



STUDENT/PARENT MANUAL

2026/2027

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, which 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
Head of School:	Keenan Goosman
Dean of Secondary:	Kristopher Powell
Dean of Elementary:	Kim Goosman
School Board:	Selected Elders, Deacons, the Evangelist, and a church member of Ripley Church of Christ, the Head of School, and up to two parents of current RCA students.

A LETTER FROM THE SCHOOL BOARD AND CHURCH LEADERSHIP

Ripley Christian Academy exists to partner with families in providing a strong education in a distinctly Christian environment. We want our students to grow academically, spiritually, socially, and personally as they prepare for whatever God places before them.

We believe students should be challenged to work hard, use the abilities God has given them, and pursue excellence without losing sight of what matters most. Academic achievement is important, but education is about more than grades. We want students to develop wisdom, character, responsibility, and a faith that shapes the way they live.

Our teachers are committed Christians who care about their students and take seriously the responsibility of teaching them well. RCA provides a rigorous academic program while intentionally helping students see the world through a biblical lens. Scripture is not simply another subject in the school day; biblical truth should influence the way we learn, serve, lead, make decisions, and treat one another.

As 2 Timothy 2:15 reminds us, we are called to be diligent workers who correctly handle the Word of truth. That same spirit of diligence carries into every part of an RCA education.

Ripley Christian Academy was founded in 2019 after much prayer and planning and operates as a ministry of the Ripley Church of Christ. Bible instruction at RCA is non-denominational. Scripture is the foundation for what we teach and how we answer questions of faith and Christian living. Rather than teaching from a denominational creed or a particular church tradition, our goal is to help students know God's Word, understand it faithfully, and learn to apply it in their own lives.

We are grateful for the opportunity to partner with families in this work. Our goal is simple: to help students learn well, grow in character, know God's Word, and leave RCA prepared to live faithfully and serve well wherever God leads them.

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

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 of 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. 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.

2025-2026 Academic Year

Students had the opportunity to attend college while dual enrolled at RCA. The school was awarded the Gold Honoree Jennings Randolph Award by the WV Secretary of State for 100% participation in student led voter registration. Students opened a thrift store in the building on Academy Drive as a student led initiative to serve the community.

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 is to provide an environment in which students are taught to recognize, understand, and live according to truth. Jesus told His disciples in John 8:32, *“And ye shall know the truth, and the truth shall make you free.”* At Ripley Christian Academy, we believe the Bible is the inspired Word of God and the final authority for truth, faith, and life. Scripture provides the foundation through which we understand God, ourselves, the world around us, and our responsibility within it. Therefore, the teaching, policies, and practices of Ripley Christian Academy should be consistent with biblical truth.

Christian education is more than placing academics in a Christian environment. It recognizes that the education of a child involves the development of the whole person—academically, spiritually, socially, and personally. Students are continually being shaped by what they are taught, what they observe, and the values that surround them. RCA therefore seeks to provide an orderly, disciplined, caring environment where students can pursue academic excellence while developing wisdom, character, responsibility, and a biblical worldview.

We also recognize that the school does not carry this responsibility alone. God has given parents the primary responsibility for the upbringing of their children, and Christian education works best when the home and school are working together. Ripley Christian Academy seeks to partner with parents by providing strong academics, biblical instruction, appropriate discipline, Christlike relationships, and an atmosphere that encourages students to grow into young men and women who know what is true and are prepared to live faithfully in the world around them.

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 and disciplinary standing with a previous school.
- 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 standards 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 a school representative.
- 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.

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. 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

2026-2027 Costs	Parent "Out of Pocket"
Tuition \$6,425 (-\$5,435.62 HOPE)	\$989 (annually) (~\$98 for 10 months August-May) Payable through FACTS
Book Costs (due by Sept. 1st) (Kindergarten: \$300) (1st-12th: \$600)	\$300-\$600 (depending on grade) <i>(Books billed at beginning of the school year to parents, not Hope – due by Sept. 1st)</i>

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.

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 (cost can be spread out monthly)
Ripley Christian Academy offers an *optional* hot lunch program for students at an additional cost. 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 rotate to provide supervised care until pickup. This program is intended **only** for working parents who need it. It is not for 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.

For students whose parents or guardians live in separate households, both households must be added to the family's financial account and given access to financial statements, regardless of which parent or guardian is responsible for paying tuition and fees.

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 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 Head of School. A review will be done by the school board. 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 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 aim to 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 Head of School
- Weather-related absences (at the parent's discretion and reported to the division Dean)

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 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 at 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 the division Dean 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 the division Dean. 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 division Dean. 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 Head of School and Athletic Director and communicated to both parents and students.

