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**STUDENT/PARENT MANUAL**

2022-2023

Ripley Christian Academy

112 Jackson Avenue

Ripley, WV 25271

Phone: (304) 786-1234

Fax: (304) 786-1121

**PREFACE**

**The Ripley Christian Academy School Board defines many guidelines and rules to ensure the high standards required by RCA are maintained. A summary of these is presented in this handbook for your guidance and information and is not intended to be all encompassing. RCA may have additional policies, guidelines, and rules that apply to situations not addressed in this handbook. Should something arise that has not been properly addressed in the past, the School Board will handle that situation on an individual basis.**

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**INFORMATION-SUMMARY**

|  |  |  |
| --- | --- | --- |
| In operation: | | Ripley Christian Academy Inaugurated in 2019 |
| Grades offered: | | Kindergarten – 12th Grade |
| Christian curriculum: | | RCA uses educational materials from BJU Press, that are written from a biblical worldview that focus on academic rigor and encourage critical thinking—all supported by appropriate educational technology. |
|  |  |
| Affiliation: |  | Nondenominational |
|  |  |  |
| Facilities: |  | 11,025 square feet Main Building with six dedicated classrooms, multipurpose room, restrooms, offices, and cafeteria. Modular buildings provide eight additional classrooms. |
| Location: |  | 112 Jackson Avenue, Ripley, West Virginia 25271 |
| Registration & Accreditation:  School Mascot:  School Colors: |  | RCA is registered with the West Virginia State Department of Education as a Private School, and meets all requirements and statutes for Private Schools in West Virginia. Students can graduate from RCA with a High School Diploma. RCA is a member school of the American Association of Christian Schools (AACS) and the West Virginia Christian Education Association (WVCEA).  Rhino  Green and Black |
| Administrator:  Assistant Administrator: |  | Keenan Goosman  Greg Barickman |
| School Board: |  | Selected Elders, Deacons, the Evangelist, and a church member of Ripley Church of Christ, the Administrator at Ripley Christian Academy, and up to two parents of current RCA students. |

**A LETTER FROM THE SCHOOL BOARD AND CHURCH LEADERSHIP**

We are pleased to partner with your family in instilling Christian values in the lives of our youth. We are a Christ-centered institution that stresses the development of a well-rounded individual with special emphasis on academic excellence. It is our belief our nation has abandoned Christian principles, and the only solution to that crisis is to prepare a new generation of leaders who will once again place achievement above mediocrity and accept God’s divine guidance in all decisions.

We encourage all new students at Ripley Christian Academy to strive to achieve their full potential. Our faculty is committed to the concept that Christian education is of the utmost importance in the lives of all individuals. 2 Timothy 2:15 tells us, *“Study to show thyself approved unto God; a workman that needeth not be ashamed, rightly dividing the word of Truth.” (KJV)*

At Ripley Christian Academy, our curriculum emphasizes biblical worldview and academic rigor. Our team of dedicated Christian teachers provide individual attention, Christian inspiration, with a foundation on the word of God.

Ripley Christian Academy was founded in 2019, after years of planning and prayer. The school operates under the direction of Ripley Church of Christ and administrative personnel of the school. The Minister oversees the Bible instruction, provides direction for Friday’s chapel messages, and oversees the Bible teaching of all grades. The Bible teaching is non-denominational. The Bible curriculum used will be based on the Bible alone. The non-denominational teaching means the Bible is used to answer all questions, thus eliminating the need for doctrinal creeds and personal opinions.

Sincerely,

Ripley Christian Academy School Board & Ripley Church of Christ Leadership

# I. INTRODUCTION

**Mission Statement**

Ripley Christian Academy unites Biblical principles with distinguished academics to empower servant leaders with Godly wisdom and personal integrity to impact their community for Christ.

## History of Ripley Christian Academy

Early 2017

A desire for a Christian School for families in the Ripley area was realized and the congregation was asked to pray for God’s guidance.

2019-2020 Academic Year

Ripley Christian Academy opened in the fall with 14 students, ranging from Kindergarten through 8th grade, and four teachers. A volunteer secretary partnered with the ministry to help with student records and office management. In March, a pandemic and a mandate from the Governor forced all the schools in West Virginia to close to in-person learning. Teachers rose to the challenge to continue educating students using creative methods of instruction to finish the school year.

2020-2021 Academic Year

God continued to bless our school with new growth, despite a pandemic. Six additional staff were hired, including a full time Office Administrator. Year two began with 49 students. An existing outbuilding was renovated to add 2 more classrooms for Jr. High and High School students. The Chapel and cafeteria were transformed into three temporary classrooms using dividers to accommodate social distancing guidelines during the pandemic. BJU Press was adopted as the official curriculum, and a new partnership was forged with BJU Press.

2021-2022 Academic Year

Six Elementary classrooms were added through the purchase of a 60x60 modular building. The church’s Preschool ministry was moved into another modular building, and the old Preschool room was remodeled into a larger Kindergarten classroom. Five more positions were created with enrollment at 78 students. Athletics were introduced with the creation of basketball teams. RCA graduated its first graduating class in 2022.

## Statement of Faith

**We believe** the Bible is the infallible and authoritative word of God. We accept the Bible as the final authority for all matters of faith and practice.

**We believe** there is One God, existent in three persons: Father, Son, and Holy Spirit.

**We believe** in the Deity and Virgin Birth of Christ, His sinless life, His miracles, His death, burial, and resurrection, and His ascension to the right hand of the Father.

**We believe** the Bible teaches that man has willfully sinned against God and is lost and without hope apart from Jesus Christ.

**We believe** that salvation is by grace, plus nothing and minus nothing, through the atoning blood of Jesus Christ. There is nothing a person can do to “earn” salvation. It is only possible based on what Jesus has done on the Cross and offered to all who hear and obey the Word.

**We believe** men are justified by faith and are accounted righteous before God only through the merit of our Lord Jesus Christ.

**We believe** the Church belongs to Christ, we are “His” bride and “He” is returning for her (the church) one day.

**We believe** in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

**We believe** God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

**We believe** we are here to serve our Lord and Savior Jesus Christ, taking the Gospel to a lost and dying world and making disciples.

## C. Statement of Philosophy and Purpose

The philosophy of Christian education has been to provide a school in which conditions exist that allow students the opportunity to learn the truth. Jesus told His disciples in John 8:32, “And ye shall know the truth and the truth shall make you free.” The Bible must be accepted as the basis of all truth, and all knowledge. Ripley Christian Academy takes the position that the Bible is God’s Word, and the scriptures are the revelation of God’s will and providence in a literal sense. Therefore, all teachings must be in harmony with the Bible.

