



STUDENT/PARENT MANUAL

2024/2025

Ripley Christian Academy

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PREFACE

The Ripley Christian Academy School Board defines many guidelines and policies to ensure the high standards required by RCA are maintained. A summary of these are 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 – 12 th 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:	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:	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 (AACCS) and the West Virginia Christian Education Association (WVCEA).
School Mascot:	Rhino
School Colors:	Green and Black
Administrator:	Keenan Goosman
Elementary Principal:	Kim Goosman
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 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."*

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 much 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.

A. 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.

2022-2023 Academic Year

Additional teachers were hired to meet the increased enrollment of 99 students. Cross Country and Volleyball were added to the athletic offerings. The library was expanded and catalogued for improved access. A cook was hired, and a hot lunch program was started to give families better lunch options.

2023-2024 Academic Year

Enrollment continued to increase, and additional teachers and an Elementary Principal were hired. A strong Parent Teacher Organization emerged, and significant fundraising efforts were made to fund field trips and begin a Playground fund. Students participated in several community initiatives, ranging from service projects to growing their own food in raised gardens on campus.

B. 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

A. Requirements

- Families who desire a Christian based education for their child(ren) and show a commitment to Christ.
- A child must be in good academic standing with a previous school.
- A child currently under suspension or expulsion in another school will not be admitted.
- A child who does not require major behavioral/educational modifications.
- A family with 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.
- All students are held accountable to the spiritual, academic, and behavioral standards of RCA; in addition to these standards, all secondary students must personally desire to attend RCA.
- A child must be of suitable age and maturity for the grade applied for.

B. Procedures

- Each of the application forms must be fully completed and returned to the school along with any other necessary documents.

- The parents and student applicant must attend a conversational interview with the school Administrator.
- Placement testing may be administered before a final interview to assure appropriate placement in the grade for which the student is qualified.
- The admissions team will review the application and inform the family by phone or letter whether the applicant has been granted admission.
- 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.

C. Re-enrollment

- Re-enrollment for students expecting to return to RCA will open in early Spring.
- Current students will have first access to space available, provided the re-enrollment packet has been submitted by the due date.
- At the end of the re-enrollment period, classroom space will be open to new students.
- Parents are required to sign and submit a Statement of Cooperation before the beginning of each school year.

D. 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

F. 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.

G. 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

A. 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

\$4,600 per school year.

Payment plans are available to all families through FACTS.

We accept the HOPE Scholarship.

Grants and financial aid are available on an as needed basis. Please contact our main office for more information.

Book Fees

Kindergarten: \$375	1st - 6th Grade: \$550	7th-12th Grade: \$575
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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.

Technology Fee

There is an annual, non-refundable Technology Fee of \$200 per student. This pays for the software and online services our students use.

B. Financial Policies

Tuition Invoices

Statements are available through FACTS. Families must sign up for a FACTS account and connect a payment method to their account. Tuition payments should be sent via FACTS. In special circumstances, payments may be made at the front office before the scheduled payment date on FACTS.

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 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

If circumstances arise and payments are unable to be made in a timely manner, the reason for payment delay must be presented in written form, dated, and signed by the parent/guardian, and submitted to the administration and school board for review. If an arrangement is made, and a 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 outstanding accounts 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.

IV. ATTENDANCE

For a student to progress in school, he or she must be regular in their attendance. Any absence that is not necessary will be regarded as unexcused. Students will be allowed a maximum of 10 unexcused absences in a year. If a student has 4 unexcused absences per grading period, Ripley Christian Academy reserves the right to retain the student at the same grade level or dismiss the student. We simply cannot educate a child that is not present.

Excused Absence

Student 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 against the maximum 10 days per year. Notes or calls from a parent or guardian for any reason will not be accepted for an excused absence, except outlined above.

Unexcused Absence

A student is allowed a maximum of 10 unexcused absences per school year. Unexcused absences include notes or calls from a parent or guardian, no call/no show, and vacations. Once the 10-day limit is reached, students will receive a zero for any missed class work, quizzes, tests, or labs.

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 within the timeframe determined by the teacher. Teachers should generally follow the practice of one makeup day per day of absence, unless extenuating circumstances like end of grading period, semester exams, etc. would prevent from allowing the days from a practical standpoint.