4. School Service Requirement

Families may be given 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. Circumstances such as the end of a grading period, semester exams, class projects, etc. may 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 a 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 “Christlikeness” as set forth in Scripture.

Our goal is to partner with parents to help develop Christ-like character traits. Proper discipline creates the environment necessary for proper learning and growth. (Proverbs 22:6) Discipline includes both **positive training** (encouraging

right choices) and **correction** (addressing behavior that violates school expectations or biblical principles). RCA's discipline system works alongside this philosophy to: Address infractions consistently, build habits of responsibility and accountability, and encourage students to grow in maturity.

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, students should first speak directly with their teacher to seek clarification. If more help is needed, the student may bring the concern to the division Dean. 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, and lying.
- Keep hands, feet, and objects to themselves, and avoid horseplay.
- 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 use the church facilities for our school. Each individual will be responsible for the cost of any damage they cause.
- Ask permission to leave an assigned area, and stay out of off-limit areas such as mechanical rooms, storage areas, workrooms, etc.
- 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 perceives a Christian school's impact 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 RCA, these fundamental classroom rules must be followed:

- Students will always interact with peers and teachers with respect.
- Students should be sitting quietly in their seats when the bell rings.

- Students should be completely prepared with all books and materials when class begins, to avoid returning to their locker and disrupting class.
- Backpacks, books, and other materials must fit in the desk or under a chair and not block the aisle.
- Students should be prepared to learn and engage with the lesson and teacher to the best of their abilities.
- Criticism of teachers, policies, or other students is not allowed. Constructive suggestions through appropriate channels are always welcome, but griping is not tolerated.
- Mutilation or destruction of property will not be tolerated. If damage occurs, parents will be billed for damage caused by their child. 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 Dean of Elementary 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 (**H**abits, **O**bedience, **W**ork, **I**ntegrity, **A**ttitude, **C**ustodian, **T**enderhearted) 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.

This is a great means of communication between school and home. A consistent pattern of “needs improvement” marks will be brought to the Dean of Elementary by the teacher for further review/action.

Grades 4-5

Students in grades 4-5 will utilize a character check system. 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, students will be expected to follow the standards.

<i>Assigned by an Elementary Teacher</i>	Consequences
Chewing gum/candy or snacks	2 checks
Failure to follow instructions	2 checks
Dress Code violation	2 checks
Classroom/Assembly disturbance (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 Dean of Elementary</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

Consequences of accumulated Character Checks throughout the year:

- 10 checks = Lunch detention
- 20 checks = After school detention
- 30 checks = 2 days of lunch detention
- 40 checks = After school detention
- 50 checks = 1 day of In-School-Suspension (ISS)
- 60 checks = 2 days 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 Merit and Discipline

The Merit and Restoration System serves as the guide for discipline for secondary students at Ripley Christian Academy. Our desire is to help students develop self-discipline, personal responsibility, godly character, and a strong Christian testimony.

Discipline at RCA is intended to correct harmful behavior, protect the school community, and help students make better choices in the future.

Students are expected to follow RCA's standards while on school property, during school-sponsored activities, and in off-campus conduct that materially affects the safety, order, or Christian testimony of the school community.

Merit Point Balance

Each secondary student begins every semester with 100 merit points.

Inappropriate behavior may result in the loss of merit points. Point deductions are based on the nature of the behavior, the student's intent, the harm caused, previous incidents, honesty during the investigation, and the student's willingness to correct the behavior.

Restoring Merit Points

RCA believes students should have an opportunity to demonstrate growth and rebuild their standing after making a mistake.

A student may earn back one merit point for each verified hour of approved community, civic, or church service completed outside of RCA programs.

The following requirements apply:

- Service must receive approval from the Dean of Secondary.
- Service must be completed outside of RCA programs and activities.
- Ordinary household chores do not qualify.
- Service assigned as part of a disciplinary consequence does not earn merit points.
- No more than 10 merit points may be restored per grading period.
- A student's merit balance may not exceed 100 points.

Restored points improve the student's current merit standing but do not remove an incident from the student's discipline record.

Restored points also do not cancel a detention, suspension, restitution requirement, or other consequence that has already been assigned.

Demerits

Demerits may be assigned by a staff member according to the following list. The list is intended to provide consistency and clarity but cannot address every possible situation.

The Dean of Secondary or Head of School may assign an appropriate point deduction or consequence for conduct not specifically listed on the demerit list.

