

# Round Grove Christian Academy Student Handbook



## **PHILOSOPHY OF THE SCHOOL**

It is necessary to properly define terms when discussing a philosophy of Christian education. According to Noah Webster's American Dictionary of the English Language, the following definitions have been determined.

1. *Philosophy* – Literally, the love of wisdom. In modern use, however, philosophy is a general term denoting an explanation of the reasons for things.
2. *Christian* – Pertaining to Christ, taught by Him, or received from Him.
3. *Education* – The bringing up, as of a child; instruction; formation of manners. Education comprehends all that series of instruction and discipline which is intended to enlighten understanding, correct the temper, form the manners and habits of youth, and fit them for usefulness in their future stations.

From the above, it is concluded that a philosophy of Christian education is that which makes plain the cause, ground, principle, or motive for bringing up young people in the ways of Christ. This instruction and discipline should enable one to comprehend truth. It should cause the disposition of a student's mind to conform to the truth and to that which is right. A student should be taught that his external appearance, look, or air, as well as his customs and repetitive acts should be in accordance with Christ and His Word. He should also be instructed to serve God throughout his life-work. God's desire is that we know Him and His son Jesus Christ "...in whom are hid all the treasures of wisdom and knowledge." Col. 2:3 we are to be "...rooted and built up in Him..." learning His ways instead of the false "...philosophy and vain deceit ...after the tradition of men, after the rudiments of the world." Col. 2:6-8 It is the responsibility of the family, church, and school to work together in teaching our children to obey God's laws, specifically the Ten Commandments. Dt. 4:9, 10; 6:4-9. This instruction will produce a proper fear and love of God and a realization that Jesus Christ is needed to control our lives. Gal. 3:24,25. As Christian character is attained, God's Spirit will guide them into future usefulness for His glory. God has given to man all that is needed pertaining to "life and godliness, through the knowledge of... Christ." 2 Pet. 1:2,3. This knowledge, or information, is found in His Word, the Bible. Thus it is reasonable to expect the principles of every subject (which is profitable to man) to be found in the Bible. It is our privilege and responsibility to uncover these truths and to teach them to our students. 2 Tim. 2:15 Accordingly, the entire educational process of our students will be governed by the Word of God. The curriculum of Round Grove Christian Academy will be based solely on the Scriptures and principles found therein. Our method of instruction will be in accordance with the Master Teacher, Jesus Christ. In addition, the faculty, staff, administration, and all involved with Round Grove Christian Academy will be Christian and strive to live strictly by the Word of God. The operation of Round Grove Christian Academy will be governed by principles found in God's Holy Word in order for us to be true to a philosophy of Christian education.

## **ADMISSION POLICY**

The mission of Round Grove Christian Academy is "...to integrate its effort with the family in order to prepare each student to develop into a mature Christian, equipped to serve in society and glorify God." Therefore the school can best serve families whose goals are similar. RGCA desires for all students to succeed in our program. Thus application for enrollment of each student will take into consideration academic competence, information gained from interviews, references, previous records, and testing. Because our school does not presently have the personnel or resources to work with children who might have significant learning disabilities and/or those who have serious social, medical or behavioral problems, we are unable to accept these students. This is not intended to be a reflection on the student but to keep the school from accepting students whose needs the school cannot meet. RGCA does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. RGCA, in fact welcomes the enrollment of students of all races and nationalities, and accords them all the rights, privileges, programs, and activities generally made available to students at the school. Final admission will be based on the policies stated above, classroom availability, and the enrollment procedures listed below.

### **PROCEDURE FOR ADMISSION**

Forms: Each potential enrollee must complete the following forms in applying for admission.

- Enrollment application
- Immunization records and medical history
- Medical release forms
- Records release form from previous school (will request academic, behavior, attendance, and etc.)
- Code of Conduct

#### Admission Assessment

- Those desiring to enroll in kindergarten must be five years old before Aug. 1.
- Test scores, grades, behavior, and attendance will be evaluated.
- The administration and/or teaching staff will evaluate all admission information and reach a decision concerning acceptance.
- All new students will be admitted for a probationary period of eight (8) full weeks.

