



**Ram's Call Christian  
Academy (RCCA)**  
**Student & Parent Handbook**  
2026–2027 School Year

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## **Introduction:**

Welcome to Ram's Call Christian Academy! As a Christ-centered school, it is our goal to partner with parents/guardians in teaching and training a generation of young people to be the provision for the future. Our goal at RCCA is for our students to have a love for learning, to grow and develop both mentally and spiritually, and to go out into the world and be effective in leading and serving. In this Parent/Student Handbook are the policies that will guide our partnership.

## **School Foundation:**

Founded: 2025

School Colors: Blue, Orange, Silver Mascot: Ram

## **Mission Statement:**

The mission of Ram's Call Christian Academy is to provide a Bible based curriculum that will develop our children spiritually, intellectually, and emotionally. We offer a Christ-centered learning atmosphere that extends challenging academics along with moral integrity, wisdom, knowledge, and virtue. This enables the students to discover who they are in Christ and how they can fulfill their God-given purpose. We envision a community of students, inspired by the Word of God and Christian mentors to develop confidence, passion, love, and strength to go out into the world and be the provision of the future in leading others to Christ.

## **Vision Statement:**

The vision of Ram's Call Christian Academy is to prepare and propel students for a rapidly changing world by instilling in them biblical truths and knowledge of who God is and that He is never changing. We want our students to be grounded in God's Word and to value God, family, and country. We strive to imprint a life-long journey of a biblical foundation that the students can reflect, recall, and refine. We aim to create a community of students that feel loved, respected, and accepted. We are devoted to providing a safe learning and loving environment that develops a sense of belonging. Our school utilizes a biblical based academic curriculum that is

excellence in education from a Christian perspective of where we come from and that our country is built on the foundation of: "In God we Trust."

## **Core Values:**

Here at RCCA, we believe that our students are the provision of the future. We want to help parents do the groundwork to establish a firm and solid foundation from an early age. In doing this, it paves the way for success and prepares the students to achieve their goals and purpose.

## **Non-Discrimination Policy:**

Consistent with the truth that God's grace and His love through Jesus Christ extend without bias, Ram's Call Christian Academy, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

## **Enrollment:**

A student who wishes to enroll must complete an application form. This is followed by a parent interview. In some cases, an entrance test is required. All applications must be approved. No applicant will be seriously considered as a prospective student who has had a serious scholastic or discipline problem. The school does not discriminate based on race, color, national or ethnic origin.

## **Parent Cooperation:**

Ram's Call educational mission involves working closely with the home in the overall Christian education of students. RCCA views itself as partnering with parents in the education process. As a result, parents enrolling their children (and to maintain enrollment), agree to support and cooperate with RCCA in the education of

their child and agree to support the religious educational philosophy of the school. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed?" Parents also agree to support RCCA with prayers and a positive attitude.

## **Statement Of Doctrinal Beliefs:**

Ram's Call Christian Academy (RCCA) was birthed out of Grace Family Outreach Church (GFO).

Our church is a non-denominational church that believes in the Holy Trinity - That God exists as three distinct persons, the Father, the Son, and the Holy Spirit, while sharing one essence.

We believe all scripture in the Bible, both New and Old Testament, was inspired by God and through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (2 Timothy 3:16-17; 2 Peter 1:20-21)

We believe in the beginning God created mankind in His image and is not in any sense the product of evolution. (Genesis 1:27-31)

We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind; however, God sent His Son Jesus Christ to save us and through His obedience we are made righteous through Him. (Romans 5:19; John 3:16)

We believe salvation is a free gift from God. He gives His Grace and Mercy to us freely and our part is to accept this gift and to believe. (Ephesians 2:8-10; Hebrews 4:16; Acts 16:31)

We believe the church is the body of Christ and the family of God. It is made up of a group of believes that come together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)

We believe God is a healing God who can heal, restore, and redeem; physically, mentally, and spiritually. (Psalm 147:3; Psalm 103:3-4; Mark 5:34; John 10:10; Isaiah 53:5)

We believe that God has ordained the home as a foundation. God has given the parents/guardian the responsibility to bring up the child/children in the nurture and admonition of the Lord. We believe that a consistent and whole education will

occur when home, church, and school come together to work in agreement on the basic concepts of life.

## **Parent/Guardian Statement Of Support:**

We have received and read the “Statement of Cooperation” of RCCA and are willing to have our children educated in accordance with them.

We will regularly and earnestly pray for Ram’s Call Christian Academy

We will fully cooperate in the educational activities of RCCA by doing our best to make Christian education effective in the lives of our children

We will require our children to support the spiritual activities of RCCA (Chapel, Bible Classes, Scripture Memory, etc.)

We will pay all our financial obligations to RCCA on or before the date due. If we are ever unable to do so, we will notify the business office, giving a reasonable explanation for the delay and stating when payment will be made.