<i>Assigned by Secondary Teacher</i>	Demerit Ranges (Consideration of the impact & frequency)
Late to class (punctuality)	1-5 demerits
Failure to return materials to proper location	1-5 demerits
Chewing gum/candy or snacks in classrooms	1-5 demerits
Unprepared for class	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
Skippping class (all or part of class)	5-10 demerits
Spiritual or personal integrity failure	5-20 demerits
Academic dishonesty	5-20 demerits + zero
Offensive language, profanity, drawings, writing, or material	5-20 demerits
Violation of technology policies	5-20 demerits
Public Display of Affection	5-20 demerits
<i>Assigned by Dean of Secondary</i>	
Horseplay (involving injury, damage, or both)	5-20 demerits + costs
Tampering with equipment (safety or professional)	5-20 demerits + costs
Disrespect to faculty/staff	5-20 demerits
Endangering public safety (driving violations, etc.)	10-20 demerits
Fighting (regardless of intent or fault)	10-50 demerits
Stealing (regardless of intent)	10-50 demerits
Dangerous or threatening communication	20-50 demerits
Possession of drugs/vape/tobacco/alcohol/etc.	Refer to Head of School
Possession of a weapon (regardless of intent)	Refer to Head of School
Other serious unlisted discipline matters	Refer to Head of School

Consequences Based on Merit Balance

When a student's balance reaches **90 points**, the student will be assigned to serve one day of lunch detention.

When a student's balance reaches **80 points**, the student will be assigned to serve three days of lunch detention.

When a student's balance reaches **70 points**, the student will receive an after school detention and participate in a parent conference when requested. A student holding a leadership position may have that position reviewed. Removal will not be automatic but may occur when the conduct is inconsistent with the responsibilities of the position.

When a student's balance reaches **60 points**, the student will receive an additional after school detention, and have athletic, extracurricular, or leadership eligibility reviewed. Any temporary loss of eligibility will ordinarily be assigned for a specific period and will be connected to the student's behavior, progress, and responsibilities.

When a student's balance reaches **50 points**, the student will receive an In-School-Suspension (ISS). The student will be separated from all normal contact with his/her peers and under observation on the date of the ISS. The student will be given class work that must be completed that day.

When a student's balance reaches **40 points**, 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.

When a student's balance reaches **30 points**, 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.

When a student's balance reaches **20 points**, the student will be suspended 3 days of OSS (Out-of-School-Suspension). The student will also complete 20 hours of community/civic/church service within 2 weeks of the OSS.

When a student's balance reaches **10 points**, the student will be suspended for 1 week out of school. The student and at least one parent will meet with the Dean of Secondary and Head of School for a re-admission conference on the student's scheduled return date.

When a student's balance reaches **zero points**, the student may be dismissed from RCA. The student will not ordinarily be eligible to apply for readmission for at least two complete semesters. A student who later applies must complete the regular application process and may be readmitted on probation.

Special Notes

- If one incident causes a student to pass more than one merit level, the consequence associated with the lower balance may be assigned.
- A consequence already assigned is not removed simply because a student later restores merit points.
- If a student restores points and later drops to the same level because of new behavior, the level consequence may be assigned again or increased.
- Serious misconduct may result in immediate suspension, probation, dismissal, or other action without waiting for the student to move through each merit level.
- Suspensions and dismissals become part of the student's permanent discipline record and may be included when records are transferred to another school.
- RCA will cooperate with law enforcement when behavior may be criminal, unlawful, or a threat to public safety.

F. Detention

Lunch detentions will be held daily. After school detentions will be held on an as-needed basis from 3:00 pm-4:30 pm. Parents must promptly collect their child at 4:30 pm 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 Head of School. The length of the suspension will be determined by the Head of School 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. RCA 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.

Playground

Students are to follow all rules given by the teacher on duty. Recess is held outside except in case of inclement weather. Students may not exit the fenced playground area or climb on 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 the teacher. 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, law enforcement may be contacted.

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 division Dean 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.

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.

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 Christ-like 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 should ensure your child understands the dress code expectations and help them come to school dressed appropriately each day.

Students should take pride in presenting yourself in a way that honors God, respects others, and reflects RCA’s values. Students should be willing to make adjustments graciously if asked by a teacher, remembering that your appearance represents both you and RCA.

Teachers should pay attention to student attire during morning attendance and offer gentle reminders when adjustments are needed. Teachers will report repeated dress code concerns to the division Dean.