# **ACADEMIC POLICIES AND LEARNING ENVIRONMENT**

## **CURRICULUM**

Preschool Curriculum: RGCA offers two day or four day options for preschool. The curriculum develops academic and social skills necessary for entry into Kindergarten and is based upon the Abeka curriculum.

Kindergarten Curriculum: The kindergarten curriculum is a structured program aimed at developing the academic and social skills necessary for entry into first grade. The Abeka curriculum is the foundation of the kindergarten program. This program includes hands-on activities in science, social studies, and crafts.

Elementary (Grades 1-8) Curriculum: Our elementary curriculum is anchored to a strong academic foundation, with emphasis on the basics. The language arts program is built on an effective phonics approach. Mathematics is taught from a traditional approach. Spelling, science, social studies, music, physical education, art, and Bible complete our regular curriculum.

High School Curriculum: The courses for high school are created to fit with the Missouri High School Requirements for Graduation. Courses are selected not only to prepare the students academically, but also to prepare them spiritually for the job market and college life. Courses vary each year according to needs to have the students meet the 24 credits required by the state of Missouri. Direction is given in college planning, as well as preparing for the ACT or SAT. Dual credit courses are offered for students who are qualified, maintain a GPA of 3.0 and are able to provide their own transportation to the various campuses.

School Records: RGCA maintains a complete record, including a cumulative academic and guidance record, for each student enrolled. Disciplinary records ordinarily are not retained as a part of the student's cumulative record. Material in each student's cumulative file shall be treated as confidential and shall be accessible to the student's parents or guardians, a court of competent jurisdiction or such other persons as the parent, guardian or administration may authorize.

## **PREPAREDNESS FOR CLASS**

Teachers will inform students at the beginning of the year what is required of them to be prepared for class. Students are expected to come to class prepared.

## **PLAGIARISM**

Plagiarism is defined as quoting, paraphrasing, or summarizing a source without citing or referencing that source. It also includes turning in papers downloaded or purchased from the internet or copying what another student writes. Plagiarism is dishonest and will not be tolerated at RGCA. The first offense of plagiarism (deliberate) will result in a zero on the paper. The second offense will be taken to the administrator and parents for further discipline.

## **HOMEWORK**

Homework is a normal and necessary part of the learning process. Homework provides students with the study skills they will need for future education. It is normal for students to have approximately 10 minutes of homework per grade level. For example, students in the first grade should have around 10 minutes, third grade should have around 30 minutes, and 12<sup>th</sup> grade could have up to 120 minutes. Wednesday night church will be factored into the amount of homework given on Wednesday.

## **ATTENDANCE POLICY**

### **ATTENDANCE/ TARDIES**

Attendance is a vital part to success in any sort of education. Excessive absences and tardies interrupt the overall goals of the educational process. Parents should plan vacations and trips that do not interfere with the school calendar to minimize the number of absences in the school year.

When students arrive late or leave early, they miss valuable information needed to meet the objectives set for that student's education. In the morning, students arriving after the first bell will be considered tardy for that class.

#### Consequences of Excessive Tardies and Absences:

- After 5 tardies, one unexcused absence will be counted in that class.
- 10 Unexcused absences will result in failure in the course.
- Students that miss more than 15 minutes of a class may be counted as an absence in that class.

### **ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

To participate in any extracurricular activity, the student needs to be at school for half of the day of the activity. Exceptions may be made as appropriate.

## **ABSENCES AND MAKE-UP WORK**

Good attendance is a key to educational success. When a student misses school, the parent needs to call or email the school to verify their absence. Students that are ill, attending a funeral, or other unavoidable events are considered excused from their absence but must still make up their homework.

*It is the responsibility of the student or parent to initiate the make-up work for missed time.*

Students who are absent will have the number of days absent plus one to make up work. All assignments not completed on time will receive zero credit.

Exceptions will be made for serious illness or other extreme circumstances that are out of the control of the student. These circumstances will be considered on an individual basis and will be decided by the RGCA administration.

Students that have planned absences (vacations) will need to pick up their work and have it completed by the day they return. It is suggested that they take any tests or quizzes before they leave on their trip to avoid the confusion and overwhelming workload of trying to catch up. Planned absences must be communicated to the staff at RGCA. It is recommended, however, that vacations be taken during days that RGCA is already off.