We acknowledge RCCA has full discretion in the discipline of our children in accordance with the “Dress Code Policy” and the “Discipline Policy” as published

We acknowledge RCCA reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s)

We will volunteer for duties and responsibilities for RCCA, as opportunities arise, and God provides the time and strength

We will be faithful to attend all parent functions at RCCA, as best we can, including Open House, Parent Teacher Conferences, information nights, etc.

If we become dissatisfied with RCCA in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativity (Matthew 18:15-17;23-24). We understand that failure to adhere to expected standards may result in RCCA, at its discretion, denying further enrollment or discontinuing enrollment of our student at RCCA.

We will support and advance RCCA in every area possible – spiritually, academically, physically, and financially

## **Student Honor Code:**

Attendance at Ram's Call Christian Academy is a great privilege. Like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:

Love God Wholeheartedly – Mark 12:30

Serve Others Joyfully – Philippians 2:3-4

Obey Authority – Hebrews 13:17

Work Diligently – Colossians 3:23

## **Student Agreement Conduct:**

As a Christ-centered school, RCCA desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus are extremely important. Realizing that students are representatives of RCCA and that the expectations of Biblical behavior are not limited to a specific time or location, expected conduct standards apply to students both in and out of school and whether on campus or away from campus. Thus, parents understand and agree that a student's conduct away from campus and outside of school hours can result in disciplinary action. Since the testimony of our lives is so significant, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.

- To God Almighty – I believe and depend on the gospel, which is the power of God for salvation. I will seek to honor the Lord in all that I think, say, and do and I will humbly submit to His commands. I recognize that my appearance and behavior reflect on God as much as on me and my family. (Deuteronomy 26:17; 1 Corinthians 10:31)
- To my parents – I will attempt to honor my parents in everything I think, say, and do. I will seek to learn all that I can from them. I acknowledge that I cannot receive what I need in life or godliness without them. (Exodus 20:12; Ephesians 6:1-3; Psalm 78:1-8)
- To my church – I will submit to all authorities in the church that God has placed over me. I will make worship, discipleship, and spiritual growth a priority in my life. I will attempt to be an ambassador of Christ and His church wherever I am. (Titus 2:1-5;

Galatians 2:20; Matthew 28:19-20)

- To my teachers – I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers. I will seek to do all the work that I have been assigned with diligence, honesty, and integrity. I will do my utmost to learn and achieve as much as I possibly can. (Hebrews 13:1; Ephesians 5:8-17; Philippians 2:3-7)
- To my classmates – I will honor and respect the time, work, and feelings of my fellow students. I will model honesty, integrity, kindness, and modesty in my relationship. I will love others with grace and compassion by giving encouragement and support. (Romans 12:9-18; Philippians 2:3-7; Ephesians 4:15-16)

## **Additionally:**

I will strive for excellence as a student in all that I say and do

I will obey Biblical principles about speech and conduct

I will show respect and cooperate with those in authority at RCCA

I will not try, use, or possess alcohol, drugs, or tobacco

I will avoid cursing, sexual immorality, witchcraft, dissension, and cheating. Specific acts and attitudes that RCCA does not accept or tolerate are cited in Galatians 5:19-21

I will dress in accordance with the guidelines set forth by RCCA dress code policy

I will comply with the discipline policy of RCCA

I will use appropriate, non-violent means to resolve any conflict. Students should always keep their hands off other students. Any form of aggressive behaviors, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to other students, disruptive to the education environment and are not tolerated.

I will strive to complete all assignments on time and to the best of my abilities and demonstrate academic integrity in all assignments and course work

I will engage in conversation which is appropriate and honoring to God. Profanity, inappropriate joking/language, or innuendos are not acceptable.

I will respect the individual property of others. Students should leave the property of others alone. Destructing, damaging, tampering with or theft of an individual's or RCCA property is not tolerated.

I will view other students as brothers and sisters in Christ

I will not engage in any actions that compromise the safety of other persons or RCCA

I will abide by the other policies set forth herein, including, but not limited to the policies prohibiting harassment, prohibiting threats of violence, and prohibiting possession of any weapon at RCCA or its related activities

I will be courteous, cooperative, and accepting of instruction and discipline

I will avoid any other conduct which brings discredit to RCCA, its standards or violates the Biblical teachings or standards. Such conduct may, based upon the facts and circumstances, result in discipline.

I understand that once I enroll at RCCA, I am part of the RCCA family wherever I am. Therefore, I agree to avoid behavior, both on and off campus, which would dishonor Jesus Christ, RCCA, the church, my family and me.

I understand that I can be held accountable by RCCA for any negative behavior both on and off campus at any time during the school year. If RCCA determines the inappropriate behavior impacts my witness for Christ, the school's reputation and/or other RCCA students or families in a negative manner, suspension or expulsion may result.

Students agree to uphold each of the above statements before enrolling in RCCA. Parents and students agree that any violation of the above, or other policies set forth herein may result in discipline, up to and including suspension or expulsion.

## **Changes To Policy:**

The administration of RCCA reserves the right, in its sole discretion, to alter, amend, or repeal any policy, or to adopt new policies when it determines it to be in the best interest of RCCA, following written notice to all

Parents/Guardians by the Administrator. Parents/Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.

