New Birth.
- In the universal depravity of man; the need of regeneration by the Holy Spirit.
- That salvation of sinners is wholly of grace on the single ground of faith in the shed blood of Jesus Christ our Lord, and that an Eternal Son offers an eternal salvation through the Eternal Spirit.
- In the eternal security of the believer.
- In immersion in water as the only Biblical means of baptism.
- Our Lord gave the great commission to evangelize the world.
- In the personal, imminent, pre-tribulation, pre-millennial Second Coming of our Lord Jesus Christ. First He will come for His saints, and then return with them to rule and judge.
- In the reality and personality of Satan, the god of this age, destined to judgment in the Lake of Fire.
- In the heaven of eternal bliss for the righteous, and in hell, the place of conscious punishment for the unsaved.

Admissions

Admission Policy

Ross Corners Christian Academy endeavors to provide a quality, Christ-centered education in a Christian atmosphere. The admission of students is based on past achievement, standardized test results, interviews with parents or guardians and students, and openings in the particular grade levels. We can do our best work for those students whose homes have Christ at the center. Students having marked learning disabilities may not be accepted because the Academy may not be adequately equipped to meet their needs.

Ross Corners Christian Academy expects its students to show respect to God, family, country, faculty, and fellow students. Attending RCCA is considered a privilege, not a right. Students who have been accepted in grades 7 through 12, and all parents, will be required to sign the “Statement of Cooperation” form indicating that the *Parent-Student Handbook* has been studied, and that both parents and students agree to cooperate to the fullest in maintaining the standards of the Academy.

Non-Discrimination Policy

Ross Corners Christian Academy admits students of any race, color, national, or ethnic origin and affords them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, or any school-administered program.

Admission Procedure – New Students

An Application for Admission, accompanied by a non-refundable Application Fee, must be submitted to the RCCA office for each new student.

New students applying for admission to RCCA may be tested in areas of math, reading, and English and, if required, in other areas, to determine proper grade level. School-readiness will be determined for all prospective kindergarten students. RCCA must receive a copy of the student’s latest report card, and for grades 7 through 12, a copy of the student’s official transcript from the school previously attended.

Students cannot be admitted to the Academy unless all immunizations are up to date and Immunization and Health Records are on file in the RCCA office. Forms are available in the office.

The first three payments of the twelve payment plan or the first semester payment must be paid for each student prior to entering the Academy. All payments, except the application fee, are refundable prior to the first day of school.

Each new student will be placed in the most appropriate grade level, based on available information, and will be considered to be “on probation” until he/she demonstrates the ability to do the required work. Parent-teacher conferences will be called when it becomes necessary to change a student’s placement.

Registration of Returning Students

Registration must be completed by the specified time in the spring and accompanied by the application fee to hold a new place for the next school year. A separate application for readmission must be completed for each returning student and submitted to the RCCA office.

The first three payments of the twelve payment plan or the first semester payment must be paid for each student prior to entering the Academy. All payments except the application fee are refundable prior to the first day of school.

Student Withdrawal

Parents wishing to withdraw their students from the Academy must submit an “official” notice and have an interview with the Administrator at the time of withdrawal. Financial arrangements associated with withdrawal of students are clearly defined in the Annual Tuition Schedule.

Married Students

Married students will not be permitted to attend the Academy.

Student Health

Health Services and Records

RCCA complies with New York State requirements for immunization and health records to be on file for all students. All RCCA students must meet New York State guidelines for physical examinations and immunizations. Parents are required to have each student examined by either their family doctor or a doctor made available by the Vestal School System. This examination is required for all new students as well as current students in grades K, 2, 4, 7, and 10. Vestal School System provides these health services for New York residents only. Non-residents receive these services from their home school system or from private physicians. Immunizations must be up to date for all students. Health examination forms may be obtained from the office or on the school website. Hearing and vision tests, Scoliosis screenings, height and weight records, etc., are health services which may be performed either by the family doctor or by a nurse made available by the Vestal School System.

All students participating in extra-curricular athletic programs are required to have annual physicals. These Sports Physicals may be conducted either by the family doctor or by a doctor made available from the Vestal School System. Vestal School System provides these health services for New York residents only. Non-residents must receive these services from their own school district or from private physicians. A record of the physical must be on file in the RCCA office. Physicals are not available for sport camps below 6th grade.

Injuries and Emergency Care

All injuries suffered on Academy grounds must be reported to a teacher or advisor immediately and an accident report filed in the office. Students with minor injuries may receive first aid by the person designated to administer it. In case of emergency, parents or guardians will be notified as soon as possible and proper emergency procedures will be followed.

In the event a student is injured, parents or emergency persons will be notified to provide transportation for medical care. If the condition is considered serious or life-threatening by the school staff, the student will be taken by ambulance to a local hospital and the parents will be notified to meet the child at the hospital. A hospital emergency room cannot provide care for a child unless it has parental permission to do so. It is therefore imperative that parents provide the school with parent's home, cell, and work telephone numbers and reliable emergency contact numbers.

Medication

RCCA does not permit students to have any prescribed or non-prescribed medication in school unless it is required by a physician. If your child requires medication during the school day the procedure is as follows:

- The school office must have on file a **written request from a licensed physician** in which is indicated the condition being treated, the name of the medication, dosage and frequency, effects, and possible side effects.
- The office must have on file a **written request from the parent** to administer the medication as prescribed by the family physician.
- The **medication should be delivered directly to the school office by the parent.** (This permits school personnel to discuss the pupil's problem with the parent.) **NO MEDICATION SHOULD BE SENT WITH THE CHILD.**
- All medication must be in pharmacy containers and labeled by the pharmacy with the name of the medication and directions for administration. We cannot accept medication unless it is properly labeled with this information.
- The parent should contact the school regarding any change in condition, treatment or medication. Any change should be accompanied by a written request by both the physician and parent.

New York State Education Laws forbid school personnel to give medication except under the above rules. **RCCA will not provide aspirin, Tylenol, ibuprofen, decongestants, antacids, cough medicine, or any internal medication without written permission from a doctor.**

Recent changes in the law provide special permission for self-administered medication. Strict rules govern such permission and parents must contact the school to arrange for students to self-administer medications.

Insurance Policies

Parents are required to purchase group student accident insurance to cover any injuries that might occur on school grounds or at school activities. Parents purchase this insurance at the beginning of each school year. *(This is included in your tuition and fees).

Attendance

Absences

Students will be counted absent if they are not in school at least three hours on any given school day. **In the event of an absence, students are required to bring a written excuse signed by a parent or guardian to the school office on the day they return to school.**

Absences for illness or death in the immediate family will be recorded as “excused” absences upon receipt of the written note. If a student is ill for an extended period of time, a statement signed by a doctor may be required before the student may return to school.