Division Deans will address ongoing dress code violations, communicating with students and parents when needed to resolve issues. Division Deans will also make recommendations to the Head of School during the school year 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 school. Students may be asked to dress more formally for certain events.
- Boys will dress like boys and girls will dress like girls.
- We have Chapel every Friday. We often 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 and be modest.
- ✓ Stomach and waistband must be covered.
- ✓ Printed patterns and designs must be appropriate and reflect a Christian atmosphere.
- ✗ Tight-fitting, low-cut, sleeveless, or casual/athletic tops, including tank tops, spaghetti straps, T-shirts, sweatshirts, and hoodies. Tank tops and spaghetti straps may be worn only as undergarments.

Dresses & Skirts

- ✓ Dresses must be modest. Dresses & Skirts must be at or below the knee, including slits in the sides.

Bottoms

- ✓ Jeans (*no jewels/holes/elaborate stitching on seat*)
- ✓ Dress & Khaki Pants
- ✓ Capri Pants
- ✓ Shorts (*a modest, school and seasonally appropriate style that provides full coverage and falls near the knee*)
- ✗ Athleticwear, lounge, sleepwear, or form-fitting bottoms, including sweatpants, joggers, gym shorts, pajamas, leggings, knit pants, jeggings, and similar styles.

Footwear

- ✓ Tennis shoes, flats, clogs, dress shoes, and dress sandals.
- ✗ Flip-flops, Slides, Crocs, or similar styled casual rubber footwear.

Hairstyles for Young Ladies

- ✓ Hairstyles are to be feminine and well kept.
- ✓ Only natural colored hair dye is permitted.

Young Gentlemen

Shirts

- ✓ Collared shirts (polo or button down) or Henleys with buttons
- ✓ All shirts must be tucked in.
- ✓ Sweaters, quarter zips, and fleece may be untucked, but only worn when seasonally appropriate.
- ✓ Patterns and designs must be school-appropriate and consistent with a Christian atmosphere.
- ✗ T-shirts, sweatshirts, hoodies, sleeveless shirts, tank tops, and other athletic or casual tops.
- ✗ Tight-fitting or spandex shirts, except when worn as an undergarment.

Pants

- ✓ Jeans (*no jewels/holes/elaborate stitching on seat/form-fitting*)
- ✓ Dress & Khaki Pants
- ✓ Shorts (*a modest, school and seasonally appropriate style that provides full coverage and falls near the knee*)
- ✗ Sweatpants, joggers, gym shorts, pajamas, and other athletic or lounge bottoms.
- ✗ Camouflage or similar 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

- ✓ Tennis shoes, clogs, dress shoes (with socks)
- ✓ Dress sandals
- ✗ Flip-flops, Slides, Crocs, or similar styled casual rubber footwear.

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:** Parents will be notified by phone or email.
- **Third Infraction:** Consequences may be assigned by the division Dean.
- **Ongoing Willful Infractions:** Continued disregard for the dress code may result in an assigned uniform style.

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 Head of School'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, as well as enroll in college courses offered in partnership with select institutions 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 grades reflect growth and progress toward learning goals.

S + = Above Satisfactory

S = Satisfactory

S – = Approaching Satisfactory

D = Developing

N = Needs Support

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 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. There is also a consideration of overall effort, work habits, attendance, and readiness for the next level.
- **Retention Decisions** – In cases where promotion is in question, the division Dean 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 division Dean 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 division Dean 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 Head of School.

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 school Board 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 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 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 filtering and reporting software. This program helps provide a safe digital environment by:

- Filtering inappropriate or harmful websites.
- Monitoring online activity concerning keywords or content (including searches, chats, and emails on the school account).
- Sending alerts to staff 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. Secondary students are required to use school issued devices while on campus.

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 so it is ready for the school 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 so it is ready for 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.

Secondary students may not sign out or leave campus for lunch.

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 month, the student's account will be billed at the annual lunch program rate. Notification of this charge will be sent through FACTS.

C. Lunch Visitors

Parents and other approved visitors are welcome to pack 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 assisting with a field trip.

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 another 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 division Deans 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 or competitions may require overnight stays. The following expectations 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.

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. 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 update social media as an added measure. 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.

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 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 **7:45–8:00 am**. School doors will not open before 7:45, and students may not enter the building earlier. If you arrive after 8:00 am, 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 **3:00 pm**. All parents/guardians arriving by vehicle must use the drive-through pickup lanes.

- Student Drivers and Walkers will be dismissed at 3:10 pm
- 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*).
- **Students may not be signed out after 2:40 pm.** If your child needs to leave before dismissal, please arrange to sign them out earlier in the day.