## **TECHNOLOGY**

### **CELL PHONES AND ELECTRONICS**

Cell phones and other electronics are not allowed at RGCA. Students in grades preschool-8<sup>th</sup> grade must not have their cell phone or electronic device during the school day. High school students may bring their cell phone, but it needs to be turned into the phone caddy upon the first bell of the school day. Students caught with cell phones or electronics will be warned once. The second offense will result in the item being taken and held at school until the parent comes and picks it up. The third offense will result in a consequence decided by the administration.

If a student is staying after school for extracurricular activities, they may bring a cell phone with the following conditions:

- The phone is to stay in the backpack during the bus ride.
- The phone is to be turned into the teacher or office upon arrival at school.
- If the student has the phone out on the bus or in class, they have disregarded the rules and will have the phone confiscated.

## **LAPTOPS AND TABLETS**

Students in grades 7-12 are allowed to bring their laptop or tablet with teacher permission if it is beneficial to the educational goals at that time. The item is to be turned into the homeroom teacher upon arrival at school and only used for the subject it is designated for. If the student is caught using it to play games or other activities not related to the course subject, the item will no longer be allowed for the school year for that student.

## **CHROMEBOOKS**

The school has Chromebooks available for educational use only. In order to use a Chromebooks students must:

- Check out a Chromebook from the school office.
- Do not add personal pictures, or backgrounds to the Chromebooks.
- Save only to your Google Drive or flash drive, the Chromebooks are school property and should not have any personal information stored to them.
- No food or drink permitted around Chromebooks.
- The internet is for research use only, check with teacher for permission before going online.
- If you get information off a website, be sure to use proper citation. Absolutely no social media sites or personal email should be accessed on a school device.
- Make sure that before returning the Chromebook to the office that you turn the Chromebook off properly.
- Chromebooks will not be permitted to go home with a student.

Consequences for Violation of above rules: You will lose the ability to use the school Chromebooks.

Supervision and Monitoring: Teachers and staff are watching and monitoring Chromebook use at all times. We also utilize Bark monitoring for schools which allows us to monitor student activity on Chromebooks while at school.

## **SMART WATCHES**

Smart Watches can be worn at school and are allowed to be used as a timekeeping device and fitness/health tracker only. Smart Watches must be worn properly with the face of the device facing the wearer in the upright position. There is only one warning for improper use of the device. After that, the device must be kept at home or turned into the office daily. Improper use is defined as any use beyond timekeeping or fitness/ health tracking– this includes texting, photos, calling, accessing the internet, and etc. Smart Watches are NOT allowed to be worn during ANY assessments. They should be removed and given to a teacher until after the assessment is completed.

## COMMUNICATION

Communication is necessary in all aspects of life. It is the school's desire to carry out the communication modeled by Jesus in Matthew 18. On a day-to-day basis, good communication can take place by working as a team with staff, parents, and students, all working toward the same goals. When disagreements arise, please follow the following method:

1. Go to the person that has offended you. Discuss and pray about the best way to resolve the issue. This step is to be done in a face-to-face meeting between the two people that have the problem that needs to be solved. This first contact should not be done over the phone, by text or by emailing.
2. If the problem cannot be resolved, then it should be brought to the administrator's attention.
3. If the problem still cannot be resolved, the issue will need to be taken to the school board by the administrator and/or the parent.

To maintain a Christ-like attitude in any situation, all parties should:

- Have an attitude of resolution.
- Refrain from gossiping (including social media) or discussing the situation with others.

## FINANCIAL INFORMATION

God has blessed RGCA each year with His provision to continue the education He has called us to do. The tuition charged to each student helps pay for the expenses and staff at our school. If tuition is not paid, the school suffers. If you have questions about your school account, please contact Jennifer Bowles at [bbowles1@yahoo.com](mailto:bbowles1@yahoo.com).

### TUITION PAYMENT

The successful financial operation of RGCA is dependent upon the timely reception of tuition and fees. The cost of education at RGCA is due by the last grade card of the year. Grade cards will not be released without final payment. The school board provides three options for tuition payments which are:

- Single payment due by the 10th of September.
- Two equal payments with one due by the 10th of September and the other due by the 10th of January.
- Monthly payments taken by automatic withdrawal.

