



STUDENT/PARENT MANUAL

2025/2026

Ripley Christian Academy

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PREFACE

At Ripley Christian Academy, our desire is to provide an environment where students grow in knowledge, character, and faith. To help us maintain this standard, the School Board has established guidelines and policies that reflect both our values and our commitment to excellence. This handbook serves as a guide for families, offering clarity and direction in the daily life of our school. While it cannot address every possible situation, it provides a framework for us to work together in partnership. When new or unique circumstances arise, the School Board will prayerfully consider each situation and respond with wisdom and care.

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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.

2024-2025 Academic Year

Archery was added to the athletic offerings. An FFA chapter was founded at the school, making it the first Christian school in West Virginia to have an FFA chapter. A playground was purchased by PTO and installed in the summer of 2025. Additional property and a building on Academy Drive was purchased, with future expansion plans in the works as the school continues to grow.

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 their 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; and all students must personally desire to attend RCA.
- A child must be of suitable age and maturity for the grade applied for.

B. Procedures

- The application must be fully completed and submitted along with any other necessary documents.
- The parents and student applicants must attend a conversational interview with the school Administrator or Principal.
- Placement testing will be administered 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 form 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/Guardians and students are all required to sign a Statement of Cooperation when registering their children each school year. The Statement of Cooperation is included in the enrollment and reenrollment packets each year.

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

2025-2026 Costs	Parent "Out of Pocket"
<p>Tuition \$6,250 (-\$5,267 HOPE)</p>	<p>\$983 (annually) (~\$98 for 10 months August-May) Payable through FACTS</p>
<p>Book Costs (due by Sept. 1st) (Kindergarten: \$300) (1st-12th: \$600)</p>	<p>\$300-\$600 (depending on grade) (Books billed at beginning of the school year to parents, not Hope – due by Sept. 1st)</p>

Most families pay around \$100 a month out-of-pocket for their child's education after the Hope Scholarship, grants, and financial aid are utilized. **We truly believe in making Christian education affordable for all!**

Tuition can be paid in full, semi-annually, or monthly through FACTS tuition management. Monthly payment plans are spread across 10 months, August 1st – May 1st.

We accept the Hope Scholarship. Hope Scholarship is West Virginia's education savings account program that gives parents an opportunity to build an individual learning experience that works best for their child. The scholarship allows K-12 students to receive financial assistance that can be used for tuition, fees and other expenses. For more information about the Hope Scholarship, visit <https://www.hopescholarshipwv.com/>

We are deeply committed to ensuring no student is ever turned away due to financial need. Through the generosity of a few donors, we maintain a scholarship fund to support families concerned about meeting increased tuition as our ministry works toward long-term sustainability. Any family seeking tuition support is welcome to apply! Please contact the school office for more information.

Book Fees

Kindergarten: \$300

1st – 12th Grade: \$600

Book Fees are due by September 1st. The book fee covers the cost of books for each student, each school year. Students purchase and own the books to use as personal learning resources. We encourage students to write, highlight, and take notes in their books. In light of this, 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.

Optional Program Fees

There are optional programs families can utilize for an additional fee.

- **Lunch:** \$750 annually (\$75 per month)
Ripley Christian Academy offers an *optional* hot lunch program for students at an additional cost. Participation in the lunch program is a yearly subscription. Payments for the lunch program may be spread over the course of the year through FACTS. Daily meals are not available à la carte. Students must sign up at the beginning of the school year to be included in the hot lunch program.

- **After School Care:** \$5 per day, maximum of \$50 monthly. (per child)
We understand that some parents' work schedules make it impossible to pick up their child by 3:10 pm. For those families, our teachers volunteer to provide supervised care until pickup. This program is available **only** for working parents who need this option — it is not babysitting or a time to run errands. Once you exceed 10 days per month, you will be billed a flat rate of \$50 per child. The latest pickup time for this program is **4:00 pm** daily. After 4:00 pm, a late fee of \$1 per minute will be charged. If your family needs to utilize this program, please contact the school for details.

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

At RCA, we believe consistent attendance builds strong learning habits, protects valuable instructional time, and helps students thrive. We also understand that life happens — weather delays, medical appointments, and family needs can arise. When these are rare and communicated, we extend grace.

Our goal is to have a system that is both fair and clear so every student is given the best opportunity to succeed.

A. Excused Absences

The following types of absences are considered excused:

- Medical appointments with a physician's note
- Bereavement or special circumstances approved by the Administrator
- Weather-related absences (at the parent's discretion and Administrator approval)

Note: Parent/guardian notes or calls alone will not qualify as excused unless they meet the above criteria.

B. Unexcused Absences

Students are allowed a maximum of **10 unexcused absences** per school year. Unexcused absences include:

- Parent notes or calls that do not meet the criteria for an excused absence
- No call / no show
- Repeated tardiness or early sign-outs

Once the 10-day unexcused limit is reached, consequences will be applied (*see Section F - Consequences for Excessive Absences below*).

C. Tardies

We recognize occasional delays happen. However, patterns of lost instructional time affect learning and will be addressed:

- A student is considered tardy if they arrive to class (not just the building) after the 8:00 am bell.
- Arriving more than 45 minutes late = half-day absence for that day.
- Three tardies = one unexcused half-day toward the 10-day limit.

D. Early Sign-Outs

We understand that occasional early departures are sometimes necessary. However, excessive loss of instructional time and disruptions impact learning.

- **No early sign-outs are permitted after 2:40 pm** so staff can prepare students and facilities for dismissal and maintain safe traffic flow.
- **Leaving within 45 minutes of dismissal** is recorded as an **early sign-out**.
- **Three early sign-outs** = one unexcused half-day toward the 10-day limit.
- Tardies and early sign-outs are combined for tracking (e.g., 2 tardies + 1 early sign-out = one unexcused half-day).

E. Partial-Day Absences

Some late arrivals or early departures are significant enough to be counted directly:

- **Half-day absence** = 2 or more instructional hours missed in a day
- **Full-day absence** = 5 or more instructional hours missed in a day

F. Consequences for Excessive Absences

Consistent attendance is a shared commitment between RCA and our families. When the number of unexcused absences exceeds 10 days in a school year, the family will be required to meet with school administration to address the attendance record and develop an improvement plan.