If a secondary student is granted personal days for mission trips, service opportunities, and the like, 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 for any 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

Discipline is a positive word coming from the same root as “disciple”, which means to train and nurture. Therefore, at Ripley Christian Academy, we believe that discipline is necessary for discipleship. Discipline is designed to help develop “Christ-likeness” in the lives of our students, as set forth in the Scriptures. We are seeking to build character traits such as obedience, courtesy, respect, diligence, neatness, punctuality, truthfulness, morality, and an overall positive attitude. Proper discipline is necessary for proper learning. It is the goal of the school to partner with the parents in using discipline to build Christian character in our students.

While discipline is in essence 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 their principal.

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.

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, hitting, 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, as we work together to clean after ourselves.

Destruction of school or church property will be severely dealt with. Students must pay for any damages due to destruction, no matter how great or small.

Off Limit Areas

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

Other Conduct

Any conduct unbecoming of a Christian: smoking, vaping, drinking, drugs, fighting, 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 as 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 discouraged from bringing backpacks to class. If brought, the backpack must fit under the student's chair and not block the aisle.
- There will be no passing or writing notes during the school day.
- Horseplay of any sort is considered out of order.
- 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. Yelling and loud behavior in hallways or classrooms are not permitted.
- Mutilation or destruction of property will not be tolerated, and parents will be billed for any damages incurred. If the damage is intentional, the student will be disciplined.

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 1-3

Students in grades 1-3 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.

Grades 4-5

Students in grades 4-5 will utilize a character check system. This is similar to the merit system which our secondary students use. These guidelines are established to develop Godly character and a strong Christian testimony in the lives of all students. During the first week of school, each teacher will explain the system and the principles behind it to their class. Once the expectations have been taught and understood, our students will be expected to rise to our standards.

One of the objectives of RCA is to help students learn self-discipline. This quality is developed as the student learns to submit to proper authority and to control their behavior for the good of the group and their academic achievement. As we work together for the success of your child, we desire full cooperation and parental support. Persistent or serious misbehavior is referred to the administrator.

Assigned by an Elementary staff member only (without variation)	Consequences
Late to class (punctuality)	1 check
Chewing gum/candy or snacks	2 checks
Unprepared for class	2 checks
Failure to follow instructions	2 checks
Dress Code violation	5 checks
Classroom/Chapel/Assembly disturbance (talking, distraction, inattentive)	5 checks
Throwing objects/trashing area	5 checks
Horseplay (no injury or damage)	5 checks
Social misconduct (rude and or crude behavior)	10 checks
Disrespect to a fellow student or property	10 checks
Lying/deception	10 checks
Assignment or Work Integrity	10 checks + zero
Chromebook offense - being on website other than assigned	10 checks
Offensive drawings/literature/language (profanity)	20 checks
Assigned by an Administrator (and/or in conference with the School Board)	
Disrespect to faculty/staff	20 checks
Horseplay (involving injury, damages, or both)	20 checks + costs
Destruction of school property (graffiti, etc.)	20 checks + costs
Fighting (regardless of intent or fault)	50 checks + 1 ISS
Trespassing on property/building without purpose/permission	50 checks
Stealing (regardless of intent)	50 checks
Dangerous or threatening communication	50 checks
Possession of a weapon (regardless of intent)	100 checks

Character Checks and the consequences accumulate and stack on top of each other throughout the year.

10 checks = Lunch detention
20 checks = After school detention
40 checks = 2nd after school detention
50 checks = 1 day of In-School-Suspension (ISS)
60 checks = 2 day of In-School-Suspension (ISS)
70 checks = 1 day of Out-of-School-Suspension (OSS)
80 checks = 2 days of Out-of-School-Suspension (OSS)
90 checks = 3 Days of Out-of-School-Suspension (OSS)
100 checks = Student will be dismissed from RCA

D. 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.

<i>Assigned by a Secondary staff member</i>	Consequences (increase per incident)
Late to class (punctuality)	1-5 demerits
Failure to return materials to proper location	1-5 demerits
Chewing gum/candy or snacks	1-5 demerits
Unprepared for class	1-5 demerits
Unprepared for gym – (uniform)	1-5 demerits
Failure to follow instructions	1-5 demerits
Dress Code violation	1-5 demerits
Class/Assembly disturbance (talking, distraction, inattentive)	1-5 demerits
Throwing objects/trashing area	1-5 demerits
Horseplay (no injury or damage)	1-5 demerits
Failure to remain in assigned location	1-5 demerits
Social misconduct (rude and or crude behavior)	5-10 demerits
Disrespect to a fellow student or property	5-10 demerits
Skipping class (all or part of class)	10 demerits
Lying/deception	5-20 demerits
Assignment/Work/Notes Integrity	5-20 demerits + zero
Offensive drawings/literature/language (profanity)	5-20 demerits
Tech Violation	5-20 demerits
Public Display of Affection	20 demerits
Horseplay (involving injury, damages, or both)	20 demerits + costs
Tampering with equipment (safety or professional)	20 demerits + costs

<i>Assigned by an Administrator</i>	
Disrespect to faculty/staff	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	50 demerits
Possession of drugs/vape/tobacco/alcohol/etc.	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 two days of lunch detention.