Christian education has been growing at an incredible rate in recent years. Students are leaving unorganized and undisciplined public schools. Bullying, depression, and other serious matters are rampant in public schools. Public schools have turned from God’s wisdom and embraced worldly wisdom. As these young people arrive, the responsibility falls on the Christian school and Christian parents to partner together to provide the best possible education.

# II. ADMISSIONS

## Requirements

* Families who desire a Christian based education for their child(ren) and show a commitment to Christ.
* Child in good academic standing from a previous school or preschool
* A child currently under suspension or expulsion in another school will not be admitted.
* Child who does not require major behavioral/educational modifications
* A willingness to partner with Ripley Christian Academy in the spiritual growth and development of your child(ren).
* Full participation in organized development and fundraising opportunities that are beneficial to student and school growth.
* Accountability, Honesty, Integrity as a standard for your family. (Rooted in Christ, partner with school leaders…)
* A student twelve or older must desire to attend RCA and abide by the spiritual, academic, and behavioral standards of the school.
* Child must be of suitable age and maturity level for the grade applied for.

## Procedures

* Each of the application forms must be fully completed and returned to the school with any other necessary documents.
* Placement testing may be administered before the final interview to assure appropriate placement in the grade for which the student is qualified. A $25 placement test fee is due at the time of testing.
* The parents and student applicant must attend an interview with the school Administrator.
* The administration will review the application and inform the family at the interview or by phone, email, or letter whether the applicant has been granted acceptance or denied acceptance.
* If a class has reached its capacity or if the enrollment period has not yet ended, the applicant’s name will be placed in the accepted applicant pool. Students are not necessarily enrolled on a “first come, first served” basis.

## Re-enrollment

* + Re-enrollment for students expecting to return to RCA will open in early Spring.
  + Families who wish to re-enroll must attend the re-enrollment event or make alternate arrangements to receive the information presented at the event.
  + Current students will have first access to space available.
  + At the end of the early enrollment period, classroom space will be open to new students.
  + Parents are required to sign and submit a Statement of Cooperation at the beginning of each school year or at re-enrollment time.

## Transfer Students

Transfer students are considered after the enrollment period ends, on a case-by-case basis. Transfer students must follow the same admission requirements and procedures as students who enroll during the regular enrollment period.

## E. Non-Discrimination Policy

Ripley Christian Academy admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school sponsored programs.

Ripley Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Ripley Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Ripley Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Ripley Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

In relying on the teachings of Scripture, Ripley Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside of the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this manual. Romans 1:16-32; I Corinthians 6:9-10; Leviticus 18:22

## Statement of Cooperation

Parents or guardians are required to sign a Statement of Cooperation when registering their children each school year. The Statement of Cooperation is found in the registration packet.

## Withdrawal Policy

Withdrawals from school must be made in person by the parent through the office of the Administrator. An official withdrawal form should be completed. Records for students withdrawing from RCA will not be released until all bills are paid and all school-owned materials returned. All tuition charges continue until the withdrawal process is completed. No report cards or any records will be released for any student whose account is not current.

# III. FINANCES

## Tuition and Fees

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  $200.00 per student (*includes testing materials, technology, and MySchoolWorx access)* Registration fees are annual, non-refundable fees for new and returning students. The registration fee is paid at registration. Students will not be included in the class roster until the fee is paid.  Tuition   |  |  |  |  | | --- | --- | --- | --- | | **Base Tuition**  $3,950 | **2nd Child: 5%**  $3,752 | **3rd Child: 20%**  $3,160 | **Each addt’l: 50%** $1,975 |   Payment plans are available to all families! Tuition can be paid on a 10 month (September through June) or 12 month (July through June) payment schedule.   * + - * Paid in Full Discount: A 3% discount on base tuition is applied if tuition is paid for a full school year in advance prior to August 15th.       * Multi-Child Discount: Discounted from the Base Tuition *(Siblings must reside in the same household to qualify)*       * Ripley Church of Christ Member Discount: 10% calculated on tuition, after multi-child discounts.       * Full-time Minister’s family: *(Ask for details)* 10% calculated on tuition, after multi-child discounts.   Tuition is due on the first day of the month, even if the first of the month is not a school day. It is of utmost importance that tuition is paid on time, as our teachers are paid solely from tuition received.  Book Fees   |  |  |  | | --- | --- | --- | | **Kindergarten:** $260 | **1st - 6th Grade:** $435 | **7th-12th Grade:** $465 | |  |

**Book Fees are due by September 1st.** The book fee covers the cost of books and supplies during the school year. The book fee will not be refunded if a child is withdrawn. A 10% late fee will be added if books are not paid by September 1st. For more information on our textbook program, see section VII.

## Financial Policies

Tuition Invoices

Statements are sent home each month. Tuition payments must be hand delivered to the front office personnel only or sent via mail to the school address.

Tuition Refunds  
Refunds are given in full to students who are withdrawn before the first day of school. After the first day of school, tuition charges are prorated according to the number of months enrolled, including the month during which any student withdraws.

Late Fees  
A fee of 10% per month on the total due will be charged to accounts that are more than 10 days past due. Action will be taken on accounts 30 days or more behind. If an account is overdue with no payment (or payment arrangements have not been made with the RCA Board of Education) the student(s) will be dismissed from school.

Other arrangements  
Payments unable to be made in a timely manner must be presented in written form, dated, and signed by the parent/guardian, and submitted to the administration and school board for approval. If payment is not made according to the arrangements, the bill will be due in full at that time. If no arrangements have been made for payment, or payment arrangements are not kept, the child may be dismissed from school.

Overdue Accounts  
Families who owe a bill from a previous school year will not be allowed to return the following year unless their account is paid in full by July 31st.

Release of Transcripts and Diplomas  
All accounts owed to RCA must be paid in full before transcripts or diplomas will be released. Transcripts are provided for RCA graduates at no charge for the year of the graduation and one year following. After those two years, there is a $5 charge for transcripts. Transcripts will not be sent until payment is received in the office.

# IV. ATTENDANCE

For a student to progress in school, he or she must attend school regularly. Any absence not necessary will be regarded as unexcused. Students will be allowed a maximum of 10 unexcused absences in a year. If a student has four unexcused absences per grading period, Ripley Christian Academy reserves the right to retain the student at the same grade level or dismiss the student. Teachers simply cannot educate a child that is not present.

Excused Absence  
Student absence will be excused for medical appointments (with a written Physician’s school excuse), bereavements, special circumstances approved by the Administrator, and absences due to weather (in the parent’s judgement and approved by the Administrator). These do not count toward the maximum 10 days per year.