Exceeding this limit may result in one or more of the following:

1. Mandatory Parent Meeting

A parent or guardian must attend an in-person conference with school administration. The purpose is to review the student's attendance history, discuss the impact of missed instructional time, and set expectations for the remainder of the year. A written improvement plan will be created and signed by both the parent/guardian and administration. Additional unexcused absence during that time results in loss of extracurricular or special privileges.

2. Conditional Reenrollment for the Following School Year

Families who exceed the 10-day unexcused absence limit may only be permitted to reenroll under specific conditions. These conditions may include an attendance contract, stricter absence limits, or mandatory

documentation for all future absences. Failure to meet these conditions during the next school year may result in non-renewal of enrollment.

3. Loss of Participation Privileges

Students who exceed the unexcused absence limit may lose eligibility for certain non-academic privileges for the remainder of the year. This may include participation in sports teams, student leadership roles, reward trips, or non-essential field trips. These decisions will be made by administration and communicated to both parents and students.

4. School Service Requirement

Families may be given a volunteer hours to be completed on campus or through school-sponsored service activities. Service projects may include assisting with school events, maintenance projects, classroom preparation, or other tasks that support the school community. This is intended as a restorative measure to help give back to the school for time lost due to excessive absences.

G. Secondary Student Responsibilities Regarding Absences

When a secondary student is absent, **it is the student's responsibility** to check with each instructor to find out what was covered in class and what work needs to be completed. Any assignments or tests given during the absence must be completed within the timeframe set by the teacher. Teachers generally allow one makeup day for each day absent, unless circumstances such as the end of a grading period or semester exams require a shorter deadline. All assignments are due immediately upon return unless the teacher grants prior approval for an extension. Any tests missed during planned absences must be taken immediately upon return to school. Late assignments will not be accepted. *(See Section VI, Subsection C for related policy details.)*

H. Parent Responsibilities Regarding Absences

Parents are asked to call or email the school office by 9:00 AM when a child is absent. If a child is leaving early for an appointment, a written note, call, or email to the teacher and the front office is appreciated. Advance notice helps the school prepare for any adjustments and ensure accurate attendance records.

If a student needs to leave during the school day, the parent should check in at the school office to sign the student out. Students returning the same day should sign back in at the office before going to class.

For extended absences, the teacher will collect the student's books and assignments at the end of the day and bring them to the school office for parent

pickup. Providing work in advance is challenging, as lesson pacing may change to meet the needs of the class. Teachers will make every effort to communicate expectations and due dates once the student returns.

V. BEHAVIOR

A. Discipline System

At Ripley Christian Academy, discipline is rooted in the word *disciple* — meaning to train and nurture. We believe discipline is an essential part of discipleship, guiding students toward “Christ-likeness” as set forth in Scripture.

Our goal is to partner with parents to help develop Christ-like character traits such as:

- Obedience
- Courtesy and respect
- Diligence
- Neatness and punctuality
- Truthfulness and morality
- A consistently positive attitude

Proper discipline creates the environment necessary for proper learning and growth. (Proverbs 22:6) Discipline includes both **positive training** (encouraging and reinforcing right choices) and **correction** (addressing behavior that violates school expectations or biblical principles).

RCA’s discipline system works alongside this philosophy to:

- Address minor and major infractions consistently.
- Build habits of responsibility and accountability.
- Encourage students to grow in maturity, not just avoid punishment.

Partnership Between Home and School

At RCA, we believe the strongest foundation for student growth comes when parents and teachers work together in mutual trust and respect. When we speak and act in ways that uphold each other’s roles, we strengthen the learning environment for your child.

If questions or misunderstandings arise:

1. Students should first speak directly with their teacher to seek clarification.
2. If more help is needed, the student may bring the concern to the principal.

3. Parents are encouraged to communicate directly with the staff member involved so we can resolve the matter quickly and constructively.

Creating and maintaining a Christ-honoring atmosphere is a shared responsibility. If you become aware of a serious concern, please notify school staff as soon as possible so we can address it promptly and effectively.

B. General Expectations

Students are expected to:

- Speak and act respectfully toward all peers, staff, visitors, and property.
- Avoid bullying, harassment, vulgar language, gossip, name-calling, and lying.
- Keep hands, feet, and objects to themselves; avoid horseplay, shoving, or roughhousing.
- Treat school property with care, reporting any damage immediately. This is a matter of school pride at Ripley Christian Academy, as we are blessed to utilize the church facilities for our school. The responsibility for maintaining our facilities falls on staff and students alike. Each individual will be responsible for the cost of any damage they cause.
- Stay out of off-limit areas such as mechanical rooms, storage areas, staff workrooms, and kitchens.
- Refrain from any conduct unbecoming of a Christian, including but not limited to smoking, vaping, drinking, drug use, fighting, or illegal activity — **on or off school grounds**.
- Represent RCA, their families, and Christ at all times. The world often judges a Christian school by the conduct of its students. For this reason, it is essential that our students live above reproach, demonstrating integrity, morality, and honesty wherever they are.

C. 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, to avoid returning to their locker and disrupting class.

- Backpacks or personal effects should remain in lockers. Books and other materials must fit in the desk or under a chair and not block the aisle.
- There will be no passing or writing notes during the school day.
- Horseplay, yelling, and loud outbursts are considered out of order.
- Conversations regarding inappropriate material or subject matter will not be allowed.
- Disrespect will not be tolerated. This includes criticism of teachers, policies, or other students. Constructive suggestions through appropriate channels are always welcome, but griping is not tolerated.
- 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.

D. 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.

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 demerit 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 weeks 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.

<i>Assigned by an Elementary staff member only</i> (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	2 checks
Classroom/Chapel/Assembly disturbance (talking, distraction, inattentive)	2 checks
Throwing objects/trashing area	2 checks
Horseplay (no injury or damage)	2 checks
Social misconduct (rude and or crude behavior)	5 checks
Disrespect to a fellow student or property	5 checks
Lying/deception	5 checks
Assignment or Work Integrity	5 checks + zero
Chromebook offense - being on website other than assigned	5 checks
Offensive drawings/literature/language (profanity)	10 checks
<i>Assigned by an Administrator</i>	
Disrespect to faculty/staff	10 checks
Horseplay (involving injury, damages, or both)	10 checks + costs
Destruction of school property (graffiti, etc.)	20 checks + costs
Fighting (regardless of intent or fault)	20 checks
Trespassing on property/building without purpose/permission	20 checks
Stealing (regardless of intent)	20 checks
Dangerous or threatening communication	20 checks

Character Checks and the consequences accumulate and stack on top of each other throughout the year. Students may request a “Self-Improvement Plan” from the Elementary Principal to dismiss a portion of their character checks. The opportunity is only available one time, per school year, at the end of the first quarter.