## **Chapel/Assemblies:**

“O, give thanks to the Lord, for He is good; for His loving-kindness is everlasting.” (I Chronicles 16:34)

Chapel and assemblies are part of the curriculum and are designed to be educational, profitable, and spiritually enriching experiences. Chapel provides one of the few opportunities in school to participate in worship, to hear the Word of God, to watch a drama, and to learn formal audience behavior. Chapel is a time invited speakers, teachers and/or students will lead in prayer, praise, song, and worship. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, and booing are discourteous. Parents are invited to attend. Chapel is required for all students. Failure to attend will result in disciplinary action.

**Chapel Services are on Thursdays from 9:00 am- 10:00 am.**

## **Morning Assembly:**

At RCCA we start every day with all students gathered into the morning assembly room. We begin with morning prayer, pledges, praise and worship songs, memory verses, and a bible lesson. At 8:45am students then are dismissed to their classrooms.

## **Grading:**

A serious attempt is always made to provide parents and students with some evaluation of a student’s progress that is consistent and meaningful. A student’s grades may include test scores, quiz scores, homework, notebook checks, projects, reports, and classroom participation.

The Grading System, as reflected on each nine-week/six-week report card is as follows:

## **Academic Scale (Grades K5-10)**

A	90–100%
B	80–89%
C	70–79%
D	60–69%
F	0–59%

## **Progress Reports/Report Cards:**

During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Report Cards will be printed and sent home with your student at the end of every grading period. The final report card will be made available in the office at the end of the school year once all financial obligations have been met.

## **Tutoring:**

Teachers are available to assist students after school. Please contact teachers via email to coordinate days and times.

## **Class Size:**

RCCA has chosen to limit class sizes to 15-20 students per teacher. We feel that this number is ideal for our population, size and our classroom spacing.

## **Early Education Program:**

The Early Education program is designed for students who are 3 and 4 years old by Aug 31st. of the new school year. A criterion for acceptance into the Early Education program includes:

- ~ At least age 3 by Aug 31st of the new school year.
- ~Able to use the restroom with or without assistance.
- ~Able to dress themselves with little to no assistance.

## **Kindergarten:**

Kindergarten at Ram's Call Christian Academy is a special time for our students. All students desiring to start Kindergarten must be 5 years old by August 31st of the new school year. During this foundational year, students are given the building blocks of success for future education. Parents are encouraged to become active, supportive, and involved in the kindergarten program.

## **School Calendar:**

The school calendar is designed to maximize learning and to minimize absenteeism. Days off for holidays and other events are strategically placed to provide rest for the students, families, and teachers. Because absence from class is detrimental to a student's academic performance, families are encouraged to align any school year vacations with the scheduled days off (see attendance). The school calendar for the coming year will be finalized each March.

## **Specialized Education Programs:**

Ram's Call Christian Academy is not equipped to provide specialized education programs to include, but not limited to: IEP services, 504 services, ESL services, etc. Therefore, if students possess or need modifications to the learning environment for the previously mentioned reasons, a form plan, written and authorized by an agency or school with the appropriate credentials must be submitted to the Administrator. Upon review, administration will determine if the student has the potential to succeed without the use of the accommodations and modifications.

If the student is admitted to Ram's Call, and the parents or guardians choose to move forward with enrollment, they are doing so with the knowledge and understanding that their student(s) will not receive modifications or accommodations to the learning environment. For students who need ABA, Speech, or Occupational therapy services while on campus, those services are not provided by Ram's Call Christian Academy; however, services coordinated by the parent/guardian can be accommodated with the approval of the Administrator.

Consideration will be paid to potential disruptions to the learning environment and to class time that the student may miss.

## **Teachers:**

All teachers at Ram's Call Christian Academy are born-again believers who profess faith in Jesus Christ as their Lord and Savior. The teachers are expected to always emphasize the spiritual component of life and the importance of a saving relationship with Jesus Christ in all that they teach. It is this component of RCCA that makes it substantially different from other academic schools. Academically, RCCA meets the requirements necessary concerning hiring practices and policies. RCCA administration is responsible for the recruitment of all faculty and staff and does not consult with classroom parents concerning hiring teachers for a given class either prior to or during the school year. This policy also applies to teacher placement/teaching assignments. The faculty/staff will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of Ram's Call Christian Academy (Hebrews 10:25).

## **Testing Security:**

To encourage students' integrity, the administration must insist that whenever a quiz, test or exam is given,

~The teacher is to be circulating and observing

~Students are encouraged to use a cover sheet, with everything removed from his/her desktop

~When possible, students are to be spread out

~The teacher is not to accept quiz, test, or exam grades called out by students in class

## **Student Records:**

Ram's Call Christian Academy maintains complete records, including a cumulative academic record, for each student. All material in these records is treated confidentially and are available in accordance with the following policy:

~No report card or student records will be released to parents or to another school if the family is delinquent in tuition payment or has a debt of any kind with RCCA

~Parents or guardians have the right to review all official records, file and data related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental request to review official records relating to a child shall be made in writing to the Administrator. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed in the presence of the Office Manager or Administrator so that proper explanation can be given.