Unexcused Absence  
All unexcused absences will count toward the 10-day maximum allowed. Students will be given a zero for any homework, quizzes, or tests during unexcused absences once the 10-day maximum is reached.

Tardy and Half Day  
Tardiness counts toward unexcused absences. When a student is tardy three times, it counts as one unexcused absence. Tardy is defined as arrival to class (not the building) after the 8:00am bell. Arrival after 10:00am but before 12:00pm (noon) will count as a half day absence. Arrival after 12:00pm will count as a full day absence. If a student leaves and returns after more than two hours, it will count as a half day absence.

Secondary Student Responsibilities Regarding Absences  
When a secondary student is absent, he or she is responsible to consult each instructor regarding what was covered in class during his/her absence. Any assignments and/or tests given during an absence are to be completed with the timeframe determined by the teacher. Generally, one makeup day per day of absence is given.

If the student is granted personal days, he/she is to secure projected class work to be covered during his absence from the teacher prior to his/her absence. All work is to be completed and turned in upon return to class. Any tests missed are to be made up immediately upon return to class.

Parent Responsibilities Regarding Absences  
Parents are responsible for notifying the school office before 9am on the day their child is absent, stating the reason for the absence.

If a student is to be taken out of class during the school day, he must bring a note with the details (from his/her parent) to the school office. At the designated time, the parent is to come to the school office and sign out his/her child. Students returning the same day are to report back to the school office and sign in.

Parents must be supportive of the importance of making up missed class work due to excused absences. They should verify with the child that missed class work was secured from the teacher and monitor its completion.

# V. BEHAVIOR

## A. Discipline System

While discipline is basically positive training in the right direction, (Proverbs 22:6), there is the negative side of correction and adherence to rules.

Parents and teachers must cooperate fully with one another. Anything said or done which breaks down respect and confidence will harm the student. When there is a misunderstanding, a student should quickly report it to the teacher. Often a conference or even a note can clear up the difficulty. Should the problem remain, the student should then feel free to consult the Administrator.

Maintaining a Christian atmosphere at the school is everybody’s responsibility. If parents or students are aware of serious issues, it is important they inform the staff. Improper behavior cannot be corrected if we are unaware of it.

Disciplinary measures considered reasonable by the Administration will be meted out to the offending student. This may include: extra work, demerits, detention, suspension, or expulsion.

It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not blind obedience to man-made regulations.

Disrespect  
Any disrespect towards administration, staff, or other students will not be tolerated.

Bullying  
Any form of bullying will not be tolerated. Repeat offenders will be dismissed.

Language  
Improper speech, vulgarity, gossip, name calling, and lying will not be tolerated.

Horseplay  
Running, shoving, yelling, and rough housing will be always considered out of order. Students will keep their hands off one another.

Property  
Classrooms, restrooms, the lunchroom, and the school grounds are to be kept clean and neat. This is a matter of school pride at Ripley Christian Academy, as we are blessed to use the church facilities through the week for our school. The responsibility for maintaining our facilities falls upon staff and students alike. Mutilation or destruction of property will be severely dealt with. Students must pay for any damages.

School-Grounds  
Some areas of the building, such as mechanical rooms, storage areas, staff workrooms, kitchens, etc. are always considered off limits to students.

Stealing, lying, and cheating  
These behaviors are considered very serious and may subject the student to immediate dismissal.

Other Conduct  
Any conduct unbecoming of a Christian: smoking, drinking, drugs, fighting, stealing, etc. is forbidden to all Ripley Christian Academy students **on or off school grounds**. A Christian student’s conduct should always reflect Christ, and the values of RCA.

Probation  
Each school year, **all** students begin their year on behavior & academic probation for a period of six weeks. At any time, the Administration may take appropriate measures to correct behavioral or academic problems up to, and including, suspension or dismissal.

Ripley Christian Academy promotes citizenship in its education. Therefore, all students must abide by the laws of the United States of America and the states in which they reside.

The world judges the Christian school by the product it produces. It is imperative that our students be above reproach and maintain Christian standards in morality and honesty.

## B. General Classroom Behavior

At Ripley Christian Academy, these fundamental classroom rules must be followed:

* No student will be out of his seat without permission.
* No student will speak out in class without permission.
* Students will always address and reply to teachers with respect.
* Students should be sitting quietly in their seats when the bell rings. All other students will be counted tardy.
* Students should be completely prepared with all books and materials when class begins. Students will not be permitted to return to their lockers after the bell has rung.
* Students are encouraged to leave their backpacks in their locker.
* There will be no passing or writing notes during the school day.
* Conversations regarding inappropriate material or subject matter will not be allowed.
* Criticism of teachers, policies, or other students will not be permitted. Constructive suggestions are always welcome, but griping is not tolerated.
* Disrespect and disobedience to authority will not be tolerated.

## C. Elementary Discipline

Kindergarten  
Teachers implement age-appropriate classroom management techniques to promote Christlike character training of students and an orderly classroom. Teachers creatively craft a system that includes positive and negative consequences for behavior. Yearly plans are submitted to the administration and communicated to parents through written correspondence.

Grades 1-6  
Students in grades 1-6 utilize the HOW I ACT system designed to promote positive behavior in the classroom. HOW I ACT is an acronym for godly qualities we strive to model, teach, assess, and communicate to our students and families. The card is attached in student folders at the beginning of the week, and it is filled out daily.

HOW I ACT cards are sent home with the student for parent review in the take home folder. Parents should review it each night and return it to school the following day.

A consistent pattern of “needs improvement” marks will be brought to the attention of the administration by the teacher for further review/action.

## Secondary Discipline

The merit system is the guide for discipline for Secondary Students at Ripley Christian Academy. It is our desire to help students learn to discipline themselves so that they may have an effective and productive life. These guidelines are established to develop godly character and a strong Christian testimony in the lives of all students. It is understood that the behavior and standards for our students will be complied with at school, home, and elsewhere.