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

E. 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 (including gym uniform)	1-5 demerits
Locker violation (food/candy/drink, messy, etc.)	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. The student will also complete 10 hours of community service within 2 weeks of the OSS.

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 receive an additional 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 can be dismissed if the student submits a self-improvement plan to the Administrator.
- 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.

F. Detention

Lunch detentions will be held daily. After school detentions will be held on an as-needed basis from 3:00pm-4:30pm. Parents must promptly collect their child at 4:30pm or incur the cost of the after-school program rates.

G. 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.

H. 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.

I. Conduct on Campus

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.

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. Food, candy, gum, or drinks are not allowed in lockers at any time, apart from a lunchbox brought for lunch each day.

Restroom

Restroom breaks should be limited to minimize class disruptions. Students are encouraged to use the restroom outside of instructional times to eliminate unnecessary interruptions. If a student needs to use the restroom between classes, they must check in with their next teacher to ensure they are not

marked absent when class begins. Students should limit their use of paper towels, and dispose of them in the trash can. The restrooms should be left in a manner that reflects courtesy to others and respect for the church facilities. No horseplay at any time is allowed in the restrooms.

Playground

Students are to follow all rules given by the teacher on duty. Recess is held in the fenced playground area. Students may not exit the fence or climb the fence.

Respect/Courtesy

Students are to always show courtesy to peers, teachers, and guests. Adults should 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.

All students should remove hats and sunglasses inside a building.

J. Personal Property & Technology Use

Non-School Items

Students should keep only items needed for schoolwork at their desks, leaving toys, games, electronics, and other personal belongings at home. In some cases, fidgets may be permitted with approval from both the teacher and principal. Personal items brought to school that are not required for class will be held by the teacher and returned at the end of the day. Please note that RCA cannot be responsible for personal property that is lost or damaged. Found items will be placed in the lost and found, and anything unclaimed by June 15 will be donated.

Weapons

Knives*, firearms, or other devices deemed as a physical threat are not permitted on the school property by students 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 powered on while in the building.** Phones and wearable technology connected to a network must be turned off before entering the building at the beginning of the day and remain off until leaving the building at the end of the day. 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 observed 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.

Social Media

Students who use social media platforms such as Facebook, YouTube, Instagram, TikTok, and others are expected to represent themselves and RCA in a manner consistent with biblical values. Content that is disrespectful, inappropriate, or inconsistent with the standards of an RCA student may result in disciplinary action, up to and including expulsion.

K. Boy-Girl Relationships

Ripley Christian Academy is a co-educational school where boys and girls learn, grow, and build friendships together. We believe it is healthy for students to develop positive relationships with members of both genders, and we expect these relationships to reflect Christian values of respect, purity, and self-control.

While we recognize that some friendships may develop into closer relationships, these should always be conducted in a way that honors Christ and upholds the standards of RCA. Public displays of affection — including holding hands, embracing, kissing, or similar behaviors — are not permitted during the school day, on school grounds, or at school-sponsored activities. Students should also avoid situations where they are alone together while on school property.

All relationships should demonstrate a genuine Christian character, showing respect for oneself and others, and avoiding behaviors or attitudes that reflect worldly values. RCA does not permit romantic relationships that are inconsistent with biblical teaching on marriage and sexuality.

L. Dress Code

The goal of the RCA Dress Code is to create an atmosphere that supports both learning and respect. Students are expected to come to school ready to work and interact positively with their classmates. This means:

- Being **well-groomed** and maintaining good personal hygiene
- Wearing **properly fitted clothing** that is appropriate for the school setting
- Ensuring clothing is **clean, modest, and free from offensive odors**
- Keeping attention on learning rather than appearance

While it is not possible to address every potential situation, the dress code provides a clear and reasonable standard for both staff and students to follow.

Principles of the Dress Code

The Bible encourages us to dress modestly and to think of others in the way we present ourselves. Modesty means avoiding clothing that is revealing, but also steering clear of styles that draw unnecessary attention. We also believe God created us uniquely as male and female, and our dress code reflects those distinctions with different guidelines for boys and girls. Clothing should be comfortable, appropriate for school, and free from distractions so learning stays the priority.

As good stewards, we aim for clothing choices that are practical and affordable. Our overall goal is a **“business casual” look**—one that fits our school environment, reflects Christian character, and helps prepare students for life beyond the classroom.

Accountability for the Dress Code

Following the dress code is a shared responsibility between parents, students, and staff. When everyone works together, we can maintain a positive, distraction-free learning environment.

Parents

- Ensure your child understands the dress code expectations
- Help them come to school dressed appropriately each day

Students

- Take pride in presenting yourself in a way that honors God, respects others, and reflects RCA’s values
- Be willing to make adjustments graciously if asked by a teacher
- Remember that your appearance represents both you and RCA, whether on campus or at school-sponsored activities

Teachers

- Check attire during morning attendance
- Offer gentle reminders when adjustments are needed
- Report repeated dress code concerns to the Administration

Administration

- Address ongoing dress code violations
- Communicate with parents when needed to resolve issues
- Make updates during the school year if needed to respond to changing fashion trends or the needs of students and staff

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 to the student.
- **Second Infraction:** The student will be asked to change into appropriate clothing. Parents will be notified by phone or email.
- **Third Infraction:** Disciplinary action may be assigned, as determined by the Administration.
- **Ongoing Willful Infractions:** Continued disregard for the dress code may result in suspension or expulsion for an uncooperative spirit.

It is our sincere desire that students and families understand the spirit of the Dress Code is to promote modesty and create an atmosphere of respect, not conflict. Questions, feedback, or concerns are always welcome and should be directed to the Administrator's office.

VI. ACADEMICS

A. Curriculum

RCA uses BJU Press educational materials, written from a biblical worldview that integrates faith and learning in every subject. Our curriculum combines strong academic rigor with opportunities for critical thinking, equipping students to evaluate ideas and make decisions through the lens of Scripture. This is

supported by the effective use of appropriate educational technology to enhance learning and engagement.