RCCA recommends that parents not plan activities that will keep their children out of school; breaks are provided in the school calendar for such purposes. However, in some cases absences for short educational trips or vacations may be excused if the school is notified in writing one week in advance of the absence, and if the absence is approved in advance by the Administrator. Students will be required to make up work with full credit following each absence.

All make-up work (quizzes, examinations, homework, etc.) must be taken or handed in on the day of return to school if the student was present when the work was assigned or if the assignment had been sent home during the absence. If assignments had been given during the absence, the student or parent will be responsible to ask the teacher(s) for these assignments. Deadlines for completing assignments will be set by the teachers. Unless extraordinary circumstances exist, as determined by the Administrator, students will not be permitted to engage in extracurricular activities on a day of absence.

Any student absent for thirty days or more will be reviewed to determine if the grade or course should be repeated. Students who accumulate twenty days of absence may be required to present doctor’s excuses for additional absences.

Any absence not caused by illness, emergency, or circumstances beyond the control of the student or parent is considered **truancy**. Truancy will be handled at the discretion of the Administrator on a case by case basis.

Tardiness

Students entering class after the bell sounds without an appropriate written excuse from a staff member are considered tardy to that class. Such students will be admitted to and remain in class without further discussion. The teacher will be responsible for logging all tardies into School Dynamics (our school’s computer system). Students arriving at school tardy for their homeroom, without an appropriate written excuse from a parent or guardian, must first sign in at the main office and obtain a pass to their first period class. This tardiness will also be logged into School Dynamics. The office will publish a list of students that will serve lunch detentions for every tardy after a 3-tardy grace period has been surpassed.

Appointments

RCCA prefers that medical or dental appointments not be made during school hours. In the event such appointments are necessary during school hours, a written note from a parent must be presented to the office when the student arrives for the day. Such absences, if rare, will generally be considered by the Administrator to be “excused.”

Leaving School

Students having special needs to leave school during school hours, for any reason, **must have a note from home and must sign out at the office before leaving school grounds. Students leaving on school business or for school activities must have written approval from their advisor or the Administrator.**

One male and one female student may not leave together from school unless they are members of immediate family or have the written approval of parents and administration.

Books and Supplies

Books and Supplies

Textbooks are furnished for grades Pre-K through 12 and must be returned in satisfactory condition at the close of the school year. Parents will be billed the price of a new book for any books not returned, lost, or marred beyond use since new books must be ordered as replacements.

All music, drama and sports materials supplied to the student by the Academy must be returned by the designated time or the student will be charged.

Required school supplies, including but not limited to Bibles, notebooks, pens, pencils, rulers, calculators, etc. are expected to be purchased or owned by, and in the possession of students at all appropriate times as required by the class or activity in session.

Textbook Policy

Textbooks for all grades are owned by RCCA and are loaned for the school year. Any textbooks that are lost or returned in a condition that is unusable will result in the fee for a new textbook to be charged to the account.

Workbooks, lab books, etc. are consumed when written in and cannot be reused.

Administration

Student Credit Policy

There are certain emergencies for which the school office is asked to loan money to students (e.g. forgotten lunches, etc.). This practice must be kept to a minimum for several reasons. First, we do not want to teach students wrong concepts about the use of credit; second, we have limited funds to loan; and third, it is time consuming and sometimes difficult to collect this money. The following limits constitute our school policy on student credit.

K-6: Loans from the office will be limited to \$1.00 per day or the cost of a sandwich and a drink. Students will not be granted credit beyond a total of \$2.00 for any reason until their previous loans have been repaid. Students who reach their credit limit will receive a printed statement to carry to their parents.

7-12: Loans are generally not given to secondary students, but may be given at the discretion of a staff member who believes that the Lord is leading him/her to do so in a particular instance.

At the end of each month, unpaid balances exceeding \$2.00 will be added to each family's account in our Finance office and will appear on the next month's statement. When repaying these amounts, please mark them to the attention of the financial office.

School Calendar and School Hours

Ross Corners Christian Academy follows (roughly) the same school calendar as the Vestal Central School District. The school year runs from approximately Labor Day through the third week in June.

Specific RCCA school calendars are sent home at the beginning of each school year, and/or are available on our school website at www.rccarams.org.

RCCA's instructional day runs from 8:00am to 2:30pm. Under normal circumstances, students may not arrive to school prior to 7:30am, nor remain after school past 2:40pm, except for approved extracurricular activities or appointments with teachers or office staff. Students who remain at school after 2:40pm must be under the direct supervision of an RCCA staff member or approved adult volunteer.

School Cancellations

In the event that school is cancelled due to inclement weather, notice of the closing will be given on radio stations WPEL 96.5 FM, WNBF 1290 AM, WBNG, Channel 12 TV, and the school website: www.rccarams.org.

School closings will generally be consistent with the Vestal School District.

In the event that local school districts cancel and RCCA remains in session, parents should make a reasonable effort to bring their children to school.

School Office

The RCCA school office serves as the focal point for all school records, communications, appointments, and other administrative functions.

The office is staffed during school hours on all days when school is in session and on a limited schedule during vacations and summer breaks.

Questions regarding school policies, minor problems, etc., should be directed to the school office. Any parent who desires to talk to the Administrator or a faculty member is asked to ***call the office and set up an appointment or leave a message***. The call will be returned as soon as possible.

Parents may call teachers, who have given prior permission to do so, at home, under appropriate circumstances. Teachers who receive calls at their homes that they determine to have been upsetting or offensive, are required to immediately contact the Administrator at his home. Such callers may expect to be contacted by the Administrator, at his discretion, to discuss the situation.

Messages or deliveries from home should be left in the school office. Students will be called out of class only at the discretion of the Administrator or his designee.

Phone

The phone number of the RCCA school office is (607)748-3301. All phone calls will then be transferred to the appropriate person, if they are available, or messages taken.

Parents should refrain from contacting their child during class hours. The office should be called if an emergency arises, and your child will be notified. Cell phone and electronic device usage during class will be dictated by the individual teacher. Inappropriate use of cell phones or electronic devices during school hours will be grounds for confiscation.

Transportation

Transportation to and from school is the responsibility of the parents or legal guardians.

NY residents living within a 15-mile radius of the Academy may request public school transportation by notifying the local school district in which they reside. Requests for public school transportation should be made directly by parents to the appropriate public school district by April 1, or within 30 days of moving into the school district. Forms are available in the Academy office as well as on our website. PA residents should contact their school district's transportation office regarding their state's transportation regulations.

Parents who drive their children to school are required to ensure their children arrive with sufficient time to go to their lockers and prepare themselves for the day's schedule. Parents are also responsible to pick up their children after school by 2:35pm.

Students are not encouraged to drive to school; however, those who do must obtain permission from the office by completing a *Student Driver Permit Form*, and having it signed by both the parent and the Administrator. Careless or unsafe driving habits while on school grounds may result in disciplinary action, including having the driving permit suspended. Students must park in students' designated area.