Students begin each semester with 100 merit points. Inappropriate behavior will cause the student to lose merit points in accordance with his offense. The chart below is not meant to be all-inclusive but includes most of the offenses covered by our merit system.

|  |  |
| --- | --- |
| **A*ssigned by a Secondary staff member***  ***(without variation)*** | **Consequences**  **(per incident)** |
| Late to class (punctuality) | 1 demerit |
| Failure to return required materials | 1 demerit |
| Chewing gum/candy or snacks | 2 demerits |
| Unprepared for class/gym uniform | 2 demerits |
| Dress code violation | 5 demerits |
| Hall pass violation | 2 demerits |
| Failure to follow instructions | 2 demerits |
| Classroom disturbance (talking, distraction, inattentive) | 5 demerits |
| Throwing objects/trashing area | 5 demerits |
| Horseplay (no injury or damage) | 5 demerits |
| Note passing/unauthorized communication | 5 demerits |
| Reading/studying/different subject in class/sleeping | 5 demerits |
| Failure to remain in assigned location | 5 demerits |
| Chapel violation (inattentive, disturbance) | 5 demerits |
| ***Assigned by an Administrator***  ***(and/or in conference with the School Board)*** | **Consequences** |
| Social misconduct (rude and or crude behavior) | 10 demerits |
| Skipping class (all or part of class) | 10 demerits |
| Disrespect to a fellow student | 15 demerits |
| Horseplay (involving injury, damages, or both) | 15 demerits + costs |
| Tampering with equipment (safety or professional) | 15 demerits + costs |
| Offensive drawings/literature/language (profanity) | 20 demerits |
| Direct disobedience: failure to follow instructions | 20 demerits |
| Disrespect to faculty/staff | 20 demerits |
| Cheating/plagiarism/copying assignment | 20 demerits + zero |
| Lying/deception/forgery | 20 demerits |
| Gambling | 20 demerits |
| Endangering public safety (driving violations, etc.) | 20 demerits |
| Destruction of school property (graffiti, etc.) | 20 demerits + costs |
| Fighting (regardless of intent or fault) | 50 demerits + 1 OSS |
| Trespassing on property/building without purpose/permission | 50 demerits |
| Sexual impropriety (unwelcomed comment or behavior) | 50 demerits |
| Stealing (regardless of intent) | 50 demerits |
| Dangerous or threatening communication | 100 demerits |
| Possession of drugs/tobacco/alcohol/etc. (on or off campus) | 100 demerits |
| Possession of a weapon (regardless of intent) | 100 demerits |

Consequential Actions for Accumulation of Demerits

At the accumulation of **10 demerits**, the student will be assigned to serve an after-school detention.

At the accumulation of **20 demerits**, a student will receive an additional detention.

At the accumulation of **30 demerits**, a student will receive an additional detention. Note: At the 30 demerit level, any student holding a student office, a leadership position, or membership in the honor society will lose that position (this includes captainship of a team) for the remainder of the semester or for 3 weeks, whichever is greater.

At the accumulation of **40 demerits**, a student will receive an additional detention.

At the accumulation of **50 demerits**, a student will serve an **In-School-Suspension (ISS).** The student will be under administrative observation on the date of the ISS. The student will be given class work that must be completed that day. The student will also be separated from all normal contact with his/her peers. An **ISS** is considered an excused absence from school, hence forfeiture of perfect attendance award if applicable.

At the accumulation of **60 demerits**, a student will serve an **Out-of-School-Suspension (OSS**) for **1 day**. An OSS from school is counted as an unexcused absence from school. Students will **not** be allowed to make up scheduled tests or quizzes for that day and will receive a zero on all assignments due that day. The student will receive a 5-page redemptive and reflective disciplinary assignment that will need to be completed prior to their return to school. The student and at least one parent must meet with the Administrator prior to re-admission to class upon the student’s return to school.

A student with **70 demerits**, will be ineligible for all meritorious awards (examples: MVP of a team, Citizenship, Honors). This does not include earned academic awards. At the 70 demerit level, students will lose complete athletic and extracurricular eligibility for remainder of the quarter or for three-weeks, whichever is greater. **The student is now considered to be on disciplinary probation for a nine-week period.**

At the accumulation of **80 demerits**, a student will be suspended **2 days** **out of school.** The student will receive a 10-page redemptive and reflective disciplinary assignment that will need to be completed prior to their return to school. The student and at least one parent must meet with the Administrator prior to readmission to class. The student will also lose the privilege to attend class outings, banquets, trips, and similar extracurricular and social activities.

At the accumulation of **90 demerits**, the student will automatically be suspended for **3 days out school**. The student and at least one parent will need to meet with the Administrator and a School Board member for a re-admission conference on the student’s scheduled return date. The student may be asked to withdraw at the end of the 9 weeks. If a student is asked to withdraw, he/she will be denied readmission for at least one complete successive semester.

At the accumulation of **100 demerits**, a student will be dismissed from RCA. The student will not be eligible for re-admission for at least **two consecutive semesters**. All students who are asked to withdraw must re-apply and if accepted, enter on Behavior Probation for a complete semester. In addition, if readmission is granted, that student’s merit level will be limited to half for one academic year.

Special Notes

* Demerits will not be carried over from one academic year to the next.
* Disciplinary probation **will be** carried over from one semester to the next. Any student placed on disciplinary probation twice during a school year may be denied re-enrollment.
* At the end of the first semester, twenty or less demerits will be dismissed. 21 (Twenty-one) to 74 (seventy-four) Demerits will be cut in half and carried over to second semester. Those students with more than 75 demerits in a first semester will not receive a demerit decrease.
* Any damage to school property will be itemized and submitted to the parents for payment. It will include labor and material costs that the school incurs to restore the item damaged.
* Suspensions and dismissals will become part of a student’s permanent record and will be included in requests for transfer to a different school.
* RCA will cooperate with local law enforcement in matters that are deemed criminal and unlawful.

## E. Detention

Detention is held on Thursdays from 3:00pm-4:30pm. Parents must promptly collect their child from after school detention or incur the cost of the after-school program rates.

## F. Suspension

A student may be suspended at any time for reasons deemed applicable by the Administration. The length of the suspension will be determined by the Administration according to the offense.

## G. Expulsion

The expulsion of a student from school is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. Expulsion may be a result of repeated offenses of the school’s policies. It also may be a result of a constant poor and non-Christian attitude or from a serious breach of behavior either on or off school grounds.

Ripley Christian Academy expects its students to live above reproach showing respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, and scholastically will be dismissed.

## H. Outside the Classroom Behavior

Hallways  
Students should conduct themselves in an orderly manner while changing classes. Loud speech, running, horseplay, improper contact with other students, etc., are not permitted.

Students are not to disturb other classes by looking in or waving in front of the classroom windows or doors.

Students are expected to be prompt in going to lockers and restrooms, and to be seated in their classroom when the bell rings. Students should always have a pass when in the hallway during a class period.

Lockers  
Space is provided to students for storage of books, supplies, coats, etc. Students are required to keep these areas neat and clean. The administration reserves the right at any time to inspect lockers, book bags, purses or anything stored at school. Posters or pictures are permitted inside a student’s locker but must be easily removable at the end of the school year by the student. Personal decorations that contradict the values of Ripley Christian Academy are not permitted.