~Parents shall have an opportunity for a hearing with the Administrator to challenge the content of their student's school record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

~There will be no release of a student's personal records or file or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:

~Staff members of RCCA who have legitimate educational interest - - - Court or law enforcement officials, per a subpoena or court order Certain federal, state, or local authorities performing functions required by law Officials of other schools in which the student intends to enroll

Release of report cards, etc., to non-custodial parents. - Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of "Dissolution of Marriage; Support; Custody" - - If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Administrator, if RCCA is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a noncustodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by RCCA of the non-custodial parent's request for information.

~Transcript request – must be in writing and should expect at least ten (10) business days to be completed.

~Parents shall have an opportunity for a hearing with the Administrator to challenge the content of their student's school record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

~There will be no release of a student's personal records or file or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:

~Staff members of RCCA who have legitimate educational interest - - - Court or law enforcement officials, per a subpoena or court order Certain federal, state, or local authorities performing functions required by law Officials of other schools in which the student intends to enroll

~Release of report cards, etc., to non-custodial parents. - Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of "Dissolution of Marriage; Support; Custody" - - If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Administrator, if RCCA is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by RCCA of the non-custodial parent's request for information. Transcript request – must be in writing and should expect at least ten (10) business days to be completed.

## **Warning Bell:**

The first bell (7:50 am) in the morning is a signal for all students to proceed to the assembly hall. The second bell (8:00 am) is when school begins, this bell also signifies the end of drop-off for the Elementary School. **Students dropped off after 8:00 am are considered tardy and must sign in at the office.**

## **Tardy And Late Check-In Policy:**

Punctuality is an important part of a successful school experience and is an expectation at RCCA. Being late to class is disruptive and this practice is to be avoided. All tardies are recorded as part of the student's permanent record. A tardy is defined as not being in the classroom seat when the tardy bell rings. All tardies are considered unexcused unless accompanied by a written note from a parent explaining the tardy.

If a student arrives at school after 8:00 AM, he/she must be escorted to the office by a parent/guardian. The student must receive a pass from the Office before he/she

reports to their teacher. Consistent tardies may result in disciplinary action. Every third tardy counts as an absence.

## **Attendance:**

Success at Ram's Call Christian Academy is directly linked to school attendance. Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. **Parents must call or text 573-330-8596 when their child will not be in attendance.** Many integral learning activities including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Irregular attendance is a major cause for poor academic work and continual tardiness is disruptive to the normal flow of school activity. If students accumulate 10 unexcused absences within a single semester, they may be at risk for retention. Students who accumulate a combination of 15 absences, excused and unexcused, during a single semester may also be at risk for retention. Truancy, which is deemed as 35 or more absences, may result in a student being disenrolled from RCCA. Disenrollment due to truancy is communicated via an official letter from the Administrator. Families are still responsible for the full financial contract.

## **Excused Absence:**

An excused absence is one that occurs for illness, death in the immediate family, or unavoidable occurrences. Students should bring a parent's written excuse for being absent to the office upon their return. Students absent for 3 or more days, due to illness, are required to bring a note from their physician documenting this illness. All physician or parent notes are to be submitted to the office within 2 business days. A request to obtain make-up work for the day the child is absent must be made by the parent to the school administrative assistant and the teacher(s). Material needs to be picked up. The Administrator or Teacher will notify the parent/guardian of a time at which the materials will be ready.

Requests for assignments for an extended absence should be made at least two days in advance. Every effort will be made for the students to make up work missed during the school day upon his/her return to school. However, an extended illness (more than 2 days) may require additional tutoring and/or parental assistance.

Work to be made up is at the teacher's discretion. Students are required to make up tests and quizzes. In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty. This does not apply to previously scheduled tests, quizzes, or projects due on the first date of the absence. Major assignments, homework assignments, projects, tests, and quizzes are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Administrator may grant exceptions to this policy.

## **Unexcused Absence:**

Upon return, students will obtain all assignments, instructions, and missed notes and will be given one day to complete and submit all missed assignments. If students submit 1 day later than expected, they may only receive ½ credit. Any tests, quizzes, or projects previously due the day a student is absent, are due upon the student's return.

## **Excused And Unexcused Absences:**

Any student who accumulates more than ten (10) absences excused or unexcused in a class for a semester must show course content mastery or receive an "F" for the semester. Mastery will be determined as follows:

~A cumulative passing grade for the course of (60% or higher)

~All coursework completed in accordance with school policy. Parents must notify RCCA every time their child is absent. Academic instruction that is missed must be made up by the student in a manner acceptable to the teacher (see policy under Late Work).

Are impacted by absences are: honor roll, course credit, and extracurricular participation.