Written permission to transport other students is needed from both the driver's and the rider's parents.

Transportation to and from the Academy for extracurricular activities is the responsibility of the parents. Parents should note that public school transportation is not available for students participating in after-school activities.

Transportation to off-campus school sponsored events will be provided by the Academy for all participants. Those participants who need to drive their own cars or use other means of transportation to or from these activities must have advance approval from their advisor or the Administrator and a permission slip signed by a parent or guardian.

RCCA students using public school transportation are expected to abide by rules and regulations provided by their individual school districts and to maintain an exemplary Christian testimony on school busses.

All drivers, adults and students, must obey the following rules:

1. Parents: Enter the school property only from Ross Hill Road between 7:30 and 8:30AM and 1:30 and 2:45PM. Park in the third and fourth rows of the upper parking lot. Rows one and two are for faculty and office staff. **Never** drive or park in the bus lanes (right alongside the school building and in front of the church building).
2. Students: Park only in the upper gravel lot beside the school, leaving the first 2 rows for faculty parking.
Abide by the 5 mph speed limit.
Do not leave your parking space while busses are on school property.

Classes and Grades

Graduation Requirements

To graduate from Ross Corners Christian Academy, a student must have at least 24 credits earned as follows: (Listed are required subjects for each Diploma type).

<u>Subject</u>	<u>General</u>	<u>College Prep</u>	<u>College Prep w/Merit</u>
Bible*	4	4	4
English	4	4	4
Math	2	3	4
Science	2	3	4
Social Studies	4	4	4
Spanish/Foreign Language	0	2	3
Speech	0.5	0.5	0.5
Fine Arts	1	1	1
Health	0.5	0.5	0.5
Physical Education	1	1	1
Electives	5	2	0
Required Credits	24	25	26

* One credit in Bible is needed for each year that a student attends RCCA.

These courses are designed for graduation from RCCA. New York State Regents Exams are not given at RCCA; therefore, students planning to transfer to a NYS public school should plan to take needed Regents exams in order to meet state graduation requirements.

Curriculum

The curriculum offered at Ross Corners Christian Academy consists of the following:

Pre-Kindergarten (Pre-K)

Our Pre-Kindergarten class uses the curriculum made available by Christian publishers, supplemented by other material. Pre-K is a three-day program offered Mondays, Wednesdays, and Fridays from 8:00-2:30.

Grades (K through 12)

Grades K-12 classes use a combination of the Bob Jones University curriculum, ABeka Curriculum and Purposeful Design (ACSI), with additional textbooks and materials from other publishers as appropriate.

RCCA Program of Studies

Kindergarten through Grade 6

Bible
Reading
Language Arts
Spelling

Arithmetic
Physical Education
Handwriting
History/Geography

Science/Health
Art
Music

Grade 7

Bible
English
World History
Pre-Algebra
Life Science
Art/Music
Choir/Study Hall
Computer Literacy/Keyboarding
Physical Education

Grade 8

Bible
English
U. S. & N. Y. History
Algebra I
Physical Science
Art/Health
Choir/Study Hall
Music/Computer Literacy
Physical Education

Grade 9

Bible
English
World Geography
Geometry or Applied Math
Earth Science
Spanish I/General Business
Choir/Art/Band
Physical Education

Grade 10

Bible
English
World History
Algebra II or Applied Math
Biology
Science Elective
Spanish II/Computer Applications
Choir/Art/Band
Physical Education

Grade 11

Bible (Biblical Worldview)
English
American History
Pre-Calculus or Algebra Ix
Accounting/Business Principles
Chemistry
Science Elective
Choir/Art/Band
Physical Education

Grade 12

Bible (Philosophy & Ethics or Doctrine & Apologetics)
English
Government & Economics
Calculus or Pre Calculus
Physics
Science Elective
Public Speaking/Health
Choir/Art/Band
Physical Education

High School Electives

- Accounting
- Art I, Art II, Art III, Art IV
- Band
- Business Principles
- Chemistry
- Mixed Choral
- Computer Applications I
- Computer Applications II
- Creative Writing
- General Business
- Journalism
- Music Theory
- Pre-Calculus
- Spanish III, IV
- Applied Math I
- Yearbook
- Physics
- Calculus

Prerequisites (Grades 9 -12)

Prerequisites for taking advanced courses are as follows:

Mathematics – Students must pass Algebra I, Geometry, and Algebra II/Trigonometry in sequence. All three math courses must be successfully completed to advance to Pre-Calculus. At least an 80 average or specific permission must be obtained in order to advance to the next course in sequence.

Science - Students continuing in Science must pass Earth Science 9 and Biology 10 before taking Physics or Chemistry. Exceptions to the prerequisite requirements require the approval of the teacher and the Administrator of the Academy. Algebra I is a prerequisite for Chemistry and Pre-Calculus is a prerequisite for Physics.

Dropping Courses

A course may be dropped within two weeks of the beginning of the semester without penalty. A course dropped after two weeks of the start of the semester will carry the grade of Withdrawn/Failing.

Dropping of a subject always requires approval of the teacher, the Administrator, and a parent, as well as completion of a withdrawal form, to be official. A student must remain in class until a course change is approved.

If a student is dropped by administrative action from a course for academic reasons, there will be no penalty.

Grading System

Grades are issued on a quarterly basis (approximately every 10 weeks) at the Academy, and the following grading scale is used:

	<u>Grades 4 - 12</u>	
A	(94 – 100)	Excellent
B	(86 – 93)	Above Average
C	(74 – 85)	Average
D	(65 – 73)	Below Average
F	(Below 65)	Failing

Grades for high school courses are issued in either numerical average or by letter grade.

Grades K – 3: Letter grades only are provided to the same scale outlined above.

Passing/Failing

Grades K – 5 (Based on end of year average)

Passing

Any student receiving a C or above in each subject area will pass without reservation.

1. Any student having a C average in all areas but two will also pass in the following conditions:
 - a. The two areas are not failing
 - b. The two low areas are not reading, math, or English.

Failing

1. Any student failing two or more subjects may be retained.
2. Any student having one F and two other grades below C may also be retained.
3. Any Primary student (K – 3) failing Reading may be required to repeat the grade.

Probation

1. Any student having three or more D's (no F's) may advance to the next grade under the following conditions:
 - a. A conference of the teacher, parents, and Administrator must explore all possible means of providing remedial help including summer school, private tutoring, or learning center placement.
 - b. The teacher of the next grade must be advised of the student's ability to work in the next level.
2. A student weak in the areas of reading, math, or English will be monitored in the next grade even though the student meets all the conditions of passing.
3. A conference of teacher, parents, and Administrator will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.