Lunchroom  
During lunch, students may sit with their friends at the tables provided in the lunchroom. All students should be in the lunchroom during the lunch break, unless they are with a teacher for tutoring, etc. Students wishing to leave the cafeteria to use the telephone, restroom, go to the office, etc., must secure permission from one of the teachers on duty. No food is to leave the cafeteria or to be placed in the lockers, including candy.

Restroom  
Restroom breaks should be limited to minimize class disruptions. Students should be encouraged to use the restroom before school begins, before lunch, after recess, and before dismissal to eliminate unnecessary interruptions. Restrooms are to be always neat and clean. Students should try to limit their use of paper towels and carefully dispose of them in the trash cans. No horseplay at any time is allowed in the restrooms.

Playground  
Students are to follow all rules given by the teacher on duty. The recess area is in the fenced area. Students may not exit the fenced area for any reason.

Respect/Courtesy  
Disrespect serves to tear down the work of God in the life of the individual, as well as the life and nature of the school. Disrespect should not and will not be tolerated, whether in the form of talking back or “sassing” a teacher, willful disobedience, willful damage to another’s self-esteem (including unkind or derogatory remarks), or in the form of willful damage to property. Students will make other errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be handled swiftly and surely. We do a disservice to children if we allow them to be rude to others.

Students are to always show courtesy to each other. Adults are to be addressed by their title (Dr., Mr., Mrs., or Miss). Students should not address teachers by first names or just by their last name.

Boys and girls should remove hats and sunglasses inside a building.

Social Media  
With the rapid growth of social media, it has become a commonplace part of people’s lives. Nevertheless, with social media, responsible use is a necessity. To keep Ripley Christian Academy (RCA) in line with other policies and in accordance with our expressed desire for students to be good examples, RCA has implemented a social media policy. Students that engage in social media such as: Facebook, Twitter, YouTube, Instagram, TikTok, etc…, will be held accountable for the content that appears on their social media. **Any** content that is unbecoming of an RCA student will result in disciplinary actions up to and including expulsion.

## I. Personal Property

Students will not be permitted to keep any personal belongings at their desks, except those necessary for schoolwork. All toys, electronics, etc., must be left at home. (“Fidget toys” are included in this category. Fidgets may be permitted by the administration on a case-by-case basis for students, only after a parent conference.) The school cannot be responsible for personal articles that become lost or broken. Any personal belongings brought from home will be confiscated and placed in the office for parents to retrieve. Articles left on floors, desktops, coat racks, restrooms, and lockers will be placed in the lost and found. Any article left after June 15th will be donated.   
  
Weapons  
For the students’ safety pocketknives, firearms, or other devices deemed as a physical threat are not permitted on the school property by students or parents at any time. Students who bring weapons to school will face serious consequences ranging from suspension to expulsion. Depending on the severity of the offense, local law enforcement officials may be called.

Cell Phones/Tablets/Wearable Technology  
As important as technology has become in our world, we also understand that technology can be a distraction to a student’s education. **Students are not permitted to have cell phones (or wearable technology connected to a network) powered on while in the building from arrival until parent pick up from school.** Permission may be granted by the administration ahead of time for special circumstances. If an emergency arises, students may be reached by calling the school.

## J. Boy-Girl Relationships

Ripley Christian Academy is a co-educational school operating on the premise that it is wholesome for boys and girls to develop friendships during their school years. These friendships will and should be with members of both genders. It is recognized that some of the friendships between boys and girls will develop into special relationships. These relationships, as all relationships, should be governed by a Christian attitude.

Public displays of affection such as: holding hands, having arms around one another, kissing, and other like displays are prohibited during school, on the school grounds, and during extracurricular activities. Couples should not be together unchaperoned at any place on the school grounds before, during, or after school. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner and will shun the practice of the world. Homosexual relationships will not be tolerated in any form.

## K. Dress Code

The goal of the RCA Dress Code is to help create an atmosphere which is conducive to education. This means students come to school prepared to work effectively with their classmates. They should appear well groomed and in properly fitted clothing that is appropriate to the situation. They should be clean, bathed, and not have offensive odors. They should dress modestly so as not to call attention to themselves. The faculty has the right to warn students who are not following the dress code (or the spirit of the dress code) and to take appropriate disciplinary measures. **The code does not attempt to embrace every conceivable situation in the realm of dress but is meant to provide a reasonable standard for parents, faculty, and students.**

Principles of the Dress Code

The Bible instructs us to dress modestly and live not for ourselves but for others. Modesty refers not only to avoiding that which is sensual but also to avoiding that which calls attention to oneself. The Bible also teaches we should recognize and honor the God-ordained distinctions between male and female; thus different dress code requirements. Clothing must be appropriate for promoting the goal of academic excellence. It should therefore *be comfortable for the wearer* and not a distraction for others. Good stewardship requires clothing be *practical and affordable.* Business casual is the idea behind the dress code, to prepare our students for life beyond school – whether it be college or a career path.

Accountability for the Dress Code

**Parents** are to ensure their children understand and abide by the Dress Code. **Teachers** are to check during morning attendance that students are dressed properly and inform the Administration of those who are not dressed appropriately. **The Board** will review this policy annually. Changes may occur during the school year, when necessary, to address new fashions trends.

General rules for *ALL Students*

* + Dress code for extracurricular events is the same as the school dress code.
  + Students are encouraged to dress appropriately for School Spirit days. These days may involve a more relaxed dress code for certain days or events approved by the Administration.
  + Students may be asked to dress more formally for certain events such as programs, etc.
  + Boys will dress like boys and girls will dress like girls.
  + No active wear is permitted. This includes sweatshirts, T-shirts, sweatpants, jogging pants, gym shorts, and the like.
  + We have Chapel every Friday. This is a special time we gather to worship as an entire student body. We invite a speaker in from the community and want to represent our school well. Students are encouraged to wear nicer clothes for this special day.