Elementary

Kindergarten is often a child's first school experience, laying the foundation for a lifetime of learning. Our program develops early skills in reading readiness, Bible memorization, and math readiness. The reading curriculum uses a balanced phonics and sight-word approach, helping students become confident, enthusiastic readers. Every aspect of the kindergarten experience is designed to prepare students for a smooth and successful transition into first grade.

The elementary program (Grades 1-5) builds the strong academic and spiritual foundation every child needs for future learning. In the early grades, students receive instruction in Bible, reading, penmanship, math, science, social studies, spelling, music, art, and physical education. Recess is provided daily for students in Kindergarten through 5th grade, supporting both social development and physical well-being.

Secondary (Middle School & High School)

Middle school students (Grades 6-8) study Bible, English, Literature, Math or Pre-Algebra, History, Science, and Physical Education/Health. Throughout the year, they also participate in specialized electives such as life skills, fundamental skills, computer skills, and spiritual growth classes, designed to help them mature academically, socially, and spiritually.

The high school program (Grades 9-12) provides a strong academic foundation while preparing students for college, career, and Christian service. Core subjects include Bible, English, Literature, History (Government, Economics, World History, U.S. History, Geography), Science (Physical Science, Biology, Chemistry, Physics), Math (Algebra I, Algebra II, Geometry, Pre-Calculus, Consumer Math), and Physical Education/Health. Electives include Agriculture & FFA, Home Economics, and Computer Science.

Juniors and seniors also have the opportunity to pursue career pathways such as Building Trades and Auto Body Repair through RCA, as well as enroll in college-level courses offered in partnership with WVUP and ABC while continuing their studies at RCA.

Bible class and Chapel

At RCA, every student participates in daily Bible classes using curriculum grounded in a biblical worldview. We are intentional about teaching

foundational truths from God’s Word while leaving specific doctrinal instruction to each student’s family and church.

Students are expected to participate fully in Bible class and must maintain a minimum grade of 70% each nine weeks. A Bible should be brought to every Bible class and chapel service.

In addition to regular classes, students will attend chapel services and special assemblies throughout the year. These times are designed to encourage spiritual growth and provide opportunities to hear from guest speakers, missionaries, and other Christian leaders. Students are expected to be attentive, respectful, and courteous, showing appreciation to those who give their time to invest in our school community.

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

We believe homework plays an important role in reinforcing classroom learning and helping students progress in their studies. Teachers may assign homework as needed to support understanding, practice skills, or extend learning beyond the classroom.

Work not completed during class may also be sent home to finish. At times, additional assignments may be given to strengthen comprehension or prepare students for upcoming lessons. Homework is intended to complement in-class instruction, and students are encouraged to approach it with diligence and responsibility.

Assignments are expected to be completed and submitted on time. Late work will only be accepted in rare, legitimate circumstances and must be approved in advance by the teacher or as soon as possible after the situation arises. Valid reasons include serious illness, family emergencies, or other unforeseen events beyond the student’s control.

Chronic disorganization, forgetfulness, incomplete work, or lack of preparation are not considered valid reasons for late submission. Teachers may, at their sole

discretion, allow flexibility in unique situations. This discretion is intended for true exceptions, not as a standing allowance for habitual lateness. Decisions made by the teacher regarding late work are final.

Meeting deadlines is part of our commitment to teaching responsibility, time management, and personal accountability—skills that are essential for success both in school and beyond.

D. Assessment Policies

Quizzes and tests are regularly used throughout the school year as tools for measuring student achievement. In addition to classroom assessments, all students take the Iowa Standardized Test each year. This test serves as a benchmark to track academic progress and guide instructional planning.

As required by law for Exemption K schools, RCA submits the overall school results—not individual student scores—to the West Virginia State Department of Education.

E. Reporting and Report Cards

RCA uses **FACTS SIS** as our student information system. This secure, online platform allows students and parents to stay up-to-date on academic progress, attendance, and other important information. Through FACTS SIS, families can:

- View current grades for each class
- See individual assignment scores and due dates
- Check missing assignments
- Review attendance and tardy records
- Access report cards and progress reports when published by the school
- View school announcements and calendar events

We encourage parents to check the Family Portal weekly and to partner with teachers in supporting academic success. Students in grades 6–12 are expected to take ownership of their learning by monitoring their own progress in FACTS.

Academic achievement is recognized each nine weeks through our Honor Roll system:

- **Gold Honor Roll** – Awarded to students earning all A's in every subject.
- **Silver Honor Roll** – Awarded to students earning a combination of A's and B's, with no grade lower than a B.

F. Promotion Requirements

Ripley Christian Academy's goal is to see every student succeed academically, spiritually, and socially. Promotion to the next grade level is based on a combination of academic performance, effort, and readiness. While we work closely with students and families throughout the year to address concerns, the following guidelines help ensure students are prepared for the next grade:

- **Bible Class Requirement** – Students must participate in and pass Bible class each semester (minimum passing grade: 70%).
- **Overall Academic Average** – Students must maintain at least a C- average for the year to be considered for promotion.
- **Minimum Semester Grades** – If a student earns two D's or one F in the second semester, promotion will generally not be granted. These grades indicate significant academic concerns that need to be addressed before moving forward.
- **Promotion Consideration** – Meeting the above requirements does not guarantee promotion. Teachers and administration will also consider overall effort, work habits, attendance, and readiness for the next level.
- **Retention Decisions** – In cases where promotion is in question, the administration will meet with parents to discuss the best plan for the student's success.

To ensure parents and students are aware of potential academic concerns well before the end of the year, RCA follows these steps:

1. **Progress Monitoring & Early Alerts** – Teachers will provide up-to-date grades and assessments through FACTS and alert parents as soon as a student's grades or performance indicate academic concerns. Parents should be checking in on their child's academic progress through FACTS and communicate any concerns to the teacher.
2. **Academic Support Plan** – If a student's grades remain below a C- average, the teacher and administration will meet with the student and parents to create an Academic Support Plan outlining specific goals, strategies, and timelines for improvement.
3. **Final Evaluation** – Within the last grading period, the administration will meet again with parents if promotion remains uncertain. At this meeting, potential retention will be discussed and final recommendations will be made.

This process ensures that parents are fully informed and involved every step of the way, and that retention decisions are based on a clear record of support, effort, and academic performance.

G. Course Credits & Graduation Requirements

Courses at RCA are offered on a semester basis. Students must pass each semester of a course in order to receive credit for that semester. If a student fails a required course, the credit must be made before graduation. Seniors may participate in commencement if they are missing no more than one credit, provided they have made arrangements to complete the credit through an approved pathway.