## **Excused Absences Include:**

Illness and injury

Illness or Death in the student's immediate family (Parents, Stepparents, grandparents, siblings)

Participation in approved school-related activities (is not included in the 10-day count)

Prearranged absences of educational value, leadership forums with the Administrator's approval, competitions, or talent opportunities.

Medical appointments that cannot be scheduled outside of school Students are responsible to schedule and take make-up tests and quizzes. Students will have one day for each day missed to take tests and quizzes and make up any homework/classwork.

To stop the spread of illness to other children and school staff, please keep your child(ren) at home when they are sick or feeling unwell.

Symptoms of an illness include, but are not limited to, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, congestion/ runny nose, nausea, vomiting, diarrhea, and fever.

Please notify the school office and the teacher if your child is going to be absent.

Individuals must also stay home for:

~Fever 100.4 or greater (until fever-free without the use of fever-reducing medications for 24 hours)

~ Vomiting/ Diarrhea (until 24 hours symptom free)

~Pink Eye/ bacterial conjunctivitis (until 24 hours on medication)

~Strep throat (until 24 hours on medication)

~Head lice (Head treated and no lice prior to return)

~Contagious chickenpox (stay home until all chickenpox lesions have crusted/

~scabbed and no new lesions for 24 hours)

~Open sores from any infectious disease or undiagnosed rash

~Other contagious illnesses

If a student becomes ill during the school day, he/she will be sent to the healthcare office. The parent will be called and must arrange to pick him/her up promptly.

Some illnesses may require a re-check before students are allowed to return to class.

## **Unexcused Absences Include:**

All absences not listed above

All absences not verified by RCCA Returning After Being Absent One Or More Days Report to the office before the first class of the day Present a note detailing the reason for absence. The note must be signed by a parent or guardian.

## **Early Checkout:**

Students are encouraged to be in attendance for the entire school day unless unavoidable circumstances require their early dismissal. End-of-the-day activities are just as important as beginning-of-the-day activities; therefore, early checkout by students is given the same consideration as excessive tardiness and may result in disciplinary action by the Administrator.

Grades K3-10th school hours are 8:00 AM – 2:45 PM.

For a student to be considered present for the day, they must be checked in before 11:30 AM, or present through 11:30 AM. If students arrive after 8:05 AM they are considered tardy.

Parents are discouraged from checking out students for the following reasons: after field trips or activities of older or younger siblings, to avoid the dismissal line traffic, and doctor or dentist appointments that can be scheduled outside of school hours. If it becomes necessary to check your student out of school before 2:45 PM, please follow the checkout procedures:

~If you know ahead of time, present a note detailing the reason to the office

A parent or guardian must sign the student out in the office before leaving the school, by providing a school-issued pick-up card or valid ID. The student will be called from class to meet the parent in the office lobby. Parents are asked not to go to the child's classroom to pick up the student.

~If returning to school after an early checkout, a parent or guardian must sign the student in at the office.

~Students must be in attendance for lunch to be counted as present

## **Dress Code:**

The dress code supports Ram's Call Christian Academy's mission to prepare students for life as Christian leaders by promoting an important level of professionalism.

Hair - Hair should not obstruct the eyes. Hair should be neat and clean.

Hair Accessories – Headbands with cat or mouse ears are not permitted.

Piercings – No face jewelry (Nose jewelry, lip, eyebrow, and tongue piercings, etc.) Gothic style jewelry, spikes, studs, body piercing (other than earrings) are not permitted.

Shirts, Sweaters, Sweatshirts & Hoodies – All sweaters and sweatshirts, including zippered sweatshirts and hoodies must be appropriate and not have any rock bands or profanity on them. Skull and crossbones graphics may not be worn or displayed on any clothing or school item including shoes, laces, jewelry, backpacks, notebooks, etc .

Bare midriff must not be exposed at any time, including when arms are lifted over head or student is bending at the waist. Cleavage must not be exposed by low cut garments or when bent over.

Jackets - There is no prescribed/required style of jacket or winter coat, except that they must fit properly.

Shoes – Comfortable, safe shoes in good condition are to be worn. All shoes and sandals must be closed back or a back strap. For the student's safety, shoes that have laces must be laced and tied securely.

Skirts/Shorts/Dresses – Must be of appropriate professionalism length. No buttocks exposed when standing straight or bent over.

Jeans – Jeans must fit properly and must wear jeans up over the buttocks. Belts must be worn in the belt loops. No lettering or pictures on backside of any pants, skirts, shorts, etc.

Leggings – are permitted if they are modest and not provocative looking.

Sweatpants and wind pants are permitted.

Clothing is not to be excessively tight.

Clothing traditionally worn as pajamas is not permitted.

Gothic style jewelry, spikes, studs, body piercing (other than earrings) are not permitted.

## **Dress Code Violations:**

Ram's Call Christian Academy would prefer to never have to deal with dress code violations. This would give the teachers and administration more time to focus on providing an excellent education to all our students. However, we do feel that the way in which students present themselves to one another, their teachers and to the community, is particularly important. Therefore, we will be firm in the enforcement of our dress code standards. Records are kept regarding dress code violations for each student. The procedures outlined below will be followed in handling dress code violations:

First violation – Parents will be called to replace inappropriate item. Infraction is documented.