Young Ladies

* **Tops**
  + Must fit properly with a modest, well-fitting neckline.
  + Must cover the shoulder and shoulder blade.
  + Must overlap the waistband by three inches.
  + Front button blouses should be buttoned.
  + Printed patterns and designs must be appropriate and reflect a Christian atmosphere.
* Tight fitting or low-cut shirts are not permitted.
* Tank tops & spaghetti straps are not permitted, (*except as an undergarment*).
* Active wear is not permitted. This includes sweatshirts, T-shirts, hoodies, and the like.
* **Dresses & Skirts**
  + Dresses & Skirts must be at or below the knee, including slits in the sides.
  + Dresses must fit properly with a modest, well-fitting neckline
* **Bottoms**
  + Jeans *(no jewels/holes/elaborate stitching/“jegging” style)*
  + Dress & Khaki Pants
  + Capri Pants
  + Shorts *(must be at the knee or slightly above, and appropriate for weather)*
* Active wear is not permitted. This includes sweatpants, jogging pants, gym shorts, and the like.
* Pajamas
* Leggings/Knit Pants *(UNLESS worn under a dress or skirt that will meet the dress code by itself without the aid of leggings.)*
* Form-fitting/Jeggings/Tight Pants
* Camouflage or similarly patterned attire
* **Footwear**
  + Tennis Shoes
  + Flats
  + Dress Shoes *(appropriate height)*
  + Dress Sandals *(with multiple straps, not meant for casual wear)*
* Flip Flops with a single strap across the top or between the toes are not permitted.
* Crocs *(or similarly styled rubber footwear)* are not permitted.
* **Hairstyles for Young Ladies**
  + Hairstyles are to be feminine and well kept.
  + Only natural colored hair dye is permitted.

Young Gentlemen

* **Shirts**
  + All young men must have their shirts tucked in.
  + Collared shirts
  + Polo shirts
  + Button up shirts *(only collar may remain unbuttoned)*
  + Sweaters *(may be untucked)*
  + Printed patterns and designs must be appropriate and reflect a Christian atmosphere.
* Active wear is not permitted. This includes sweatshirts, T-shirts, Hoodies, and the like.
* Sleeveless shirts and tank tops are not permitted.
* Tight fitting/spandex shirts are not permitted *(except as an undergarment).*
* **Pants**
  + Jeans *(no jewels/holes/elaborate stitching/form-fitting)*
  + Dress & Khaki Pants
  + Shorts (must be at the knee or slightly above, and appropriate for weather)
* Active wear is not permitted. This includes sweatpants, jogging pants, gym shorts, and the like.
* Pajamas
* Camouflage or similarly patterned attire
* *It is recommended male students wear a belt. A belt is not required but will be strongly recommended to students that cannot keep their pants at their waist.*
* **Footwear**
  + Socks must be worn with all shoe styles.
  + Tennis Shoes
  + Dress Shoes (loafer style or tied)
  + Dress Sandals (with multiple straps, not meant for casual wear)
* Flip Flops with a single strap across the top or between the toes are not permitted.
* Crocs (or similarly styled rubber footwear) are not permitted.
* **Hairstyles/Jewelry for Young Gentlemen**
  + Hairstyles are to be masculine and well kept.
  + Mustaches or beards must be groomed.
  + Only one necklace or chain will be allowed at a time.
* Designs shaved in hair are not permitted.
* No earrings are allowed.

Recourse for Dress Code infractions

* + - First infraction: a verbal reminder will be given.
    - Second infraction: student will be asked to change. An email or phone call will be made to the parents.
    - Third infraction: Disciplinary action may be taken.
    - Repeated willful infractions: student may be suspended or expelled for an uncooperative spirit.

The spirit of the Dress Code is to promote modesty, not to create conflict. Throughout the year, the Administration may amend certain parts of the dress code based on ever changing fashion trends and/or the needs of the students and faculty.

# VI. ACADEMICS

## Curriculum

RCA uses educational materials from BJU Press that are written from a biblical worldview. Our curriculum focuses on academic rigor and encourages critical thinking—all supported by appropriate educational technology.

Elementary

The Kindergarten program is usually the first experience a child will have with school. Reading readiness, Bible memorization and math readiness are some of the skills learned in kindergarten. The reading program is based upon a balanced phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade.

The elementary program is designed to develop the foundational learning skills that each child will need in his education. The early grades include instruction in Bible, reading, penmanship, math, science, social studies, spelling, music, art, and physical education. Elementary students participate in character classes throughout the year. Recess time is given daily to Kindergarten-6th grade.

Secondary (Middle School & High School)

7th through 8th grades – Bible, English/Literature, Math, Pre-Algebra, History, Science, Physical Education, Health, and other specialized elective options throughout the year.

9th through 12th grades – Bible, English & Literature, History, Science, Math, Physical Education, Health, and other specialized elective options throughout the year.

* + - History – Government, Economics, World History, US History, Geography
    - Science – Physical Science, Biology, Chemistry, Physics
    - Math – Algebra I, Algebra II, Geometry, Pre-Calculus, Consumer Math
    - Foreign Language – Latin I, Latin II
    - Electives – Service Learning, Agriculture, American Sign Language, Art

Bible class and Chapel  
All students participate in Bible classes daily using our curriculum from BJU. RCA is diligent in ensuring that we teach foundational truths about the Word of God and leave specific doctrines to each family and their church.   
  
Students must participate in Bible class and pass each nine weeks with a 70% or better. Students are to bring Bibles to every Bible class and chapel service. During the year Ripley Christian Academy will have student assemblies and special chapel services, which every student must attend. Students should always be courteous to guests and speakers that give up their time to enrich the lives of our students.

## Grading Scale

For Elementary and Secondary students, the following grade scale is used:

A: 90-100 (4.0)

B: 80-89 (3.0)

C: 70-79 (2.0)

D: 60-69 (1.0)

F: Below 60

Kindergarten students use a scale that ranges from Progressing to Mastery.

## Homework Policies

Ripley Christian Academy is convinced homework can have an important place of the school’s learning program. However, we also believe the world is so fast paced, we are not letting our children be children by assigning additional hours of homework and continued study each night. When possible, homework will be completed during class, but there may be work sent home if it is not completed during class, or when homework is necessary to aid in further understanding. Each teacher is at liberty to assign homework to aid the students in advancing their studies.

Late assignments are not accepted unless there are extenuating circumstances in a student’s life and other arrangements are made. Consistent disorganization, forgetfulness, and laziness are not extenuating circumstances. Students at RCA are being trained to be organized and learning responsible habits. Accepting late assignments goes against the values we aim to instill in our students.

## Assessment Policies

Quizzes and tests are used throughout the year as one of the measurements of student achievement in classes offered at RCA.

Each year the IOWA Standardized test will be administered to every student as a benchmark for progress. These score totals for our school are submitted to the West Virginia State Department of Education as required by law for Exemption K schools.

## Reporting and Report Cards

Live progress reports can be viewed by parents on MySchoolWorx at any time. Families without internet access may request a printed copy from the school office.

Report cards will be sent to the parents of each student at the end of each nine-week grading period. Final report cards are mailed in June after student accounts are paid in full, along with the student’s standardized test scores.

Gold Honor Roll is given to students with all A’s. Silver Honor Roll is given to students with A’s and B’s.