The enrollment fee is nonrefundable and non-transferable should the student cancel for any reason. RGCA operates on a cash basis. If hardship or emergency circumstances arise, contact the school board for financial consultation.

## TUITION COST

Preschool (2 Half Days)	\$1310	\$100	N/A
Preschool (2 Full Days)	\$1410	\$100	N/A
Preschool (4 Half Days)	\$1410	\$100	N/A
Preschool (4 Full Days)	\$2339	\$100	N/A
Kindergarten	\$2339	\$125	\$10
1st -6th Grades	\$2339	\$185	\$45
Jr High	\$2590	\$210	\$120
High School	\$2875	\$240	\$175

## LUNCHES

Students will need to pack a lunch each day. Microwaves are available for students in the 7<sup>th</sup> – 12<sup>th</sup> grades. Cook’s Choice is offered on Fridays. This is a hot lunch cooked and served by school volunteers. Cook’s Choice is \$3 per plate. Meal cards can be purchased for \$30 (10 meals).

## INCLEMENT WEATHER AND SCHOOL CLOSINGS

If the weather makes travel to school dangerous, school will be canceled. School closings will be given on local TV stations, on the school Facebook page, and communicated by text.

## **HEALTH**

### **SICKNESS**

All students are required by law to submit an immunization record and keep it current.

The following students need to stay home to avoid spreading sickness at our school:

1. Any contagious disease
2. A fever (100.4 or higher) in the last 24 hours.
3. Sickness such as hacking cough that is disruptive, sore throat, discharging eyes that are not due to sickness, any stomach issues.

Students that become ill during the day will be placed away from other students and the parent or other family member will need to come and pick up the student immediately to avoid spreading the sickness.

### **MEDICATION**

Medication that needs to be taken at school will need to have a note from the parent with the medication and it will need to be turned into the office. Students that require Tylenol, Ibuprofen, or other medication on a regular basis will need to bring that med with a note from the parent.

## **PARKING AND TRAFFIC FLOW**

Students that drive to RGCA need to park in the main parking lot on the south side of the building. Parents that are dropping off their students in the morning may drop off at the church awning. The doors will open at 7:45 am and a staff member will be there to greet them. In the same fashion, car riders will be dismissed at 3:40. If dropping students off late or picking them up early, please park and walk to the school doors (do not drive past the crosswalk). High school drivers will be allowed to walk on the sidewalk to their vehicle in the south parking lot.

## **SAFETY**

### **VISITORS**

It is requested that any visitors at RGCA sign into the office. The visitor needs to inform the office when they are leaving as well. All visitors will need to park in the parking lot and walk up to the school entrance. A staff member will be there to let them in.

Students may only have special visitors come and eat lunch with them on their birthday or a day designated to celebrate their birthday at school. We apologize for any inconvenience. This is for the safety and well-being of RGCA students and staff.

## **PROHIBITED ITEMS**

The following items are prohibited when possessed by students on school grounds or activities sponsored by RGCA:

- Guns
- Knives
- Tobacco Products
- Illegal Drug
- Fireworks
- Other items deemed inappropriate by the staff

## **DRILLS AND PROCEDURES**

All classes will participate in drills and procedures to prepare for the event of an emergency or disaster. Students will participate in drills for fire, tornado, and intruder.

## **TRANSPORTATION**

### **BUS RULES**

1. All students should remain seated at all times facing forward
2. No screaming or yelling.
3. No throwing things.
4. All body parts remain inside the bus.
5. No food, candy, or drinks.
6. Keep your hands and feet to yourself.
7. All school rules apply.

### **BUS FEES**

4 day a week rider	\$600/year
2 day a week rider	\$350/year
Each additional child	\$75 each

## **ELIGIBILITY FOR SPORTS**

Any student that is grade level appropriate for a sports team must qualify to play. To be eligible the student cannot have a failing grade in any class. Grade checks will be done prior to the first game and every two weeks thereafter. If a student is ineligible to play they are still required to practice, dress-out and sit the bench for any games missed. A separate athletic handbook will be given to families at the beginning of each sport's season.