Because we value the full high school experience, students are expected to attend four years of high school, even if they complete the minimum graduation requirements early. If a fifth year at RCA is needed to complete graduation requirements, the student is expected to attend for the full school day unless special arrangements are approved by the administration.

Middle School Requirements

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

High School Requirements

Beginning in 9th grade, students earn credits toward graduation. The following credits are required to receive an RCA diploma:

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 approved high school–level courses before 9th grade (e.g., Foreign Language, Algebra) will receive high school credit. These credits will be included in GPA calculations and considered for class rank.

Academic Honors - Valedictorian and Salutatorian

Each year, the administration of RCA selects students from the senior class to receive the honors of Valedictorian and Salutatorian. Traditionally, these titles are awarded to the students with the highest and second-highest grade point averages, respectively. Students receiving these honors will be invited to deliver a brief address at their class commencement ceremony. Eligibility requirements are outlined below.

- Must be a full-time student at RCA for at least three consecutive years (10th, 11th, and 12th grades)
- Must have an attendance record in good standing, with no excessive absences or tardies.
- Only classes completed at RCA will be included in the calculation.
- The Valedictorian must have highest GPA among eligible students
- The Salutatorian must have the second highest GPA among eligible students.

GPA is determined by averaging the eight semester GPAs from the student's high school years. If there is a tie for Valedictorian, both students will be named Valedictorian, and no Salutatorian will be selected. If there is a tie for Salutatorian, both students will be named Salutatorian.

All classes count equally toward GPA, ensuring that every student competes on a level playing field for these honors. This approach reflects our commitment to fairness and consistency in recognizing academic achievement.

VII. BOOKS AND EQUIPMENT

A. Textbooks

Parents are responsible for purchasing all textbooks and readers new each year for their children. Ripley Christian Academy is honored to be a Partner School with BJU Press—an opportunity offered to only a select number of schools nationwide and representing the highest level of partnership between BJU Press and Christian schools.

This partnership provides RCA students with access to the most current editions of textbooks and valuable learning tools. It also gives our school a voice in shaping future editions by contributing feedback and insights during the development process.

Because of this relationship, RCA receives a discount on textbooks, which in turn helps reduce costs for parents. Every student receives a brand-new copy of their

materials, allowing them to fully engage with and personalize their books as part of their learning experience.

B. Chromebooks

The purpose of providing Chromebooks at Ripley Christian Academy is to equip students for a world shaped by digital technology and information. Access to technology is an important part of a twenty-first century education, and the Chromebook serves as a valuable learning tool—supporting, but not replacing, traditional textbooks. **Students are expected to maintain a digital presence that reflects Christian character in all settings.**

Our goal in providing Chromebooks is to:

- Equip students with technology skills that prepare them for higher education and future careers.
- Encourage responsible digital citizenship rooted in Christian values.
- Give students tools for research, collaboration, and creativity in the classroom.
- Ensure equal access to essential learning resources for every student.

All school-issued Chromebooks are monitored through a filtering and reporting software. This program helps provide a safe digital environment by:

- Filtering inappropriate or harmful websites.
- Monitoring online activity for concerning keywords or content (including searches, chats, and emails on the school account).
- Sending alerts to administration if flagged activity is detected.
- Helping ensure students stay focused on learning rather than being distracted by off-task content.
- While this software offers strong guardrails, it is not a replacement for wise choices and personal responsibility. Students are still expected to use their Chromebooks in a way that honors God, reflects Christian character, and aligns with RCA's policies at all times.

Receiving the Chromebook

Chromebooks will be distributed at the beginning of the school year. Before receiving one, students must review and understand the policies surrounding the Chromebooks. Teachers will guide students through setup, sign-in, and basic use.

Care of the Chromebook

Students are responsible for the general care of their assigned Chromebook.

Parents and students will be responsible for the cost of repairs or replacement for damage beyond normal wear, as well as for 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 to be used at school as directed by teachers for research, projects, and other instructional purposes. All content stored on a Chromebook is subject to review by school staff at any time.

- Chromebooks must remain 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.
- Do not change backgrounds, emails, or system settings.
- Charge the Chromebook before leaving school so it is ready for the next day. Loaners are not provided for uncharged devices.
- Keep sound muted unless the teacher approves it for a lesson.
- Music is not allowed unless permitted by the teacher.
- Internet games are prohibited, except for teacher-approved educational games during a set time. Playing games outside of that time will result in discipline.
- Students must follow the school’s annual **AI Usage Policy**, which will be posted in 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

A. Lunch Options

Ripley Christian Academy offers an optional lunch program for students at an additional cost. Details about cost and payment options are found in *Section III, Subsection A* of this handbook.

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

Food deliveries from outside vendors or delivery services (such as DoorDash, Uber Eats, or local restaurants) are **not permitted** for students during the school day. This policy ensures campus safety, prevents disruptions, and supports healthy lunch routines.

B. Forgotten Lunches

Parents may bring a forgotten lunch to the school office. The secretary will ensure it reaches the student in time for lunch if it is delivered with adequate notice.

If a student forgets their lunch and a parent cannot be reached, the school will provide food from our kitchen. After the **third** such occurrence in a school year, the student's account will be billed at the monthly lunch program rate.

Notification of this charge will be sent through **FACTS**.

C. Lunch Visitors

Parents and other approved visitors are welcome to pack a lunch and join their child for lunch. Visitors should call the school at least one day in advance to confirm there are no schedule conflicts or special events. Upon arrival, all visitors

must check in at the school office, receive a visitor's badge, and follow all policies outlined in this handbook while on campus.

D. Allergy Awareness

To ensure the safety of all students, lunches and snacks brought from home should avoid containing ingredients that pose a significant allergy risk to others, particularly **peanuts and tree nuts**. Any food intended for sharing must be approved by the office in advance. Lunchroom staff will work with parents to accommodate documented food allergies.

E. Lunchroom Expectations

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. 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.

To maintain a pleasant and orderly lunch period:

- Students should walk to and from the lunchroom—no running.
- Use a normal conversational tone; shouting across tables is not allowed.
- Remain seated while eating, and raise your hand if you need assistance.
- Dispose of all trash in the trashcan before leaving the lunchroom.
- Treat lunchroom staff, visitors, and classmates with courtesy and respect.
- No food is to leave the cafeteria, including candy.