Making up Courses Failed

Grades 6 – 8

Students who fail two or more subjects, or who are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

Grades 9 – 12

Students who fail English, mathematics, language, or Bible courses must make them up prior to proceeding on to the next higher course in those sequences. Failures in English, mathematics, language or Bible must be made up the following summer to keep the student on schedule for graduation at RCCA. Generally, only two courses can be made up in the summer school unless special arrangements are approved by the RCCA Administrator.

Failed courses may be made up during the summer by special arrangement with the school district in which the student resides, or at RCCA. It is the responsibility of the parent to make arrangements with their particular school district for summer study and to ensure RCCA receives a transcript of the course(s) completed.

Incomplete Grades

Grades of “Incomplete” receive no credit. Incompletes must be made up within two weeks of the end of each quarter; credit will be awarded with the grade which replaces an incomplete.

Academic Eligibility

The policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 6 – 12 and will include interscholastic athletics, non-credit music activities, and drama productions.

The purpose of this policy is to:

- Establish a clear, minimum academic standard for participation in any and all extra-curricular activities.
- Encourage academic achievement from participants in all such activities.
- Provide opportunities for participants to correct a negative academic trend.
- Give the administration the flexibility to handle each student’s circumstances individually in a Godly, constructive, and beneficial manner.
- Employ all available human resources for the benefit of all parties involved in an issue surrounding academic eligibility.

Criteria for eligibility are as follows:

1. A minimum 74 overall average (C = 74 – 85)
 2. No failing (below 65) grades in courses counted for honor roll and class rank
- These criteria will be applied at the end of each quarter.
 - Students who begin a quarter academically eligible, but later exhibit a negative academic trend as evidenced either by an interim report or a report from a teacher to the administrator, may be declared temporarily ineligible for a time to be determined by the administrator, at his prayerful discretion, in concert with other appropriate staff members, coaches, or advisors.

On the day that progress reports or report cards are sent home, they will be checked to determine which students are no longer eligible to participate in affected activities. Students will continue to practice and may rejoin the competition level (i.e. participation in games) of specific activity when eligibility is reestablished. The continuation of practice is only allowed if student is receiving regular extra help from the teacher of class in question. Former status in the activity will be reinstated only at the decision of the coach or sponsor.

Progress Reports (Grades 2 – 12)

Progress Reports are sent home at the middle of each grading period.

Mid-Year/Final Exams

In grades 9 – 12, comprehensive exams, where required, are given at the end of each semester, including 8th grade Algebra I.

Report Cards

Report cards are issued at the close of each 10-week grading period. Report cards are given to elementary school students to be taken home, signed by parents, and returned. Copies of the report cards for high school students are mailed to parents at the close of each grading period.

Class Ranks

Cumulative grade point averages are computed for students in grades 9 – 12 using a weighted average of all credits earned. This average is determined to recognize class Valedictorian and Salutatorian at completion of the senior year and to provide class rankings for college applications as required. Students are informed of their own ranking upon request to the office staff.

The following classes are not included in ranking:

- Physical Education
- Chorus
- Band
- Yearbook

Assignments Handed in Late

All teachers in grades 6 through 12 are required to decrease a student's grade on late work by 10% for each day that work is handed in after the due date, barring extraordinary circumstances, at the discretion of the teacher and with administrative approval.

Chapel

Chapel is provided for spiritual refreshment and growth at the Academy. Chapel is held every Tuesday in two groups: 7-12 and K-6, and generally features guest speakers and/or musical groups.

All students are required to attend chapel and sit with their class towards the front of the auditorium. Chapel is considered a part of the Bible curriculum. 7th -12th Grade students are required to be attentive, respectful and polite to guest speakers. Bible teachers may require students to write reports or to assess the Chapel program.

Students are expected to sit quietly and reverently during the chapel period and to participate in group singing. All students are required to bring a Bible (book or digital format) to chapel. Phones and I-pods may be used in chapel for accessing digital Bibles. Students using phones or I-pods for tasks other than accessing a digital Bible will have phones confiscated for the day. Repeat offenders risk having the privilege of using a digital Bible removed.

Honor Roll

An Honor Roll is posted for each grading period for students in grades 6 through 12. Students having a 90 – 93 grade average for the period are noted as Honor Students, and students achieving a 94 or above average are recognized as High Honor Students.

The following classes are not included in the calculation for Honor Roll:

<u>(Grades 9-12)</u>	<u>(Grades 6-8)</u>
Physical Education	Physical Education
Chorus	Art
Band	Choir
Yearbook	Music
	Band

Honor Society

Students in grades 10 through 12 who have demonstrated high academic achievement are considered for induction into the RCCA Honor Society.

To be considered for the Honor Society, students must have the following minimum cumulative high school non-weighted grade averages in grade 9 and following:

- 92 for a sophomore
- 90 for a junior

In addition to academic achievement, students are expected to demonstrate a sound Christian testimony, a good attitude, and a high level of cooperation in their years at the Academy. Students must also have the recommendation of the Administrator, the Academy teachers and their own pastor, and must have attended RCCA at least two quarters.

A formal induction ceremony is held each year to induct new members into the Society. Induction into the RCCA Honor Society represents one of the highest achievements a student can obtain during the high school years.

All classes, including those listed in the chart above, are included to determine eligibility.

Awards

Separate awards programs are scheduled for 6th – 8th grade and secondary divisions at the end of each school year.

Honor Graduates

Honor graduates (90 – 93 composite average for grades 9 – 12) and High Honor graduates (94 and above) are recognized during the graduation ceremony with gold sashes.

Physical Education, Chorus, and Band are included to determine eligibility.

Skipping a Grade

1. Recommendation must come from current teacher at RCCA and approved by Administrator.
2. Students must clearly be well above the typical level of the current grade.
3. Recommended criteria:
 - a. Straight A's in academic subjects
 - b. Stanford test scores of 97 percentile or above in all subjects
 - c. Social and physical maturity commensurate with students in the next grade
4. Parents of the student must be in agreement with a decision for their child to skip a grade.

Off Campus Courses

Students who are able to schedule BOCES or other approved outside courses without impacting their RCCA courses of study will receive elective credits upon successful course completion and receipt of an official transcript.

Arrangements for outside classes must be made by parents and have the approval of the Administrator. Transportation to and from outside classes and any fees incurred are the responsibility of the parent.

Standardized Tests

Entrance Examinations

1. Kindergarten – All kindergarten students are required to take the “Boehm Test of Basic Concepts.” The purpose of this test is to ascertain student readiness.
2. First Grade – First grade students will be given Achievement Tests at the discretion of the Administrator.
3. New Elementary registrants – Reading Readiness test will be administered.