At the accumulation of **20 demerits**, the student will be assigned to serve four days of lunch detention.

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

At the accumulation of **40 demerits**, the student will receive an additional after school detention. In addition to this they will be ineligible for all meritorious awards (examples: MVP of a team, Citizenship, Honors). This does not include earned academic awards. Students will lose complete athletic and extracurricular eligibility for remainder of the quarter or for three-weeks, whichever is greater.

At the accumulation of **50 demerits**, the student will receive 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.

At the accumulation of **60 demerits**, the student will receive 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 also complete 10 hours of community/civic/church service within 2 weeks of the OSS. 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.

At the accumulation of **70 demerits**, the student will receive **2 days of OSS (Out-of-School-Suspension)**. 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 will also lose the privilege to attend class outings, banquets, trips, and similar extracurricular and social activities. **The student is now considered to be on disciplinary probation for a nine-week period.**

At the accumulation of **80 demerits**, the student will be suspended **3 days of OSS (Out-of-School-Suspension)**. The student will also lose the privilege to attend class outings, banquets, trips, and similar extracurricular and social activities.. 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 will also complete 20 hours of community/civic/church service within 2 weeks of the OSS. The student and at least one parent must meet with the Administrator prior to readmission to class.

At the accumulation of **90 demerits**, the student will be suspended for **1 week out of 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**, the 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. If readmission is granted, that student's merit level will be limited to half for one academic year.

Special Notes

- If a demerit issued passes two "levels" of accumulation, the greater consequence will be assigned.
- 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 nine weeks, fifteen or less demerits will be dismissed if the student submits a self-improvement plan.

- 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

Lunch detentions will be held daily. After school detentions will be held on Tuesdays 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 are 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 their 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 student's principal 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. (**pocketknives may be allowed for students in the trades programs, if teacher requests*)

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. If a student is seen using a cell phone during the day, the phone will be taken to the school office and the student may retrieve it at the end of the day *with* a parent or guardian.

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 dress code does not attempt to embrace every conceivable situation in the realm of dress but is meant to provide a reasonable standard for staff 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.

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 give reminders to students who are not dressed in accordance with the dress code. Teachers will inform the Administration of students who continue a pattern of not being dressed appropriately. **The School Board** will review this policy annually. 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.

General rules for *ALL Students*

- Dress code for extracurriculars 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.
- 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, **all** 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 on seat*)
- ✓ 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, **all** 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 on seat/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.
- × 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.

It is our sincere desire that students and families understand that the spirit of the Dress Code is to promote modesty, not to create conflict.

Feedback and concerns should be directed to the Administrator's office.

VI. ACADEMICS

A. 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. Recess time is given daily to Kindergarten-5th grade.

Secondary (Middle School & High School)

6th 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, Spanish I, Spanish II
- Electives – Service Learning, Life Skills, American Sign Language, Art

11th through 12th grades also have the option to choose career pathways such as building trades and auto body repair programs offered through RCA, and college courses offered through Marshall University while attending RCA.

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.

B. 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.

C. Homework and Assignment Policies

Ripley Christian Academy is convinced homework can have an important place of the school's learning program. Each teacher is at liberty to assign homework to aid the students in advancing their studies. Classwork may be work sent home if it is not completed during class, and at times, homework is necessary to aid in further understanding.

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.

D. 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.

E. 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 available 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.

F. 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.
- If a student receives two D's or one F in the second semester, they will be retained the following year. (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.

G. 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 may be available for a fee through RCA and the public school systems.

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
Personal Finance	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

A. Textbooks

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.