Second violation – Parents will be called to replace inappropriate item. Infraction is documented. In these cases, a behavior note (or detention for upper grades) may be sent home.

Third violation – Parents will be required to meet with administration to discuss the violations and possible consequences for future violations up to and including suspension or expulsion from Ram's Call Christian Academy.

## **Parent/Volunteer Dress Code:**

Volunteers are expected to wear conservative attire while serving on campus. Parents must exercise careful judgment regarding garment length, fit, and coverage.

## **Lunch Procedures:**

All students bring their own bagged lunch.

Parents are requested to send nutritious snacks and lunches with their children.

Students should bring all utensils from home.

Glass containers should not be brought to school.

Food should be eaten during specific break times in areas designated by teachers.

Students should not bring gum to school.

The teacher will assure all students have brought their lunch at the beginning of each school day.

If a student has forgotten their lunch the school will first, try to contact the parent/guardian.

If the school is unable to reach the parent/guardian the school will provide a sandwich, chips, and drink to the student.

Due to safety and security concerns, the school will not accept food deliveries during school hours. This includes during the lunch periods. Families/Students should not make purchases through DoorDash, etc. These services will be turned away at the door and you will be out the money. Thanks for your understanding.

Students may bring food that needs warmed up in microwave. Please only bring food that is quick to microwave with no more than a couple minutes to heat up. This is due to being mindful of other students bringing microwavable food.

On occasion the school will provide lunch for the students. Most likely on this day it will be pizza/tacos/McDonald's (the teachers will notify parents in advance when the school is doing this)

Parents of children with allergies are expected to provide RCCA with complete information regarding their child's condition and what steps should be followed in the event of an allergic reaction. Please complete an Allergy/ Asthma Action Plan form if your child has a food or significant environmental allergy.

## **CELL PHONES, APPLE/SMART WATCHES, GAMING & ELECTRONIC LISTENING DEVICES:**

These items are not to be used during the school day unless teacher has given permission. The school day is between the hours of 8:00 am and 2:45 pm. If these items are being used during the school day without permission, they will be confiscated. Phones must be submitted, as is, to the teacher. If a student is ill or needs to speak to a parent, they should ask for permission to be dismissed to the school office. Parents or relatives that need to contact a student during school hours need to call the school office at 573-330-8596 and a message will be given to the student

## **Transportation:**

Parents are to provide transportation to and from school.

While dropping off or picking up your student please abide by these pick-up/drop off policies:

### **Dropping off your student:**

Drop off is between 7:30 and 7:50am

Do not let your child out of the car until you see a teacher instructing you to do so.

Stay in line and wait your turn.

Do not get out of your car while in the drop off-line.

### **Picking up your student:**

Pick up is between 2:45- and 3:05pm

Do not get out of your car while in the pick-up line.

Stay in line and wait your turn.

Do not pick-up your child until you see a teacher telling your student to go to your car.

### **DELAYS:**

If your local district does not announce a cancellation but RCCA announces a cancellation. Do not bring your child to school.

Where you find delay and cancellation information?

RCCA will text the parent. The parent will receive a voicemail and/or text message.

### **Early Dismissals Due to Weather:**

RCCA will send a Parent Alert call and email to try to contact parents if their child is dismissed early. (Parents should be sure the office has updated phone numbers and emails for both parents)

## **TUITION PAYMENTS AND DELINQUENT TUITION POLICY:**

Tuition is to be paid according to the payment plan selected by the parent on the current school year's Enrollment Contract. The payment plan may be changed by contacting the Financial Administrator.

**A \$5.00 late fee will be assessed on the first business day after the 10th of each month. An additional \$5.00 late fee will be charged each week thereafter until the account is brought current.** A tuition and fees statement of account shall be mailed showing the account balance due, including late fees.

When the account becomes two months past due, the parents/guardians will be notified in writing that they must make acceptable arrangements with the Operations Officer to bring their account current, come up with an agreed payment option, or prepare to withdraw their child(ren).

If appropriate, and at the discretion of the Tuition Aid Committee, short-term emergency Tuition Aid may be granted.

Every possible effort will be made to resolve the matter without removal of the student from school. If removal becomes necessary, the parent will receive advance notice in writing. No child shall be subject to reprimand or embarrassment because of delinquent payments.