Achievement Testing

1. All students in grades K – 8 will be given the *ACSI TerraNova* test in the spring of each school year.

Ability Testing

1. PLAN – All 10th grade students are required to take the American College Tests preliminary test which is supplemented with an interest inventory and a study skills test. This *PLAN* test is administered at RCCA in the fall of each school year.
2. ASVAB – All students in grade 11 are required to take the ASVAB test administered at RCCA in the fall of each school year.
3. PSAT – 10th and 11th grade students may opt to take the Preliminary Scholastic Aptitude Test (PSAT) administered at RCCA in the fall of each school year. Students must sign up in the school office for this test. There is a fee for this test.
4. ACT and SAT – All 11th and 12th grade students are encouraged to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) at a local high school. Application forms are available in the school office, or students may sign up online on the *College Board* website.

RCCA does not participate in the New York State Regents Exams, although students are permitted to make their own arrangements, if desired, to take these examinations. Public high schools have latitude to accept or not accept RCCA credits. Bible courses are generally not accepted. Regent's exam requirements have bearing on the acceptance of credits; therefore a student transferring to a NYS public high school should plan to take needed Regents Exams at that time.

Student Life

Class Officers

Students in grades 9 through 12 will elect class officers. Class advisors and/or the Administrator may disqualify a candidate with cause.

Class officers will typically be: President, Vice President, Secretary, Treasurer, Chaplain and Student Council Representative.

Student Fundraising

Fundraising projects may be held throughout the year by classes in grades 9 through 12, clubs, or groups involved in extracurricular activities. Class dues are collected monthly in grades 9 through 12. The amount is set by each class. All fundraising activities are under the cognizance of the class advisors and must be approved in advance and scheduled by the Administrator. All outside services sought for the purpose of fundraising must be coordinated with the Student Council. Funds raised will go directly into the treasury of the class or group for use on projects approved by their advisor. Money in these accounts will be carried over from year to year.

Senior Class Activities

RCCA Seniors enjoy privileges that other classes do not. The seniors raise funds and plan an annual senior trip to an educational place. Seniors may decide to go on a mission's trip in lieu of the traditional senior trip. Special mission's trip guidelines apply to all mission's trips. The seniors also go away on a fall retreat held in a camp atmosphere featuring guest speakers and a spiritual emphasis.

The seniors also enjoy the privilege of being honored guests at the annual Junior/Senior Banquet. The banquet is one of the final formal events of the year and is held just prior to graduation.

Senior Privileges

Seniors have the privilege of eating lunch together as a class. This privilege facilitates holding class meetings, when needed, at lunch time. However, the class must agree to stay together. If the class does not eat together as a class, they must eat with the other classes in the gym. Seniors also have the privilege of purchasing their lunch at the Sub Factory across the street and bringing it back to school to eat.

Consequences for those who leave campus without permission from the office will result in the removal of off campus lunch purchasing for one week. This privilege is for seniors only, not for the use of siblings or underclassmen to purchase items through them.

Young Man/Woman Friendships

Ross Corners Christian Academy is coeducational and we realize that many times friendships develop not only with members of the same sex, but also with members of the opposite sex. Often these friendships can mature into lifelong relationships.

RCCA expects boys and girls to develop wholesome friendships during school years. Improper displays of affection between members of the opposite sex are prohibited on school grounds or at school activities. Behavior that indicates intimacy such as hand holding, kissing or prolonged embracing is improper.

Dating and close boy/girl friendships are left to the discretion of parents. RCCA recommends that parents pay close attention to the dating practices of their children, and RCCA strongly recommends that parents allow their children to date only other born-again Christians.

Prohibited Actions and Items

RCCA expects students to live in a manner becoming of Christians and to avoid possession or use of things which are inconsistent or questionable to a fine Christian testimony.

Students are expected to not possess or use drugs, alcohol, tobacco, or pornographic literature. Possession or use of these substances or materials on school property or at school activities is grounds for immediate expulsion from the Academy. Possession or use of these items away from school reflects on the testimony of the Academy and may also result in expulsion.

Pregnancy will be cause for dismissal from the Academy. If both people involved with a pregnancy are students of RCCA, they will both be subject to this provision.

Cell phone and electronic device usage during class and / or school sponsored activities or trips will be directed by the individual teacher or supervisor. Inappropriate use of cell phones or electronic devices during school hours will be grounds for confiscation. **Knives, matches, lighters**, or other dangerous items are also prohibited. Violation of these policies of the Academy will result in disciplinary action. Confiscated items will be returned only to parents.

Music Lessons

Music lessons for piano are available at school from private teachers at a time approved by the classroom teacher.

Music lessons for orchestral instruments are available at school as part of RCCA's music program beginning in grade 4. Weekly lessons are given. An annual fee is charged and students must provide their own instruments.

Library

The library will be open during scheduled times throughout the school day. Elementary school classes are scheduled to use the library at least once a week.

High school students may use the library during study halls, at lunch, or after school. Books may be checked out of the library for a designated period of time. A late fee will be charged for books not returned by the date due; parents will be billed for lost books.

High school students need to have a card for their local public library. The RCCA library stocks books for research by elementary students, Christian reading for all ages, and reference books for Bible courses. Limited funds prevent us from providing books in all areas for high school students.

Library Fines

Fines for overdue library books will be assessed each day up to the replacement cost of the book. When a fine equals the replacement cost, or when a library book has been lost, the cost of replacing the book will be charged to the student. At the end of each quarter, unpaid charges to replace library books will be added to a family's account in the financial office.

Lunch Period

The kitchen is open during school lunch periods and offers a limited selection of foods and beverages. All students may purchase foods at the kitchen and return to their designated lunch areas to eat. Students may also bring food from home, including foods that may need heating in the microwave.

The lunch program is staffed with volunteer help. Proceeds are shared with the junior or senior class treasuries.

Emergency Procedures

Fire Drills

Fire drills are held periodically and are signaled by one long continuous ring of the bell. Students are expected to leave the building quietly in single file through the door designated for evacuation of their particular room. During a drill students must follow the instructions of their teacher carefully, go to their assigned assembly point, and wait for clearance to return to class.

Lock-Downs

School-wide Lock-downs are designated by three rings of the bell and will be announced over the intercom. All students who are not in their designated classroom area need to report there immediately and must remain there until the end of the Lock-down.

RCCA has a detailed **Stranger Alert** procedure which is not for general public information. However, all students and staff will be drilled on the procedure at least twice a year, and any RCCA parent/guardian or legitimately interested person may obtain a copy of the policy by request of the Administrator.

Locks and Lockers

Hall and gym lockers are made available to all students in grades 6 through 12. If students wish to use combination locks on their assigned lockers, they are required to purchase these from the school office. Unauthorized locks will be removed. Locks may be retained from year to year and can be turned in upon leaving the Academy for a refund. For grades K through 5, lockers or basket lockers are available in most classrooms for storing gym clothes.