B. Chromebooks

The focus of providing Chromebooks at Ripley Christian Academy (RCA) is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential, and one of the learning tools of twenty-first century students is the Chromebook. While it does not replace textbooks, it is a wonderful aid to instruction and a part of the program of RCA. **Students are expected to maintain a cyber-presence which reflects a Christian witness.**

Receiving the Chromebook

Chromebooks will be distributed starting at the beginning of the school year at the specified time. Before receiving the Chromebook, students must review and understand the policies surrounding the Chromebooks. Students will be walked through the setup/sign in process and the general use of the Chromebooks in their homeroom and subsequent classes.

Care of the Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. **Students/Parents are responsible for full payment of damages outside of those caused by normal wear and tear and/or the cost of replacement of lost or damaged accessories.** The following care procedures must be followed:

- Students must only use a clean, soft cloth to clean the screen.
- Cords, Cables, and USB Drives must be inserted carefully into the Chromebook to prevent damage.
- Always hold the Chromebook with two hands if the screen is open.
- Avoid picking up or carrying the device by the screen.
- Do not place anything on your case that could put pressure on the screen.
- Do not lean on the screen at any time.
- Do not “over-extend” the hinges so there is not stress on the screen.
- Students are not permitted to use stickers on their Chromebooks.
- Chromebooks left in unsupervised areas may result in loss of device privileges.

Using the Chromebook

Chromebooks are intended for use at school in classrooms as instructed by teachers for research, projects, and learning aids. School staff and administration have the right to check any material stored on a student’s Chromebook at any time. The following polices must be followed in the use of Chromebooks:

- Chromebooks must stay at school. Secondary students may be allowed to take their Chromebook home, provided a special assignment is given by a teacher and the teacher grants special permission for a student to take it home each day. One time permission is not blanket permission.
- Students are not permitted to change backgrounds, emails, or any settings that are original to the school issued Chromebooks.
- Battery should be fully charged each day, as students should connect the chargers before going home. A fully charged battery should last the entire school day. If a student’s device runs out of battery, a loaner will not be provided.
- Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- Music is generally not allowed to be played at school. However, there may be times when it is allowed, but only with the teacher’s permission.
- Internet games are not allowed at school. Instructional games may be approved by a teacher for a specific time and use. Instructional games played outside of the specific time and use will result in disciplinary action.
- With the ever-changing realm of AI, students will abide by the AI policies set by the school each year. AI policies will be posted in the classrooms.

Student Pledge for Chromebook Use

The following pledge has been adopted to assist students in understanding their responsibility in using and caring for Chromebooks. This pledge will be referred to in classrooms to remind students of the general care/use of Chromebooks.

- I realize this Chromebook is assigned to me and I will take good care of it.
- I will never loan out my Chromebook nor its password to others.
- I will plug my Chromebook into a charger before leaving school each day.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by carrying and storing it properly.
- I will use my Chromebook in ways that are appropriate and educational.
- I will not place decorations (such as stickers, etc.) on the Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of RCA.
- I understand and agree to follow the criteria described in the Student Handbook while using the Chromebook.
- I will be responsible for all damage to my Chromebook, power cords, battery, etc. in the event any of these items are lost, stolen or damaged.

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. Participation in the lunch program is a yearly subscription. Payments for the lunch program may be spread over the course of the year. Daily meals are not available à la carte.

Microwaves are 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 and a parent cannot be reached, a student will be offered food from our kitchen. After the third occasion in which a student must eat from our kitchen due to a forgotten lunch, the student account will be billed at the full rate for the lunch program. Notification of a charge will be sent via FACTS.

Parents and other visitors are welcome to pack a lunch and join their child 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 have a pickup form on file, authorizing who may pick up your child from school. If any changes are needed for 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 students who wish to drive to school must follow the Student Driving &

Parking Policies, register their vehicles with the school, and receive a parking tag.

Students 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

A. 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. Staff 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 while students are present in the building. Drop off time is between 7:45-8:00 a.m. and pick up time is between 3:00-3:10 p.m. All times outside these hours when staff are not present at the doors, the exterior doors and fences will remain locked.

School doors will not be opened for student drop off until 7:45 a.m. *Students who arrive earlier will not be permitted to enter the building until 7:45 a.m.* If you arrive after 8 a.m., you will need to park in the parking lot and escort your child to the office to sign in as a late arrival.

Students will leave the building by 3:10 p.m. Students remaining in the pickup line 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.

Once a student has been picked up, students should not expect to regain entry for forgotten items, etc. until the next morning. Staff will not be available to escort students to their lockers after dismissal.