## **DRESS CODE**

The dress code at RGCA reflects the issues of modesty described in the Bible and encourages students to represent a standard to others that reflects character and avoids creating distractions to other students. All dress code violations will be reported by a teacher or staff member within the first period of the day. The parent will need to bring a change of clothes for their student to return to class. Repeated violations will be considered willful defiance and will result in consequences from the administration.

### **BOYS**

1. Shorts need to be not more than two inches above the knee. Un-hemmed or cut-offs are not permitted.
2. Hair is to be neat and clean. Extreme hairstyles and colorations are not acceptable as they are a distraction to other students.
3. Young men are to be clean shaven.
4. Jewelry is to be moderate in style and not distracting.
5. Body piercing and tattoos are not allowed.
6. Jeans can be distressed as long as there are no inappropriate holes in the jeans.
7. No pajama bottoms or flannel pants.
8. Sandals and flip flops can be worn but must remain on feet at all times.
9. Hats are not to be worn inside the building during the school day.
10. No excessively tight or baggy attire, trench coats, or clothing with slogans or pictures that deter from the Christian character including writing across the bottom of shorts or pants.

### **GIRLS**

1. Shorts need to be at least fingertip length.
2. Tops need to cover the torso and have a modest neckline during regular school activities. Tops with spaghetti straps and halter tops are not permitted.
3. Shirts, skirts, or dresses worn with leggings to be at least fingertip length when the student is standing.

4. Dresses and skirts of any kind need to be at least two inches above the knee. For any school sponsored activity, which involves being on stage, dresses and skirts need to touch the top of the knee.
5. Hair is to be neat and clean. Extreme hairstyles and extreme colorations are not acceptable.
6. Make-up is to be appropriate and used in moderation so as not to be distracting.
7. Jewelry is to be moderate in style and not distracting in the classroom.
8. Body piercing, other than ears, and tattoos are not permitted.
9. Hats are not to be worn inside the building at any time.
10. No fleece or flannel pants or pajama pants are allowed.
11. Distressed jeans may be worn if there are no inappropriate open holes.
12. Sandals and flip flops may be worn but must be kept on feet.
13. NO see-through materials, excessively tight or baggy clothes, trench coats, or clothing with slogans or pictures that deter from the Christian character, including writing across the bottom of shorts or pants.
14. Tights and yoga pants are not to be worn as pants. If tights are to be worn, a long shirt or dress that is at least fingertip length should be worn. Leggings, tights, and yoga pants should not be considered pants without a garment that is fingertip length.

## **BEHAVIOR**

### **BULLYING POLICY**

A child's social and emotional growth is critical to academic achievement and overall growth. The goal of RGCA is to develop key character traits in students through curriculum and Bible study to help them form healthy relationships and ongoing decision making.

Bullying is an action that occurs in and out of school. Unfortunately, it is a part of everyday life from childhood to adulthood. Sometimes all aggressive or mean behavior is called bullying, yet when we look at the definition of bullying, we see this is not the case:

“Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.”

Looking at what bullying is and is not is a helpful way for teachers and parents to understand and help students distinguish behaviors as bullying or not. Students will be taught to seek help when needed. Together we can support the growth of students at RGCA in a safe and secure environment.

## Bullying-What It Is...and What It Is Not

Whatever definition of bullying is used, they all contain a similarity in that the behavior is repeated, aggressive, and about gaining power.

<b>What Is Bullying</b>	<b>What Is Not Bullying</b>
Any of the following aggressive behaviors are bullying if the actions are repeated, and done with the intention of gaining power.	Any of the following aggressive behaviors are not bullying if the actions occur once (i.e., no pattern) or done with no intention of gaining power.
Physical Attack such as: *Bumping into someone *Pushing, Shoving, Tripping *Hitting (directly or with something else) *Punching, Kicking *Fighting	Physical behaviors such as: *Accidentally bumping into someone *Making others play things a certain way (natural behavior-everyone likes things done their way) *Any of the behaviors listed to the left (pushing, shoving, tripping, hitting, etc.) which occurs ONCE (i.e., is not a repeated or pattern of behavior)
Verbal Attack-for any kind of difference , such as: *Racial *Gender *Physical attributes *Economic Status *Association with a group *Threats and intimidation *Taking possessions or stealing *Exclusion from groups/activity	Verbal Behaviors such as: *A statement of dislike toward or about someone *A single act of telling a joke about someone *Arguments or heated disagreements between two or more people/groups (the pattern of which is not repeated to gain power) *Expressions of unpleasant thoughts or feelings regarding others
Non-Verbal Attack such as: *Staring or glaring *Pretending to whisper while looking at someone *Shunning	Non-verbal behaviors such as: *Being excluded *Not playing with someone *Choosing different people or groups to play with from time to time
Questions? Call 417-452-2324	Adopted by RGCA School Board February 2014