Students are expected to not give out their combinations and to respect the privacy of other students. All lockers are to be securely locked when not in use. The Academy reserves the right to inspect lockers at any time, and to remove any objectionable material. Lockers should be kept neat and clean at all times. Students who go to their lockers unnecessarily between classes, risk being tardy to class. Locker issues between classes will not excuse a student's tardiness to class.

Lost and Found

Property inadvertently left or placed in unassigned lockers or other unauthorized areas will be sent to the lost and found area. Items can be claimed from the lost and found at any time (located in the large box in the hallway of the newer wing in the Gym-Ed building). Lost and found items are displayed for claiming periodically as space is limited. Unclaimed items are disposed of.

Miscellaneous

Parent Communications

Parents are kept informed of RCCA activities by periodic mailings and through the weekly school newsletter, the *Ram-O-Gram*. There is also a Facebook page, *Ross Corners Christian Academy*, where some information is also posted. The RAMCHARGERS booster club meets periodically and endeavors to promote school spirit through the athletic programs of the Academy.

Formal Parent-Teacher Conferences are held on an individual basis at the end of the first quarter and otherwise as needed and may be requested by parents or teachers. Informal Parent/Teacher conferences may be scheduled with the teacher at any time.

The purpose of the **Parent-Teacher Organization (PTO)** of Ross Corners Christian Academy is to enhance communication between the administration, teachers, and parents, and to provide support for the educational, spiritual, and social needs of the school. Membership is open to all parents, faculty, staff and others who have an interest in supporting the school. Meetings are held throughout the year. For more information, contact the school office.

RCCA encourages parents to become involved in Academy activities and to attend special programs, meetings, and extracurricular activities as much as possible.

Gift Giving Policy

Gifts are not to be given or exchanged between students and teachers. This is to prevent any appearance of favoritism and to eliminate possible embarrassment to those who are financially unable to follow such a practice.

Visitors

During school hours, all visitors to the Academy, including parents, must sign in at the office. A visitor's badge will be issued to approve visitors.

Visitors to a chapel service may go directly to chapel and be seated in a manner which does not interfere with seating of students and faculty.

Visits by students from other schools can be arranged by contacting the office at least three days in advance and by completing a VISITOR'S FORM. Parents of both the RCCA student and of the visitor must approve the visit. Visits will be limited, and no visitors will be allowed during testing time. Preference will be given to visitors who are considering enrolling in RCCA.

Dress Code

Ross Corners Christian Academy strives for a neat, modest, clean, well-groomed, non-distracting, conservative appearance; avoiding extremes of fashion. For specifics, see Appendix A.

Physical Education Classes

Because of limited facilities and scheduling concerns, boys and girls normally are scheduled for PE classes at the same time.

The dress code considered appropriate for PE classes will be announced by the PE instructors. Sweats, fingertip length shorts, etc. will be utilized as the weather changes.

Dress Code for Special Activities

Often extra-curricular activities provide the opportunity to put the Academy on display to parents, friends, and the public at large. These events serve as a special opportunity to promote the Academy as well as provide a fine testimony for Christian education. The following dress code modifications apply for special events.

Sports Events:

Soccer Games: Boys participating in the soccer games are expected to wear a shirt and tie on the day of a home or away game. During school hours, girls are expected to wear normal school attire. Teams may sometimes travel in uniform when directed by Athletic Director. This exception to policy will be made by the coach in charge of the team.

Basketball Games: Boys participating in a basketball game are expected to wear a shirt and tie or their team polo on the day of a game; Girls are expected to wear normal school attire. Teams may sometimes travel in uniform when directed by Athletic Director.

When shower facilities are available, the players must change back into school dress or team warm-up suits. Exceptions to this policy will be made by the coach when shower facilities are not available.

General for all sports: When traveling home from games, blue jeans are not allowed to be worn. Players are permitted to change back into school dress. Exceptions to this policy will be made by the coach when shower facilities are not available.

Cheerleading squads will follow the same guidelines.

Music Programs, Plays, Fine Arts, Graduation and Similar Activities:

Students participating in high school music activities are expected to purchase and wear the attire for their particular group.

Students attending special activities of the school, including music activities, fine arts and sports banquets, are expected to wear normal school attire. When students choose to dress up beyond the school code, all dress code restrictions continue to apply.

PARENTS are asked to wear attire equal to the student dress code.

Junior/Senior Banquet:

Semiformal activities require appropriate semiformal dress. Our young men and young women need to be well groomed, modestly and tastefully dressed, and above reproach in behavior at all school activities.

Young men are expected to wear a suit, dress shirt with appropriate neckwear and shined shoes. Some may choose to wear a tuxedo.

Young ladies are expected to wear a conservatively modest, dressy outfit. Neck lines may not be below the collarbone any further than the width of three of a girl's own fingers, and backs may not be exposed below the shoulder blades. Dresses must be knee length or longer, slits may not go above the knees, and fabric must be opaque from the knees to the collarbone and shoulder blades. Midriffs and side panels of dresses may not be open.

Provision will be made for girls to confirm the appropriateness of their dresses in advance of the banquet date.

Field Trips:

Proper dress for field trips or the senior trip shall be determined by the advisor in charge and the Administrator. In most cases, normal school attire would be appropriate. In some cases, sneakers or jeans may be allowed if approved in advance by the advisor in charge and the Administrator.

Work Projects:

For work projects where clothing is likely to be soiled or damaged, blue jeans or other appropriate work clothing may be permitted.

Practice Sessions:

Proper attire for practice sessions of various school activities is left to the discretion of the advisor and the Administrator. In all cases, modesty in dress is still required.

Hair Code

Boys' hair should be trimmed in a neat, well-groomed manner. Hair should be above the eyes and off the collar. Facial hair must be clean and neatly groomed.

Neither girls nor boys should draw undue attention to themselves with hair styles. The faculty and administration will determine when a hairstyle is extreme and/or distracting.

Discipline

Discipline at the Academy

Ross Corners Christian Academy seeks to provide an environment conducive to the spiritual, intellectual, and social development of the students.

RCCA expects students to demonstrate the proper conduct, cooperation, and responsiveness expected of Christian young people.

The basic premise of discipline at RCCA is two-fold:

1. The teacher is responsible to maintain order so that teaching and learning may occur; therefore, the teacher has the authority necessary to carry out this responsibility.
2. The student is responsible to obey all classroom rules, school rules, or teacher's directives.

Classroom rules and procedures must be clearly established early each year. When students misbehave, teachers have the authority and the responsibility to intervene immediately and to take action that is appropriate to the infraction and consistent with his/her established policy of classroom discipline.

See Appendix B for specific details.

Extra-Curricular Activities

RCCA offers a wide variety of curricular and extra-curricular activities for students of all ages. Students are encouraged to participate in these programs and events. Listed below are most of the various activities which are provided:

Language Arts

RCCA students compete with other Christian schools in New York State in spelling, creative writing, dramatic readings, and other language areas. Competition is held by BCSANYS (Baptist Christian School Association of New York State).