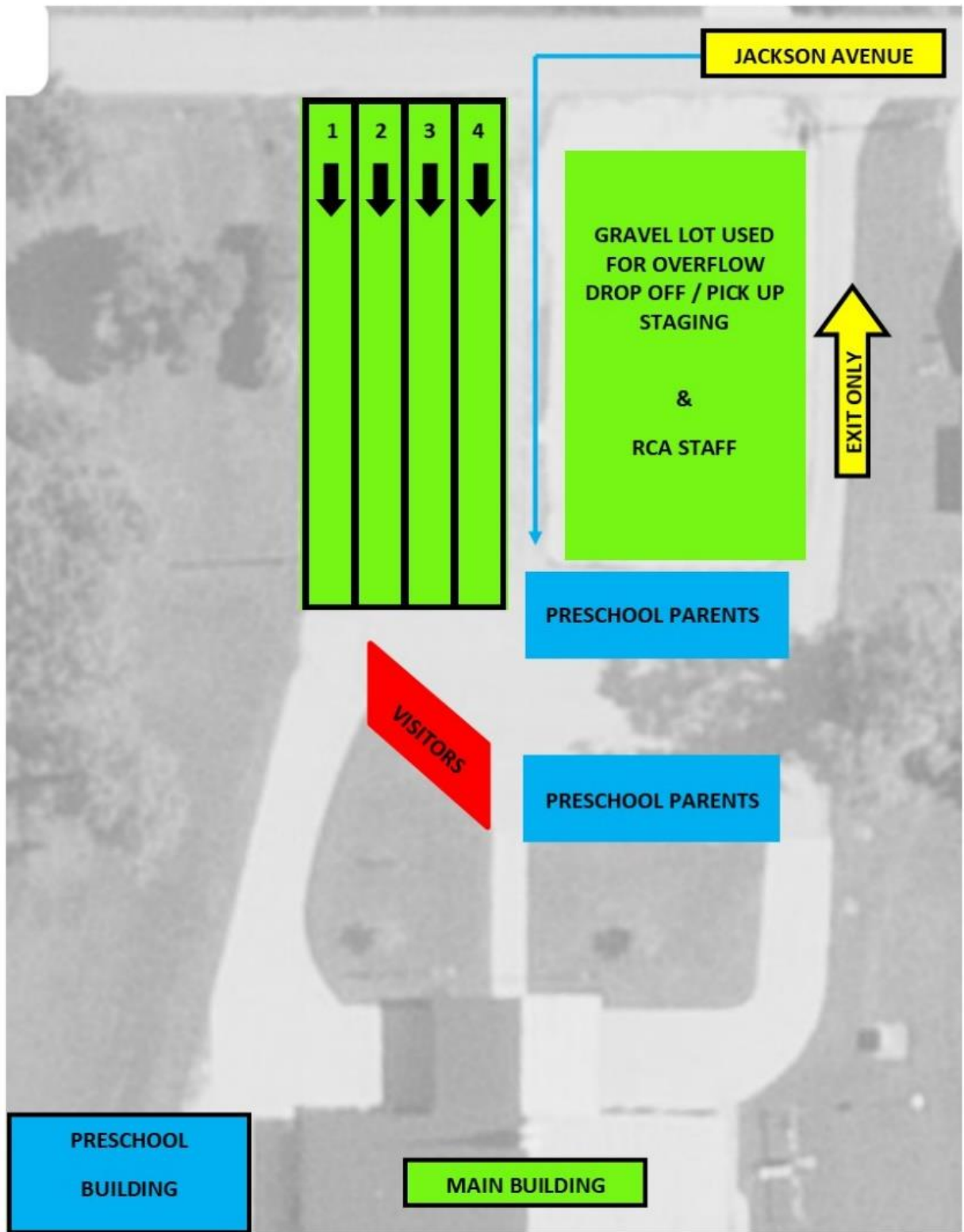
An after-school program is available for working parents who cannot pick up their child by 3:10 for a nominal fee. If you need to utilize this program, please contact the school for more information

To be a good neighbor to Jackson Avenue residents, and for the safety of all of our children, the following procedures have been implemented: *(see overhead map on the following page)*

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. When your lane moves, please allow the lane preceding your lane to completely empty before filing in line. Be courteous and patient with other drivers.

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.



XIII. PARENT-SCHOOL COMMUNICATION

A. 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.

B. 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:

First, 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.

Next, 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.

Then, 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.

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 is enough interest and coaching staff can be secured:

- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Cross Country

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 (AACCS). To be inducted, students must maintain a 3.5 GPA and 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.

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.