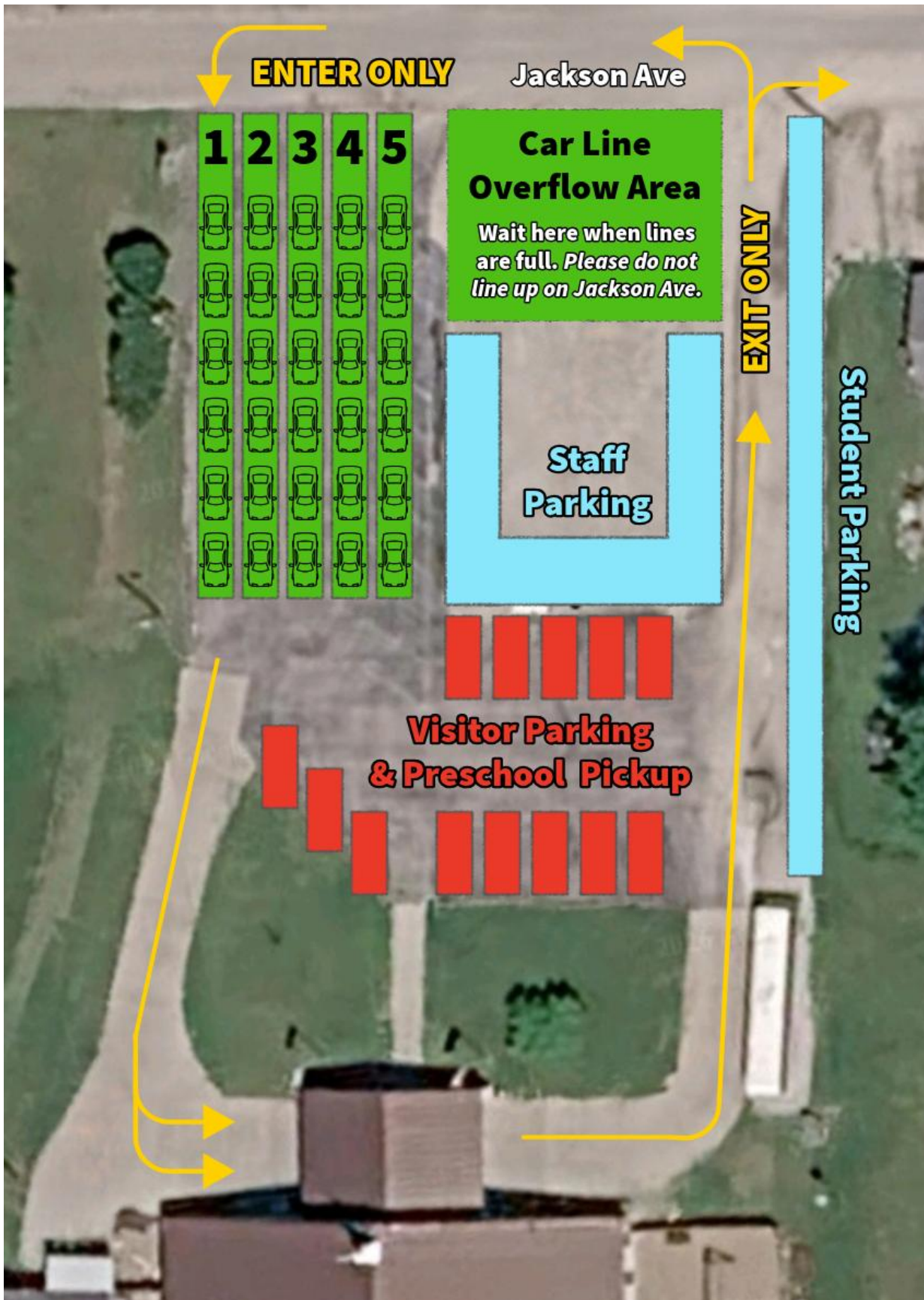
Once dismissed, students may not re-enter the building to retrieve items.

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.



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 can email staff 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 division Dean. Please schedule this in advance to allow for adequate time and preparation.
3. **If further steps are needed,** the division Dean will arrange a meeting that may include the Head of School.
4. **As a final step,** if resolution still cannot be reached, a parent may request a hearing with the School Board. 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. Griping 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 Archery, Basketball (Boys & Girls), Cross Country, and Girls Volleyball.

Athletes compete against other Christian schools within the WVCEA. Athletes are expected to display Christlike character, good sportsmanship, and respect 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 competitions at the upper elementary, junior high, and high school levels. These events 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 Leadership Council

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

E. Additional Opportunities

Students can form other clubs or ministry groups that align with RCA's mission and values, with faculty sponsorship and approval from the Head of School.