Art Show

The art classes of RCCA display samples of their work each spring. The students' projects are evaluated by judges and prizes are awarded.

Science Fair

RCCA participates in the New York State Christian School Science Fair, spanning grades 4–12. The Academy sponsors its own Science Fair and the winners in various grade levels compete in the state competition. In preparation for this competitive activity, a Science Show is presented annually by each lower elementary class.

Drama

When there is enough interest among students, RCCA will attempt to offer drama and present one drama production in the spring, under direction of an advisor. The cast is chosen on ability, and may be picked from the entire student body, teachers, and parents, depending on the needs of the production.

Yearbook

Every spring, RCCA publishes The Rampage, a yearbook covering all classes and activities and featuring Academy Seniors. A yearbook staff comprised of students from grades 7 – 12 works together with the editor, usually an Academy Senior, and an advisor to compile and arrange for printing and distribution of The Rampage.

Newspaper

When there is enough interest among students to offer a Journalism class, this class typically publishes a quarterly newspaper/newsletter, *The Rambler*. News articles are written by student reporters and announcements are furnished by the office. Faculty advisors coordinate this project and involve students from all grades.

Clubs

When enough interest is expressed, Club activities may be available for special groups. Parents with special interests/abilities are encouraged to volunteer as club sponsors.

Music

Music is provided for **all ages** at RCCA.

- Elementary classes, grades K through 6, usually provide two music concerts each year; a Christmas program and an Elementary Spring Program. Elementary choir is provided for boys and girls in grades 3 through 6.
- The Senior High choral program is comprised of students in grades 7 through 12. The Choirs usually present a Christmas concert and a spring concert tour.

Sports

The Academy offers a fine program of interscholastic athletic competition in soccer and basketball for boys and girls and cheerleading for girls (when there are enough interested students).

Boys soccer and girls basketball and soccer are available at both the junior varsity and varsity levels. Boys basketball includes junior high, junior varsity and varsity levels.

Cheerleading is available at both the junior varsity and varsity levels when participation numbers allow.

RCCA teams compete primarily with other Christian schools both locally and at some distance in soccer and basketball.

RCCA hosts an annual invitational basketball tournament which includes 4 or 8 teams. The RCCA Rams basketball teams also participate in several tournaments during each season, and have played other teams from nearby states.

Varsity letters are awarded to deserving athletes by the head coach in each sport at the Academy Sports Award Programs held after the soccer and basketball seasons. Other awards are also made to key players in recognition of outstanding performance.

RCCA is a member of the NYPENN Christian Athletic Conference, begun in the fall of 1986.

School Themes

School Verse

“For of Him, and through Him, and to Him, are all things; to whom be glory forever. Amen”

Romans 11:36

School Song

HOW FIRM A FOUNDATION
Rippon’s “Selection of Hymns” 1787

How firm a foundation, ye saints of the Lord,
is laid for your faith in His excellent word!
What more can He say then to you He hath said
To you, who for refuge to Jesus hath fled?

Fear not, I am with thee, O be not dismayed,
For I am thy God, I will still give thee aid;
I’ll strengthen thee, help thee, and cause thee to stand,
Upheld by My gracious, omnipotent hand.

When through the deep waters I call thee to go,
The rivers of sorrow shall not overflow;
For I will be with thee, thy trials to bless,
And sanctify to thee thy deepest distress.

When through fiery trials thy pathway shall lie,
My grace, all-sufficient, shall by thy supply,
The flames shall not hurt thee, I only design,
Thy dross to consume, thy gold to refine.

The soul that on Jesus hath leaned for repose,
I will not, I will not desert to his foes;
That soul, though all hell should endeavor to shake,
I’ll never, no, never, no never forsake!

School Colors

Royal Blue and white

School Mascot

Ram

Appendix A

Ross Corners Christian Academy

Dress and Grooming Code

Ross Corners Christian Academy strives for a neat, modest, clean, well-groomed, non-distracting, conservative appearance, avoiding extremes of fashion. With this in mind, the following guidelines apply to all students, grades K through 12, unless special arrangements have been made with, and at the sole discretion of the administrator due to extraordinary circumstances. Dress and grooming issues that may be unclear in the mind of a student or parent will be clarified by decision of the Administrator and the Dress Code Committee.

Male Students

- Solid color (pleated or not), “Docker’s” style cotton twill or corduroy slacks or knee-length shorts (solid or patterned), worn at the waist. No athletic/gym or denim slacks or shorts are allowed.
- Dress or Polo shirts (striped, solid, or plaid; long or short sleeved). Dress shirts must be neatly and appropriately buttoned to the upper chest. Depending upon the cut and appearance, polo shirts may be tucked or un-tucked.
- Natural color, clean, and neatly trimmed hair. Extreme or bizarre cuts are prohibited. Hair must be off the collar and off the eyes. Facial hair must be clean and neatly trimmed.
- One tasteful, non-distracting necklace or bracelet is allowed. Earring(s), hanging chains, and damaging rings are prohibited.

Female Students

- Skirts or dresses must be knee length or below with no slits above the knee. Proper attention must be given to appropriate tightness. Dresses must have appropriate and modest necklines at the collar bone. “Docker’s” style cotton twill or corduroy slacks or knee-length shorts or capri’s (solid or patterned) may be worn. No athletic/gym or denim slacks or shorts are allowed. Girls in grade 6 and below may wear jumpers.
- Dress shirts or Polo shirts (striped, solid, or plaid; long or short sleeved) may be worn with consideration to appropriate tightness; appropriately buttoned to the collar bone. Polo shirts may be tucked or un-tucked.
- Natural color, clean, neatly combed or brushed hair. Extreme, bizarre, or non-feminine cuts are prohibited.
- Tasteful, non-distracting jewelry and earrings in ears are permitted. Excessive, gaudy, or lavish jewelry is prohibited.

All Students

- Footwear, including sandals, must be clean, with laces tied or straps fastened, having no rips or holes. Athletic slides and flip-flops are prohibited.
- Cardigan, crew neck, or V neck sweaters (long, short, or sleeveless) may be worn, as well as hooded fleece shirts and sweatshirts (“hoodies”). Hoods must be down, off of head while in school or in class.

Appendix B

RCCA UNIFORM CODE OF DISCIPLINE FOR GRADES 7 - 12

PURPOSE

The Uniform Code of Discipline is intended to ensure that we all share the same expectations in those circumstances in which it is necessary to address student behavior that is inconsistent with God's will for His children.

