

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 of 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

1. Forms: Each potential enrollee must complete the following forms in applying for admission.
 - a. Enrollment application
 - b. Immunization records and medical history
 - c. Medical release forms
 - d. Transcript of grades or permanent record
 - e. Code of Conduct
2. Admission Assessment
 - a. Those desiring to enroll in kindergarten must be five years old before Aug. 1.
 - b. All new students will be admitted for a probationary period of eight (8) weeks.
 - c. Test scores will be evaluated for new students.
 - d. The administration and/or teaching staff will evaluate all admission information and reach a decision concerning acceptance.

Academic Policies and Learning Environment

CURRICULUM

Pre-school Curriculum: RGCA offers half-day sessions two days a week from 8:30 until 12:00. The curriculum develops academic and social skills necessary for entry into Kindergarten and is based upon the Abeka curriculum.

Kindergarten Curriculum: RGCA offers a full-day session on Monday, Wednesday, and Friday. The 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 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, that 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 student 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.

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 Makeup 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 work load 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.

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 12th grade could have up to 120 minutes. Any assignment that is turned in a day late will receive ½ credit, no credit will be given for assignments that are 2 or more days late.

Cell Phones and Electronics

Cell phones and other electronics are not allowed at RGCA for students preschool through sixth grade. Students in Jr. High and High School must not have their cell phone or electronic device during the school day. Jr High and High school students may bring their cell phone, but it needs to be turned into the office upon arrival at school. Smart watches and Fitbits may be worn, but not connected to any device. Students caught with cell phones or other 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 extra-curricular 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 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 for Junior High and High School

Students in grades 7-12 will be provided a laptop to use at school. The laptop will always remain at school as it is the property of RGCA. No personal laptops or tablets should be brought to school without the permission of the administrator. If the student is caught using it to play games or other activities not related to the course subject, the student may lose laptop privileges.

Communication at RGCA

Communication is necessary in all aspects of life. It is the school's desire to carry out the communication modelled 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:

- 1. Have an attitude of resolution.*
- 2. 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.

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:

1. Single payment due by the 10th of September.
2. Two equal payments with one due by the 10th of September and the other due by the 10th of January.
3. 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.

Lunches

Students will need to pack a lunch each day. Microwaves are available for students in the 7th – 12th grades.

Inclement Weather and School Closings

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

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 temperature in the last 24 hours. **(student must be fever free for 24 hours before returning to school)**
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 door but cannot park at the door as it will block the buses. If the bus is parked at the school doors, parents will need to park in the main south

parking lot and walk their student into the school. Students in preschool-3rd grade need to be accompanied into the school.

Parents of preschoolers will need to pick up their child in the school if they do not ride the bus. Students will be ready to leave no later than noon.

Pick up of students K-12 will take place after the busses pull out. Cars may form a line south of the side walk to drive to the school door where the children will be waiting. Students will not be allowed to come out to meet a car. High school drivers will be allowed to walk on the sidewalk to their vehicle in the south parking lot.

There will be a charge for late pick-ups. The charge is \$10 for the first 10 minutes with a \$1 charge being added for each additional minute. For example, if you are 13 minute late, it would be a \$13 charge. Notice, there is a grace period for the first 10 minutes.

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.

School Safety

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

1. Guns
2. Knives
3. Tobacco Products
4. Illegal Drugs

5. Fireworks
6. Fidget spinners
7. Other items deemed inappropriate by administration

Safety 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 intruders.

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.

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.

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. Repeated violations will be considered willful defiance and will result in consequences from the administration. Many problems will be eliminated if parents/guardians will assume responsibility for enforcing the school dress code with their child. Parent/Guardian cooperation in this area will be expected.

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. Jewelry is to be moderate in style and not distracting.
4. Body piercing and tattoos are not allowed.
5. Jeans can be distressed as long as there are no inappropriate holes in the jeans.
6. No pajama bottoms or flannel pants.
7. Sandals and flip flops can be worn but must always remain on feet.
8. Hats, stocking caps, and bandanas are not to be worn inside the building during the school day.
9. 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 are to be fingertip (the bottom of your shorts can be no shorter than where your fingertips hang at your side) or longer above the knee. Un-hemmed or cut-offs are not permitted.
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. Dresses, skirts, skorts, and split skirts are to be two inches or longer above the top of the knee when the student is standing. Slits are to be no higher than two inches above the knee. Shirts worn with leggings are to be finger tip (the bottom of your shirt can be no shorter than where your fingertips hang at your side) or longer above the knee. (4th grade and older)
4. Tights and yoga pants are not to be worn as pants. If tights are to be worn, a long shirt or dress that is no shorter than 2 inches above the top of the knee should be worn.
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 and bandanas 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. No skin showing above the knee.
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.

RGCA Bully 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.***

<i>What Is Bullying</i>	<i>What Is Not Bullying</i>
<i>Any of the following aggressive behaviors are bullying if the actions are repeated and done with the intention of gaining power.</i>	<i>Any of the following aggressive behavior are not bullying if the actions occur once (i.e., no pattern) or done with no intention of gaining power.</i>
<i>Physical Attack such as:</i> <i>*Bumping into someone</i> <i>*Pushing, Shoving, Tripping</i> <i>*Hitting (directly of with something else)</i> <i>*Punching, Kicking</i> <i>*Fighting</i>	<i>Physical behaviors such as:</i> <i>*Accidentally bumping into someone</i> <i>*Making others play things a certain way (natural behavior-everyone likes things done their way)</i> <i>*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)</i>
<i>Verbal Attack-for any kind of difference, such as:</i> <i>*Racial</i> <i>*Gender</i> <i>*Physical attributes</i> <i>*Economic Status</i> <i>*Association with a group</i> <i>*Threats and intimidation</i> <i>*Taking possessions or stealing</i> <i>*Exclusion from groups/activity</i>	<i>Verbal Behaviors such as:</i> <i>*A statement of dislike toward or about someone</i> <i>*A single act of telling a joke about someone</i> <i>*Arguments or heated disagreements between two or more people/groups (the pattern of which is not repeated to gain power)</i> <i>*Expressions of unpleasant thoughts or feelings regarding others</i>

<p>Non-Verbal Attack such as: <i>*Staring or glaring</i> <i>*Pretending to whisper while looking at someone</i> <i>*Shunning</i></p>	<p>Non-verbal behaviors such as: <i>*Being excluded</i> <i>*Not playing with someone</i> <i>*Choosing different people or groups to play with from time to time</i></p>
<p>Questions? Call 452-2324</p>	<p>Adopted by RGCA School Board February 2014</p>

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 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.

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, corporal punishment, 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

Consequences

1. The staff member will notify the administration.
2. The administration will meet with the student and may call the parents in to meet with them depending on the situation.
3. 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, corporal punishment, missed recess and confiscation of items.

4. 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 (i.e. hand holding, kissing, inappropriate touching)
- *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

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.

I acknowledge receipt of and adherence to the RGCA handbook.

X _____
Parent/Guardian Signature

Date

X _____
Student Signature (Grades 3 and above)

Date