IX. FIELD TRIPS

Ripley Christian Academy values the opportunity for students to learn beyond the classroom walls. Field trips, competitions, retreats, and overnight events provide hands-on experiences that enrich academic learning, develop social skills, and build spiritual character.

Our goal in setting clear expectations is to protect student safety, ensure every event runs smoothly, and maintain a strong Christian testimony in the community. When RCA students travel, they represent not only themselves but also their families, our school, and ultimately the Lord. These guidelines help ensure that all participants can enjoy the trip while reflecting the values we uphold.

These opportunities are considered an extension of the school day, and all RCA rules, expectations, and dress codes apply unless otherwise specified.

A. Planning and Participation

All off-campus events require a signed parental permission form. Students without signed permission will remain at school under supervision.

The teacher(s) involved will determine the number of chaperones needed for each event. Only approved chaperones, RCA staff, and students may attend—siblings or unapproved guests are not permitted.

Parents are responsible for insurance coverage and any medical expenses incurred during the event.

B. Chaperone Guidelines

Chaperones are a valued part of RCA field trips, providing extra eyes, hands, and encouragement to ensure that students have a safe and enjoyable learning experience. They assist with supervision, help keep the schedule on track, and work alongside staff to maintain a positive environment. For the safety of our students, all chaperones must have a completed and approved background check on file with RCA before attending any off-campus event.

Because chaperones represent both the school and the Lord, they are expected to model Christlike behavior at all times. This includes following the RCA dress code, using speech that is edifying, and refraining from smoking, vaping, coarse language, or other inappropriate activities. Chaperones are to remain actively engaged with their assigned group, avoiding personal distractions so they can give students their full attention throughout the trip.

C. Student Expectations

Students are expected to follow all directions from RCA staff and chaperones promptly and respectfully, showing courtesy not only to their teachers and peers but also to trip hosts, venue staff, and members of the public. The RCA dress code remains in effect unless specific alternate attire is approved in advance. In addition, students must stay with their assigned group at all times, avoiding wandering or switching groups without permission.

D. Transportation and Safety Rules

When traveling by school van, bus, or other approved vehicle:

- Students must remain seated and wear seat belts.
- Shouting or any behavior that distracts the driver is not permitted.
- Hands, arms, and objects must remain inside the vehicle.
- Personal belongings must be secured and may not block aisles or exits.
- Eating and drinking are at the discretion of the driver/teacher.

- Students may only ride in RCA-approved vehicles unless otherwise arranged and approved by the administration and parents.
- Students must ensure all trash, debris, and personal items are removed upon exiting the vehicle to ensure it is ready for the next group to use.

E. Overnight Trip Guidelines

Some trips—such as retreats, senior trips, or competitions—may require overnight stays. The following expectations are in place to ensure safety and a positive experience for all.

Supervision & Rooms

Adequate adult chaperones of the same gender will be assigned to each student group and will conduct periodic room checks. Rooms are assigned by RCA staff. Male and female students will be housed separately, and no unauthorized visits are permitted. Students may not enter another room without staff or chaperone permission. Any violation of these policies may result in the loss of future trip privileges, and in serious cases, parents may be required to pick up the student immediately, even if out of town.

Curfew & Conduct

Curfew times are set by the trip leader and must be followed, with quiet hours beginning at curfew and lasting until wake-up. Students must respect peers, staff, and facility personnel, follow the dress code (with any modifications communicated in advance), and maintain behavior consistent with Christian testimony. Use of phones and other electronic devices will be determined by the trip leader and may be restricted at times to encourage engagement.

X. TRANSPORTATION

Ripley Christian Academy does not provide a daily bus route. The responsibility for transportation rests with the parents of each student. Whenever possible, the office will assist families in connecting with others who live nearby to form carpools.

A. Parent Drop-Off and Pick-Up

The office must have a pickup authorization form on file, listing those who may pick up your child. Any changes to this list should be communicated to the office as soon as possible. At drop-off and pick-up times, drivers are asked to remain in their vehicles to keep traffic moving smoothly. Staff members will help escort younger students as needed. *(See Section XII, Subsection A for detailed arrival and departure information)*

B. All Drivers on Campus

Drivers must move slowly and cautiously through the parking lot and designated lanes. The safety of every student depends on careful attention to pedestrian traffic and readiness to stop quickly if necessary. Additionally, drivers should remember that their conduct—both on school property and in the surrounding neighborhood—represents Ripley Christian Academy and should reflect a Christian testimony.

C. Student Drivers

Students who wish to drive to school must follow the Student Driving & Parking Policies, register their vehicles with the school, and display a parking tag. Driving to school is a privilege, not a right. Students who violate driving policies may lose their driving or parking privileges. Application packets for student drivers are available in the front office.

XI. EMERGENCIES

A. Closings and Delays

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 send emails, post closings on WOWK, and update 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 sources first. Calls into the school office or to staff only delay our ability to communicate important information to the community.

Please note: **RCA does not follow Jackson County Schools' closings or delays.** Because our student body makeup and transportation needs are unique, RCA will make independent decisions regarding school closures.

B. Early Release

At times, it may become necessary to dismiss school early due to weather, power outages, or other unforeseen events. In such cases, parents will be notified promptly through the automated text/call system. Families should have a plan in place for who will pick up their child if they cannot do so themselves. For safety reasons, please do not attempt to call teachers directly during an early release, as they will be focused on ensuring all students are dismissed in an orderly and secure manner.

C. On-Campus Medical Emergencies

All students must report any illness or injury to their teacher as soon as possible. Staff will provide appropriate care and follow health protocols for injuries and illnesses. Students who have a fever or are experiencing vomiting or diarrhea will be sent home. To protect the health of all students and staff, children must remain home until they are symptom-free (fever, vomiting, diarrhea, flu-like symptoms) for at least **24 hours without the use of medication** before returning to school.

D. Medical Release and Treatment Authorization

West Virginia law requires parent/guardian consent in writing for the administration of any medication at school, whether prescription or over-the-counter. At RCA, this consent is managed through the **Medical Release form in FACTS SIS**, which must be updated annually and kept current by families.

If the medical release is on file, staff may administer medication according to the directions provided, and in the event of a serious emergency, RCA may authorize necessary medical treatment until the parent/guardian can be reached.