### **BEHAVIOR EXPECTATIONS AND OUTCOMES**

It is expected at RGCA for students to model the characteristics of Christ. We believe for the safety of all students that clear behavior expectations must be communicated to the parents and students. We believe that discipline should be a learning experience. All consequences should aid in the training of the student to make better choices in life. Discipline should be focused on what needs to happen in the future and treated with love and mercy as Jesus does with His children. If a continued pattern of misbehavior occurs by a student, the situation will be brought to the administration of the school and the student will incur consequences and possibly be asked to leave RGCA.

Misbehavior can be separated into mischief and willful disobedience. These behaviors require different consequences and methods. In general, minor offenses will be handled in the classrooms according to the teacher's discipline plan. If the behavior is excessive, repeated, or extreme, the teacher will contact the administrator to intervene. At this time, the following methods will be utilized to try to bring the student back to obedience.

#### Class A Offenses:

Class A offenses are offenses that threaten the safety of the other students or staff members. This can be on a physical, mental, or emotional level. Class A offenses are (but not limited to) the following:

- Possessing any object identified as a weapon.
- Furnishing, selling, using, or possessing drugs, tobacco, or alcohol.
- Any sexual offense (Including offenses on the internet or social media and texting)
- Harassing any student (refer to Bully Policy).
- Arson
- Theft
- Vandalism
- Any other action that threatens another human being or is vulgar enough to discredit a Christian witness.

#### Class A Offense Consequences:

1. The staff member will notify the administration.
2. The administration will consider all the factors and meet with the parent or guardian of the student.
3. Up to 10 days suspension may be imposed on the student effective immediately. The number will be decided by the administration of the school. Other options of discipline will be restitution of property, referral to doctor, behavior contract, confiscation of the item (not to be returned), work detention, or counseling.
4. In severe situations, the student will be asked to leave RGCA permanently.
5. A record of the incident will be kept in the student's file and in the administration file.

#### Class B Offenses:

- Defiance of authority and disrespect
- Cheating or plagiarism
- Lying
- Forgery
- Fighting
- Habitual acts of disorderly conduct
- Using profane or improper language in any way

#### Class B Offense Consequences:

- The staff member will notify the administration.

- The administration will meet with the student and may call the parents in to meet with them depending on the situation.
- The response will be decided. Possible consequences for this offense are (but not limited to) removal from class, behavior contract, work detention, out of school suspension, missed recess and confiscation of items.
- A record of the event will be placed in the student's file and in the administration file.

Class C Offenses:

- Public displays of affection
- Possession of any materials offensive to a Christian Witness
- Unauthorized use of cell phones or electronics during school hours.
- Derogatory remarks to other students.
- Repeated disruption of class or activity.
- Dress Code violation

Class C Offense Consequences:

1. The teacher will report the incident to the administration.
2. The administrator will meet with the student and contact the parent.
3. The administrator will choose one of the following punishments: verbal reprimand, confiscation, behavior contract, In-school suspension, work detention, missed recess.
4. A record of the incident will be placed in the student file and the administrator file.

**VAPING/E-CIGARETTES POLICY**

The use of vapes, e-cigarettes, or any other tobacco products is strictly prohibited at RGCA. The first offense will result in five days of In School Suspension (ISS), the second offense will result in three days of Out of School Suspension (OSS) with no additional time to complete work, the third offense will result in expulsion from RGCA with no tuition reimbursement provided.

I acknowledge receipt of and adherence to the RGCA handbook.

X \_\_\_\_\_  
 Parent/Guardian Signature Date

X \_\_\_\_\_  
 Student Signature (Grades 3 and above) Date