At the end of the school year, any family with a current school- year balance will not receive their children's report cards or grade transcripts until their account is paid in full. A student may not begin a school year until their prior- year balance is paid in full and their account is current for the new year unless it is approved by the school's Administrator

### **Withdrawal Policy:**

Once a student has been accepted for enrollment, withdrawal of the application or of the student from school will lead to the following charges:

#### **Withdrawal in the first semester:**

You will still owe the remainder balance of that semester plus a \$100 withdrawal fee

#### **Withdrawal in the second semester:**

You will still owe the remainder balance of that semester plus a \$100 withdrawal fee

## **FUNDRAISING AND CHARITABLE CONTRIBUTIONS:**

Ram's Call Christian Academy's partnership with parents also entails a mutual responsibility for the fiscal health of the academy through financial support and stewardship of those resources to ensure our students are receiving an exceptional educational experience. Because tuition does not fully cover the cost to educate each student, families are asked to help fill the gap or support specific programs by participating in various fundraisers throughout the year. These may range from product sales, to securing pledges from others for a student's efforts in a special event, to outright donations. While product sales, such as candy, discount books or other useful items are to be kept to a minimum, they can also be a learning opportunity for students to enhance their planning skills, communications, money management, entrepreneurship, and other life preparation abilities. The same applies to fundraising events, where students can appreciate being a part of something that also serves others. As RCCA also seeks grants and donations from sources outside the school community, it is important to demonstrate that all RCCA families are also supporting the academy.

## **BIRTHDAY PARTIES, OTHER PARTIES, GIFT GIVING**

Birthday parties will not be held at school. However, students who wish to celebrate their birthday may bring in store bought cupcakes, donuts, or other snack items for the entire class. No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. The same guidelines apply to any other parties as well. Our goal is that no child feels excluded by his/her peers from any such gathering. Please contact your child's teacher in advance for his/her recommendation. The principle of inclusivity applies also to gift giving at RCCA. If giving a gift, gifts should be given to all students in a classroom or on a team when distributed at school. \*NOTE: If you desire to bring in store-bought items, please notify the teacher within 3 days.

## **Photograph And Video:**

Use of student's image and likeness, Ram's Call Christian Academy students are photographed (and videoed) regularly both by students and professional agencies. These photos and videos are used to promote RCCA by showing many of our great activities. Parents/Guardians on the enrollment application and contract give

consent for photographs, audio, video, or electronic or digital images, or likeness of their student(s), to be used by RCCA for exhibition, public display, publications, competitions, publicity materials, advertising, a news media story, video, audio or other electronic media, including but not limited to, yearbooks, newspapers, promotional brochures or literature, the Internet, a school social media, website, television, CD-ROM or DVD. If a student or family does not wish such pictures to be used in school publications or promotions, parents must submit a request in writing during the enrollment process.

## **Field Trips:**

Teachers may choose to take their classes to off-site locations for firsthand experiences. To participate in a field trip, students must have on file a signed Permission Form from his/her parent(s) and must have earned the right to attend. To earn this right, a student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. The schedule and applicable fees will be available through the classroom teachers. Costs associated with field trips will be included on the field trip form and be required by a date established by the teacher.

**CHAPERONES:** RCCA reserves the right to limit the number of chaperones attending a field trip.

**SIBLINGS:** Only those students in the grade level on the field trip are permitted to attend. To maintain a safe and secure as well as educational experience for all involved, parents serving as chaperones are not permitted to bring siblings along on the trip. **PARENTS:** Parents attending or chaperoning, who are not serving as transportation for other students, may check out students directly from their student's teacher.

## **Background Checks:**

To provide a procedure for background checks to ensure a safe school environment. This policy will govern the use of background checks for all staff, faculty, substitute teachers, volunteers, and visitors.

### **Background check requirements for specific functions:**

## **Employees:**

At the time of initial employment, a full background check is performed.

A sex offender registry search is performed at least annually.

Full background checks will be repeated every three years.

## **Substitute Teachers/ School Volunteers:**

A full background check is required before the first day working.

A sex offender registry search is performed at least annually.

Full background checks will be repeated every three years of employment with Ram's Call Christian School.

## **Fire Drills:**

General Rules Fire drills will be conducted monthly. They will be announced through the building. All students and personnel are required to participate.

Student Responsibilities:

Students need to be aware of fire drill exits.

The first student holds the door until all students using the exit have evacuated the building. He/she then joins his group. The second student leads his/her group to the designated area.

The students are to walk quickly in a single line to their designated area, face the building and wait.

If the students are outdoors when the alarm rings, they should go to their designated, previously assigned area.

Students who are separated from their class when the alarm sounds should leave the building by the closest exit and report to a teacher.

Upon returning to the building, students will return quickly and quietly to their classrooms.

## **Tornado Drills:**

General Rules tornado drills will be conducted quarterly. They will be announced through the building. All students and personnel are required to participate.

Student Responsibilities: Students need to be aware of tornado drill exits.

The students are to walk quickly in a single line to the basement.

If the students are outdoors when the alarm rings, they should go to their designated, previously assigned area.

Students who are separated from their class when the alarm sounds should make their way to the basement and report to a teacher.

After the drill students will return quickly and quietly to their classrooms.

## **Teacher Responsibility:**

Individual teachers will handle inappropriate behavior in their own classroom as well as off-campus. Most disciplinary problems will hopefully be resolved between the student and the teacher. The teacher will be an active participant in enforcing appropriate discipline measures.