If the medical release is not signed, staff are limited to providing only very basic first aid (such as a bandage, ice pack, or allowing a child to rest). No medication—prescription or over-the-counter—can be given under any circumstances. In such cases, parents will be contacted immediately to provide care themselves. In the case of a serious medical event or injury, staff will immediately call 911 (if needed) and contact the parent/guardian. Emergency medical personnel will provide care until a parent arrives.

E. Student Accidents

In the event of an accident on school grounds, RCA staff will provide first aid and ensure the student is cared for until parents are contacted. Parents will be notified as quickly as possible, and an incident report will be kept on file for school records. If emergency medical attention is required, the school will follow the instructions outlined in the student's medical release.

F. Campus-Wide Emergencies

In situations such as lockdowns, fire evacuations, severe weather, or other emergencies, RCA will use its automated text/call system to notify parents. Communication will be provided as soon as it is safe and practical to do so.

During these times, it is essential that parents **do not attempt to call teachers or staff directly**, as their full attention must remain on protecting and supervising

students. All communication will come from the school office or administration through the designated notification system.

XII. ARRIVAL AND DEPARTURE

Arrival and dismissal are busy times on campus, and safety is our highest priority. During arrival and dismissal times, doors are manned by individual staff who will ensure your child gets into the building safely. **Parents must remain in their vehicles at all times.**

A. Morning Arrival

Drop-off time is between **7:45–8:00am**. School doors will not open before 7:45, and students may not enter the building earlier. If you arrive after 8:00 a.m., you must park and escort your child to the office to sign them in as a late arrival.

B. Afternoon Dismissal

Regular dismissal begins at **3:00pm**. All parents/guardians arriving by vehicle must use the drive-through pickup lanes.

- Student Drivers and Walkers will be dismissed at 3:10 p.m., once the pickup lanes are clear.
- Students not picked up by 3:10 will be sent to the after-school program, and your account will be charged the current rate (*see Section III, Subsection A*).
- **For safety and efficiency, students may not be signed out after 2:40pm.** If your child needs to leave before dismissal, please arrange to sign them out earlier in the day.

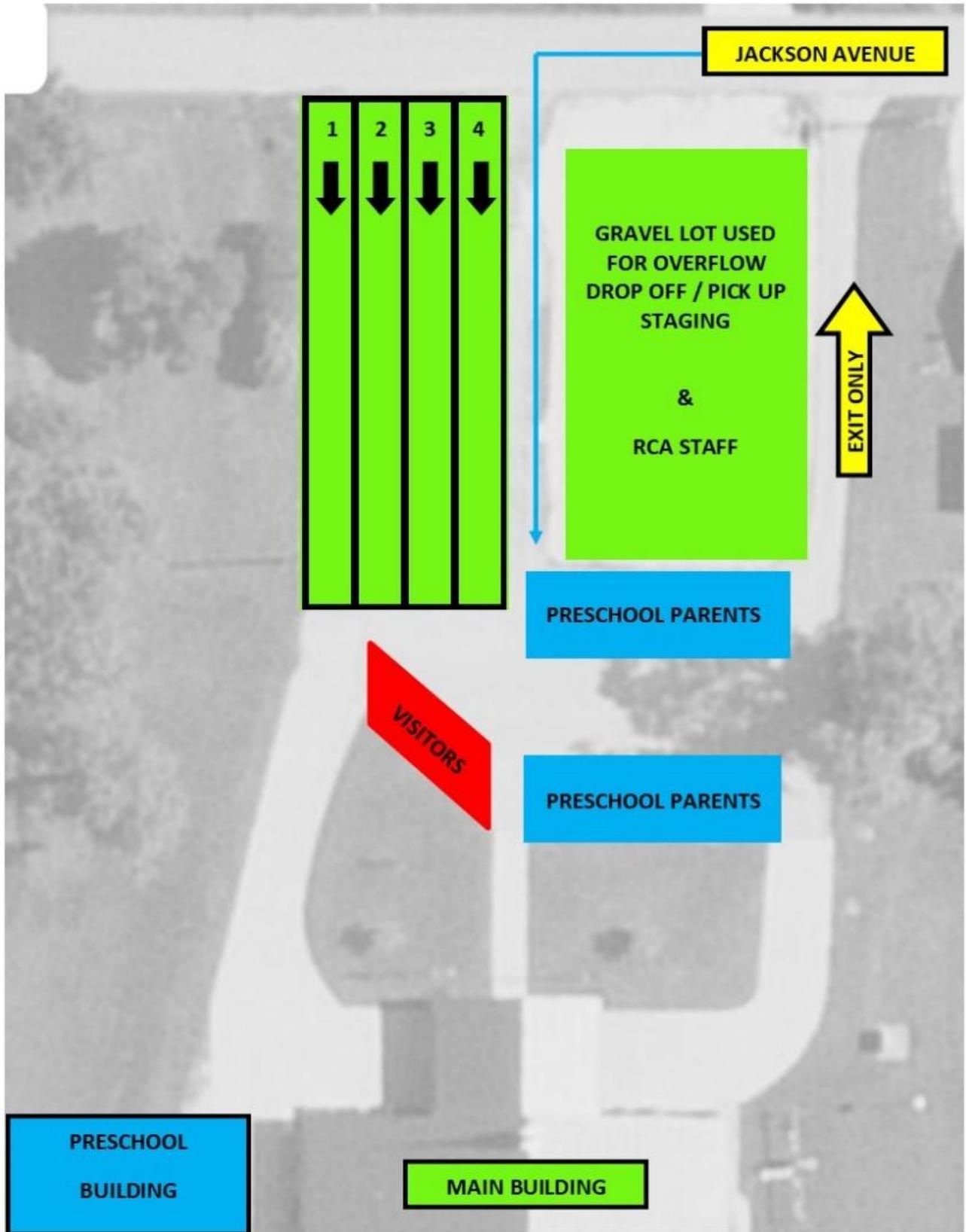
Once dismissed, students may not re-enter the building to retrieve items.

C. Traffic Flow and Car Line Procedures

Families should fill staging lanes in order—**Lane 1, then Lane 2, and so on**—using a **first in, first out** principle. When your lane is released, wait until the lane beside you has fully emptied before proceeding forward.

After turning the corner to enter the portico, traffic will split into two lanes. Proceed forward, following staff instructions. **Remain seated in your vehicle.** When all vehicles are stopped, students will be released to their vehicle under staff supervision.