PHILOSOPHY

The philosophy of Ross Corners Christian Academy is derived from our understanding of God's Word as revealed in the Bible. As such, **we can do our best work for those families who have been and continue to be raising their children in the nurture and admonition of the Lord.** Such an upbringing is the best preparation for the academic, social, and spiritual rigor families can expect at all grade levels here at RCCA. We expect that our students will not be inclined toward willful disobedience or disruptive behavior. However, on occasion, errors are committed which must be addressed in a Godly manner for the benefit of the offender, the offended, and the community at large. Therefore, the Uniform Code of Discipline for Grades 7 – 12 has been adopted in order to:

- Guide faculty and staff in the administration of Generally Effective Immediate Discipline (GEID, pronounced the same as "Guide").
- Address the various degrees of disciplinary challenge which may arise during the course of the school year.
- Provide a clear, consistent, uniform method of administering discipline for those young people God has seen fit to place in our care.
- Give our families a clear understanding of our expectations and of what they might expect as a result of their children's failure to adhere to those expectations.

GENERAL GUIDELINES

Discipline is most effective when immediate corrective action is taken by the adult directly responsible for the offending student. That adult will make every effort to personally administer GEID with the least possible disruption of the program or activity in progress.

GEID is any action taken by a teacher or other responsible adult which by reason of experience, common sense, and knowledge of God's Word is deemed by said responsible adult to be the best course of action at that particular moment in that particular circumstance. Examples of GEID include, but are not limited to: a warning, a brief personal conference, isolation from others, a written exercise, assignment of a detention, or enlisting the other students (carefully and tactfully), under-girding every disciplinary action with prayer.

If a teacher deems it appropriate to notify parents that disciplinary action was necessary for their child, **we will expect full cooperation and support from the parents.** The administration of Ross Corners Christian Academy has full confidence in the ability of our faculty and staff to discern and act in a Godly manner in any situation requiring disciplinary action. **We can do our best work for those parents who have the same confidence and so demonstrate by their actions and reactions.**

In Romans 13:1-5, God's will on submission to authority is made very clear. We encourage all of our parents to read and understand this passage. We expect every student at RCCA to trust and obey the adults that God has placed in authority over them, first and foremost their parents, and during the school day, their teachers or other responsible adults. Therefore, we will accept as principle that **anything less than immediate obedience** on the part of a Ross Corners student **will be considered disobedience** and will be dealt with accordingly by the adult responsible for the disobedient student.

At the Cross of Christ, we received the ultimate blessing, one that we could never earn or deserve. We know this blessing as GRACE (God's Riches At Christ's Expense is a good way to think of it.) Yet, even though Grace is a free gift from God, He still requires that we reach up to Him even as He reaches down to us so that we might receive the *fullness* of His Grace. Our repentance is what allows us to *experience the benefits* of the forgiveness that is already ours through the shed blood of Jesus Christ. As imitators and servants of Christ, we who serve Him here at RCCA will endeavor to serve His families with hearts that reflect the Grace of God. However, just as God's Grace can only be experienced by those who repent, the program here at RCCA can only benefit those children and families who respond positively to our efforts on their behalf.

SPECIFIC GUIDELINES and PROCEDURES

Teachers will use their own discretion, within the general guidelines, in the administration of discipline where an isolated or non repeating offense has occurred. Any offense for which a **counseling session** has been conducted will be reported by the teacher, **via direct personal verbal contact**, to the parents as soon as possible on that same day. Any time a teacher has made parental contact for disciplinary reasons, it will be reported and submitted to the administrator via School Dynamics by the teacher before leaving school for the day. The administrator will maintain these reports in a private digital file and will have the discretion to intervene at any time in the disciplinary process of any given student. Regular documentation in School Dynamics by teachers in regard to discipline issues will be expected.

Despite the best efforts of the teacher to reach the heart of a student using GEID, the student may continue or escalate negative behaviors to the point at which **the teacher perceives a pattern of willful, deliberate, or incorrigible** behaviors such as: *Disobedience, Disruption, Tardiness, Cheating, Lying, Non-cooperation, Irresponsibility, Vandalism, Destruction, Insult, Hurt, Profanity, Insubordination, or Petty Theft*. Once the teacher has made that determination, the teacher will advise the administrator that the student should be placed in *The Cycle*.

The Cycle

Within a Marking Period:	1 st Offense	Meet with Disciplinary Board for counsel
	2 nd Offense	Student sent to office and isolated until parent arrives to take him/her out of school for the remainder of the day. Parent accompanies student to school next day and meets with the Administrator and / or Disciplinary Board at 7:30 a.m.
	3 rd Offense	Same procedure as 2 nd Offense with mandatory 3-day suspension out of school. Parent accompanies student on the day of his/her return and meets with the Administrator and / or Disciplinary Board to determine student's readiness to resume attendance.
Within a Semester:	4 th Offense	Same procedure as 3 rd Offense with Expulsion Hearing scheduled prior to the return date.

Within the School Year: 5th Offense Immediate Expulsion for the remainder of the school year. Student may reapply for admission the following school year.

The GRACE Clause

Students who do not commit a 3rd offense in a given Marking Period will be granted the *Grace* of starting *The Cycle* over in the following Marking Period. Students who do not commit a 4th Offense in the First Semester will be granted the *Grace* of starting *The Cycle* over in the Second Semester.

PERTINENT CONSIDERATIONS

To assist families in their positive understanding of and response to these guidelines, we refer again to Romans 13, especially verse 3. Additionally, **in most cases, before the teacher finds it necessary to place a student in *The Cycle*, the parents will have been contacted at least once about the student's behavior.** However, the Administrator maintains the prayerful discretion to determine if an offense may require more emphatic discipline than what is prescribed at the given level of *The Cycle*.

Many students have additional privileges and extracurricular opportunities such as Athletics, Yearbook, Drama, Chorus, Special Scheduling, and Driving. Failure to use these privileges in a manner that brings honor and glory to Jesus Christ will result in administrative disciplinary discretion. Additionally, these privileges may be affected by behaviors exhibited in school or at school functions.

Sadly, we live in a society today in which many people consider it a “Rite of Passage” for young people to commit some especially offensive, harmful, immoral, or illegal acts. Very rarely will we at RCCA ever have to address any of these offenses. However, the following offenses will result in a minimum 5 day suspension with possible expulsion: Vulgarity, Possession or Evidence of Illegal Use of Drugs, Alcohol, or Tobacco, Physical Violence, Theft, Extortion, Threats, Sexual Harassment (as defined by Scripture), or any other offense which is deemed by the Administration to warrant such penalty.

Parents who believe that their child(ren) may have been treated unfairly, incorrectly, or non-Biblically, in the professional interpretation of this code, may appeal a Teacher's decision to the Administration. Decisions of the Administration may be appealed to the Ross Corners Christian Academy School Committee, which provides immediate oversight of all RCCA personnel and affairs. As a ministry of Ross Corners Baptist Church, final oversight of all RCCA personnel and affairs rests with the Pastor and the Board of Deacons of RCBC.