## Promotion Requirements

Minimum requirements for considering promotion of a student to the next grade:

* + - Students must participate in and pass\* Bible class. (\*lowest passing grade is a 70%).
    - Students must maintain an overall C- average for the year to be considered for promotion to the next grade level.
    - Students may not have more than two D’s or an F in the second semester. (There should never be a grade this low if the student is giving his/her best efforts. Our teachers will go the extra mile with students who are determined to be the best they can be.)
    - Meeting the above requirements is not a guarantee of promotion, however, these must be met before promotion may be considered.
    - If a student is not promoted, it will require the permission of the School Board to retain them another year at Ripley Christian Academy.

## Graduation Requirements

Courses are offered on a semester basis; therefore, a student must pass the course each semester to receive the credit value assigned for that semester. If a student fails a required course, he/she will have to make up the credit. Seniors will be permitted to march in commencement exercises if they lack only 1 credit for graduation and if arrangements have been made to earn this credit in an approved summer school program. Some summer school classes are available for a fee through RCA and the county school system.

Because of the value of the overall program, it is necessary for a student to attend 4 years of high school even though he or she may satisfy the graduation requirements in less than 4 years. If a student is allowed a fifth year at RCA in order to graduate, he or she will be expected to attend for the full day. Exceptions may be considered by the administration.

Students in the 7th and 8th grades are required to take Bible, English, Math, History, Science, Health, and Physical Education.

Beginning in the 9th grade, students receive credits toward graduation and must complete the requirements for graduation listed here:

|  |  |
| --- | --- |
| **Course** | **General Diploma** |
| Bible | 4 credits |
| English | 4 credits |
| Social Studies (U.S., World, and Government required) | 4 credits |
| Science (Physical Science and Biology required) | 3 credits |
| Math | 4 credits |
| Physical Education | 1 credit |
| Health | 1 credit |
| Arts | 1 credit |
| Foreign Language | 1 credit |
| Elective courses chosen by student | 3 credits |
| **TOTAL** | **26 Credits** |

Students who take high school courses before grade 9 (i.e., Foreign Language, Algebra) will receive high school credit. These courses will be used in calculating the student’s GPA and will be used to determine class rank.

Valedictorian and Salutatorian  
Each year the administration of RCA selects students from the senior class for Valedictorian and Salutatorian honors. Traditionally, the Valedictorian and Salutatorian honors go to the students who have the highest and second highest grade point average respectively. Students receiving these honors will be asked to give a short address during the senior commencement for their class. Candidates for these Valedictorian and Salutatorian must meet the following requirements:

* Must be a full-time student at RCA for at least three full years (10th, 11th, and 12th grades)
* Attendance record in good standing. No excessive absences and/or tardies.
* Must receive credit for at least 4 weighted classes.
* Only classes completed at RCA will be included in the calculation.
* Valedictorian must have highest GPA of eligible students
* Salutatorian must have second highest GPA of eligible students.

Note: GPA is calculated as the average of the eight semester GPA’s of the student’s high school years. If there is a tie, the student with the highest grades in the weighted classes will be considered to break a tie. If there is still a tie, then two Valedictorians will be named and no Salutatorian. Should there be a tie for Salutatorian; the student with the highest grades in the weighted classes will be considered to break a tie. If there is still a tie, then two Salutatorians may be named.

# VII. BOOKS AND EQUIPMENT

Parents purchase all textbooks and readers new, each year, for their children. RCA is a Partner School with BJU Press. This is an opportunity only offered to a small number of schools across the country and is the highest-level partnership between BJU Press and Christian Schools. This unique privilege gives our students access to the latest editions of textbooks and allows us better-than-wholesale pricing for textbooks and tools for our students. It also gives our school a voice in how new textbooks are developed and written for future editions. Because of this partnership, we can pass on significant savings on textbook costs to our families each year. This partnership ensures each student will own a new copy of their student materials, enabling them to fully use these educational materials as personal learning resources.

Chromebooks and other electronic devices are shared by all students. Each student is given a unique login and password and is responsible for appropriate care and usage while the device is in their possession. Equipment belonging to RCA may not leave school grounds at any time.

# VIII. LUNCHROOM & FOOD

Ripley Christian Academy offers an optional lunch program for students at an additional cost. Details about cost and payment options are available at the start of each school year.

Microwaves are also available for students who wish to bring food from home.

Parents may deliver a forgotten lunch to the school office. The secretary will see that the student receives it in time for lunch, providing it is brought in adequate time. If the student forgets their lunch, parents may opt to allow their child to charge for a hot lunch. Notification of a charge will be sent home on monthly statements.

Parents and other visitors are welcome to join the children for lunch. Each visitor should call a day in advance to ensure there is not a scheduling conflict or special event. Upon arrival to campus, they should first report to the school office to receive a visitor’s badge. All lunch visitors are expected to abide by the policies set forth in this manual.

# IX. FIELD TRIPS

Field trips add enrichment to a child’s education and allows them to learn outside a brick-and-mortar building. For this reason, RCA has implemented the following policies:

Prior to the field trip, the teacher(s) involved will determine how many chaperones they need for this trip. The chaperones selected for each trip will be the only persons going on the field trip including Ripley Christian Academy staff and students.

Chaperones must understand and remember they are there to help supervise students and work with staff to ensure a great experience for all in attendance. It is imperative they make things flow more smoothly, not add to the burdens of the staff.

Chaperones must remember we are a Christian school, and they should reflect this on field trips. They must abide by RCA dress code for the day. They are not to use coarse language or engage in activities like smoking, etc.

Ripley Christian Academy administers background checks for all individuals that desire to help in any capacity at the school. For example: parents wishing to assist during in-school activities or field trips must submit to a background check.

Parents assume responsibility for insurance coverage and the cost of any medical treatment received.

# X. TRANSPORTATION

The burden of transportation falls upon the parents of each student. Whenever possible, the office will assist in helping parents know who may live close by to form carpools.

The office must be given a list of people authorized to pick up your child from school. If any changes are made to this list, please do so as soon as possible.

Drivers are to drive SLOWLY through the parking lot and pickup/drop off lanes. The safety of every student depends on each driver keeping an eye on the pedestrian traffic and being able to stop to avoid an accident. A driver on campus and in the school’s neighborhood should be concerned about his/her testimony on behalf of the school.

Student Drivers  
All Juniors and Seniors who wish to drive to school must follow the Student Driving & Parking Policies, register their vehicles with the school, and receive a parking tag. Juniors and Seniors are allowed to drive to school as a matter of privilege, not of right. A student who is in violation of the driving policy may lose his/her parking privileges. Application packets for student drivers are available in the front office.