If you need to secure a seatbelt or adjust seating, please pull forward into a parking space so the line may continue moving. For student safety, parking in the front lot and walking up the sidewalk to bypass the car line is **not** permitted. Please refer to the diagram on the following page for a bird's eye view.



XIII. PARENT-SCHOOL COMMUNICATION

Ripley Christian Academy values open and effective communication between home and school. A strong partnership between parents and teachers helps students thrive, and RCA provides several avenues for communication.

A. Communication Channels

- **FACTS Family Portal Messaging** – The FACTS SIS platform includes a secure messaging feature. From the Family Portal, you may select the teacher’s name in your student’s schedule or gradebook to send a direct message.
- **Email** – Parents and students may also email staff and administration directly using the addresses listed in the FACTS school directory. When sending an email, please include your child’s name, class if applicable, and the subject of your message to help staff respond efficiently.
- **Scheduled Meetings** – If a matter requires more in-depth discussion, parents are encouraged to contact the teacher to arrange a meeting in person or by phone/video call. Teachers may be available before and after school for brief conversations but are typically engaged with students or other responsibilities during those times.
- **Urgent Issues** – For urgent concerns during the school day, please contact the school office rather than attempting to reach a teacher’s personal email or phone. This ensures the fastest and most reliable communication while teachers remain focused on classroom instruction.

To ensure clarity and protect healthy boundaries, teachers will not communicate with parents through personal texts or social media messages. Please do not be discouraged if they cannot respond in these ways—this policy is in place to protect both their personal space and the professionalism of our school. By keeping all communication within the school’s established channels, we can best serve your family while also caring for the well-being of our teachers.

B. Response Time Expectations

Teachers will make every effort to respond to parent or student messages within **1–2 school days**. Please keep in mind that teachers may not be able to respond immediately during the instructional day and are not expected to reply during evenings, weekends, or school holidays. If you have not received a response within two school days, please contact the school office for assistance.

C. Parent-Teacher Conferences

RCA schedules formal parent–teacher conferences at the end of the first grading period. Sign-up sheets will be available for parents to reserve times with their child’s teacher. These conferences are designed to strengthen home–school

partnerships and provide space for two-way dialogue about student progress. Additional conferences may be requested at any point in the school year by either parents or teachers. Requests can be made through the school office or directly through the FACTS messaging/email system.

D. Addressing Concerns with Wisdom

From time to time, concerns or misunderstandings may arise during the school year. For the good of our students, families, and school community, it is important that these situations be handled in a Christlike spirit (Matthew 18:15–17; Galatians 6:1). Approaching problems with patience, grace, and honesty helps maintain trust and unity.

Parents are asked not to discuss problems with other parents or interview students in an attempt to gather information. Such actions often lead to confusion or greater conflict rather than resolution. Instead, please follow the school's established process for addressing concerns:

1. **Go directly to the person involved.** If the concern is classroom-related, contact the teacher through FACTS Family Portal or by calling the school office to set up an appointment. For safety and security, parents should not go directly to a teacher's classroom during the school day.
2. **If the matter remains unresolved,** you may request a meeting with the department's principal. Please schedule this in advance to allow for adequate time and preparation.
3. **If further steps are needed,** the principal will arrange a meeting that may include the Administrator and a representative of the School Board.
4. **As a final step,** if resolution still cannot be reached, a parent may request a hearing with the Administrator, School Board, and church leadership. Only parents who have followed the above process will be granted this opportunity, and requests must be made in advance so leadership may be assembled.

This process is designed to protect both families and staff, ensuring that issues are addressed fairly and biblically. Parents who do not follow the established procedure, and/or demonstrate a pattern of negativity, verbal or physical aggression, or threats toward faculty or staff may be asked to withdraw their child from the school.

We recognize that concerns and disagreements may arise, but we ask all families to approach them prayerfully and constructively. Gripping or complaining rarely builds solutions; working together in love and mutual respect honors Christ and strengthens our school community.

XIV. STUDENT ORGANIZATIONS

Ripley Christian Academy provides opportunities for students to be involved in extracurricular programs that encourage growth, leadership, and service. Participation is considered a privilege and students are expected to uphold RCA's academic and behavioral standards while representing the school.

A. Athletics

RCA offers interscholastic athletics through the West Virginia Christian Education Association (WVCEA). Sports are offered based on student interest and the availability of coaching staff. Current offerings include:

- Girls' Volleyball
- Boys' Basketball
- Girls' Basketball
- Archery

Athletic teams compete against other Christian schools within the WVCEA. Athletes are expected to display Christlike character, good sportsmanship, and respect for authority in all practices and competitions. Academic eligibility is required to participate.

B. Fine Arts

Ripley Christian Academy participates in the West Virginia Christian Education Association (WVCEA) Fine Arts Festivals at the **upper elementary, junior high, and high school levels**. These festivals give students the opportunity to develop and showcase their God-given talents while learning to serve Him with excellence. Students may participate in a wide range of categories, including:

- **Music** – vocal and instrumental solos, small groups, choirs, and more
- **Art** – drawing, painting, photography, crafts, sculpture, woodworking
- **Speech/Drama** – poetry, storytelling, preaching, and group acting
- **Academics** – Bible memory, Bible knowledge tests, spelling, math, history, science, creative writing, and more

Elementary and junior high students may compete in categories designated for their grade levels, while high school students who place at the state level are eligible to advance to the National Fine Arts Competition in South Carolina.

C. FFA

Through RCA's agriculture program, students have the opportunity to participate in FFA. This nationally recognized organization equips young people with skills in leadership, personal growth, and career success through agricultural education.

Members may participate in competitions, service projects, and leadership activities at the local, state, and national levels.

D. Student Representative Group

This group is a student leadership forum made up of secondary students chosen from each grade level. Members meet with staff to provide suggestions, feedback, and ideas for programs and offerings that benefit the student body. Membership in the SRG rotates quarterly to allow broader student participation and to give many students the opportunity to have a voice in shaping the school experience.

E. Yearbook Club

The Yearbook Club provides students with the opportunity to assist in planning, designing, and producing the annual RCA yearbook. Students gain experience in photography, writing, editing, and design while helping to preserve school memories for the entire community.

F. Additional Opportunities

From time to time, students may also form other clubs or ministry groups with administrative approval. These groups must align with RCA's mission and values and will operate under faculty sponsorship.