# XI. EMERGENCIES

## School Dismissals

If Ripley Christian Academy closes or delays school due to inclement weather or other emergencies, RCA will alert parents via an automated text/call system. We also post closings on WOWK and our Facebook page as an added measure for those who do not receive text messages. If you have questions about whether there is a delay or closing, please check these 3 resources.

RCA does not follow Jackson County Schools closings/delays*.*

In the event of an emergency while students are on campus that requires mass notification parents will be notified via an automated text/call system.

## B. Student Illness or Accident

All students must report any illness or injury to their teacher as soon as possible. The school nurse will administer proper protocols for injuries and illnesses, when applicable. Students with fever or vomiting will be sent home. Students who have been ill should be free of fever, diarrhea, vomiting, and flu for 24 hours before returning to school.

To protect the health and welfare of the student and the staff alike, West Virginia law requires parent/guardian consent, in writing, for the administration of medication. In order for a staff member to administer medications to your student, a medication form must be filled out and signed. Please ask for a copy of this form if your child will need to take prescriptions *or over the counter medications* (example: Advil, cough drops, etc.) during school hours.

# XII. ARRIVAL AND DEPARTURE

The school campus is locked for security while students are present in the building. School doors will not be opened until 7:45 a.m. Students will leave the building by 3:10 p.m.

An after-school program is available for working parents who cannot pick up their child by 3:10, for a nominal fee. If you need to take advantage of this program, please contact the school for more information. Students remaining in the pickup line at 3:10 whose parents have not notified the school, will be sent to the after-school program and your account will be charged the current rate of the program.

**To be a good neighbor to Jackson Avenue residents, and for the safety of all of our children, the following procedures have been implemented:**

RCA Parents will be staging in the 4 lanes in the parking lot, indicated in green on the map.Fill lane 1 first, then lane 2, and so on. There will be faculty directing you where to go. Please do not pull up into the portico until we release your lane. We hold traffic from entering the portico until time to drop off and pick up to ensure students in our preschool ministry have a safe passageway.

The 3 angled spots (marked in red on the map) are reserved those that need to enter the building during pick up or drop off times.Please do not park in these spots unless you are coming into the main office

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# XIII. PARENT-SCHOOL COMMUNICATION

## Parent-Teacher Conferences

Ripley Christian Academy partners with parents in the educational process, and conferences can be a great time to establish relationships. A unified effort involving both parents and teachers, is most beneficial when endeavoring to help a student. Conferences are scheduled at the end of the first grading period. Sign-up sheets will be in the office for parents to schedule a time with teachers. We encourage all parents to schedule appointments if they have any concerns.

If the need arises for a conference throughout the year, parents and teachers can initiate a request by calling the school or reaching out directly to the teacher through MySchoolWorx. Parents should avoid contacting a teacher at home unless the teacher requests you do so.

## Problems

When problems arise during the school year, for the best interest of our school and all parties involved, it is extremely important that they be dealt with in a Christian manner. It is never appropriate (and sometimes even compounds the problem) to discuss any problem with other parents. When problems arise, parents should not interview other students or parents to build a case prior to approaching the teacher, Administrator, etc.

The following procedure will serve as a guide to handling problems with a teacher or any member of administration:

1. Go to the direct person involved first. If the problem is related to the classroom, contact the teacher through MySchoolWorx, or by calling the school to set up an appointment. For security purposes, no parent should go directly to a teacher’s classroom.

2. If you are not able to resolve the problem, you may call the school and request a conference with the Administrator. Unscheduled meetings are discouraged, to ensure adequate time to address concerns.

3. If you are not able to resolve the problem by meeting with the Administrator, they will be glad to accompany you to a meeting with the school board.

4. Finally, if all the above steps have been taken and the problem has not been resolved, the parent may request a hearing with the Administrator, School Board, and church leadership. Only parents who have followed the chain of command will be granted an audience with the church leadership. Requests must be made in advance to allow time to assemble the church leadership.

We feel this is a scriptural method of solving any difficulties. (Matthew 18:15-17, Galatians 6:1)

Parents who do not follow the above procedure may jeopardize their child’s privilege of attending RCA. Furthermore, parents who display a negative, uncooperative spirit, become verbally or physically abusive, or threaten a faculty or staff member may be asked to withdraw their child from RCA. At times concerns, disagreements, and misunderstandings may arise, but griping and complaining are never constructive nor edifying.

# XIV. STUDENT ORGANIZATIONS

Listing of Athletic Participation   
RCA offers students the opportunity to participate in the following sports if there are enough interests and coaching staff can be secured:

* Girls Volleyball
* Boys Basketball
* Girls Basketball

RCA plays a schedule of athletic contests in each of the sports above with other Christian schools within the WVCEA.

Fine Arts   
RCA participates in the WVCEA Fine Arts activities. Participation is open to all upper elementary, junior high, and senior high school students (grades that WVCEA stipulates.)

Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, music, speech, and art. Entry fees for the WVCEA Fine Arts are the responsibility of the student and parent.

American Christian Honor Society   
Sophomores, Juniors, and Seniors of the RCA student body are eligible for induction into the American Christian Honor Society sponsored by the American Association of Christian Schools (AACS). To be inducted, students must meet eligibility criteria in the areas of scholarship, leadership, character, and service.

* Character traits such as: attitude, honesty, spiritual growth, consistent Christian testimony, even temperament, respect for authority, integrity, responsibility, courtesy, cooperation, etc., will be analyzed.
* Students must have been involved in some way in service projects within the church, school, or community.
* Members must maintain a 3.5 GPA.

Student Council  
Student Council members (9th-12th grades) generally meet twice a month to plan and organize student activities and discuss student issues. Their goal is to promote spiritual growth and school spirit among the students and provide positive social events.

A student council officer should continue to follow and surpass the standards set forth to be elected as a class officer:

* All full-time students are eligible to apply
* Attended RCA at least one full semester before election or appointment
* Maintain a good Christian testimony
* Be active in church
* Be honest and responsible
* Set a good example
* Have a good attitude toward RCA staff and student body
* Be respected by his/her classmates
* Must have a 2.75 or better cumulative GPA as of the last completed semester
* Maintain a 2.75 GPA during the year
* Maintain a good attendance/tardy record
* Exhibit self-control so that serious disciplinary measures are not needed
* Does not accumulate 30 demerits during the semester or fall below 70 merits.

In addition, a student council officer should be willing to show initiative and follow through on commitments made to RCA, especially student council activities. An officer should be able to give adequate time to complete responsibilities.