## **Student Conduct Agreement:**

Students are expected to follow the guidelines below when they are aware of violations of RCCA standards by another student. Failure to confront misbehavior according to the policy below will result in disciplinary action. This will usually mean the following: Personally, confront the fellow student and encourage him/her to stop the violation and make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved. If step one is not successful, others who are aware of the problem should be encouraged to talk to the person and encourage them to make things right with those in authority. It is the responsibility of the student to report a violation to school authorities so that the one who has committed the violation can be helped.

## **Discipline & Conduct And Courtesy:**

Ram's Call Christian Academy endeavors to educate each student, including the teaching of social graces and biblically based moral education. The education process involves imparting rules and precepts, as well as providing explicit instruction, exhortation, and training. Students are expected to address adults with proper titles. "Thank You," "Please" and "Yes, sir/ma'am" are examples of courtesies

exercised. Students are expected to always behave as ladies and gentlemen, both in and out of school, as he/she represents Jesus, their families, and RCCA. Faculty and staff are expected to treat one another with respect and courtesy. At assemblies and chapels, students are expected to be active participants and pay attention to the program. Talking, reading, studying, eating, and walking around during assemblies are inappropriate behaviors and are not permitted. At any school events, students and parents are to display sportsmanship toward our team, coaches, opponents, and officials regardless of winning or losing the contest, as well as respecting traffic safety by driving and parking in an exemplary manner. Driving and parking violations will be dealt with by the Administration. Likewise, parents are to be examples of good conduct and courtesy in a similar fashion, as parents also represent Jesus, their families, and RCCA. Parents are to treat one another, school faculty, and staff with respect and courtesy.

## **Corporal Punishment:**

The Faculty and Staff at RCCA do NOT administer corporal punishment.

## **Behavior Management Procedures:**

RCCA believes that to ensure students and families understand expectations and procedures, there must be grace shown towards behavior. Therefore, the following will serve as the initial behavior management system. Following this process, more severe consequences, as listed in our progressive discipline guide, may be utilized.

Classroom Discipline Expectations for the students:

Follow teachers' directions.

Bring all necessary supplies and completed homework.

Respect the person, feelings, and property of others.

Be seated and ready at the beginning of each period.

Be orderly, attentive, and participate appropriately.

Complete all required work satisfactorily for each class.

Each student is responsible for knowing the general classroom rules of conduct and for any specific rules of conduct or procedure given by individual teachers.

Forms of discipline:

(These are listed in level of severity and going off age of student. RCCA will always start with the lesser of these disciplinary actions and only move to the next level of discipline if behavior is not resolved and continues to be an issue. RCCA teachers will be in contact with the parent/guardian to inform and work together for a resolution to the behavior.)

Minutes off Recess:

After a student has received 3 warnings for the same behavior, they will serve a 5-minute silent recess with their teacher.

Lunch Detention:

Lunch detentions will be held during a student's lunch period. Students must report immediately to the designated location. Student will be able to eat their lunch in the designated location.

(Lunch detention can be 5-minutes or up to their whole lunch period depending on the severity of the behavior)

After School Detention:

Morning detention meets as needed and is from 7:30 a.m. until 8:00 a.m. Students are required to bring homework to detention.

Saturday School Detention:

Students will serve Saturday school detention from 9:00 a.m. to 12:00 noon and be assessed a \$15.00 fine. Students will be expected to work on either assigned tasks given by the detention monitor or homework while they are serving their detention. Students are required to bring homework to detention.

In-School Suspension:

Students will serve on work detail with the maintenance staff and silently work on homework.

Out of School Suspension:

Students are not permitted to attend school or any school activity.

## **Specific Discipline Issues:**

Bullying:

Ram's Call Christian Academy believes that all students have the right to a safe and healthy learning environment. Based on John 13:34, all members of the RCCA Family have the opportunity and are expected to treat all with the love of Christ and provide an environment of mutual respect.

The act of bullying removes the opportunity for students to thrive within their environment. Bullying is defined as conscious, unwarranted, and repetitive aggressive behavior that involves a real or perceived power imbalance. Bullying is categorized as Verbal, Social, or Physical. Examples include:

Verbal Teasing or Name-calling, Inappropriate sexual comments, or Taunting, threatening to cause harm

Telling other children not to be friends with someone, spreading rumors about someone, Embarrassing someone in public

Physical Hitting/kicking/punching, Spitting, Tripping/pushing, Taking, or breaking someone's belongings, Mean or rude hand gestures

Bullying is not:  
Arguments or conflicts between students

Expression of feelings

Not liking someone

Choosing not to play or socialize with a peer

A reaction to another student's behavior

Isolated incidences of harassment, aggression, or meanness If a situation of bullying is reported, the Administration will investigate the details provided and implement the proper consequences per the Progressive Discipline Guidelines.

Plagiarism: is defined as the presentation of another person's ideas, phrases, or words as the student's own work (including Cliff Notes, online essays, internet research, another student's work, or using Artificial Intelligence (AI) and claiming it as your own original work). A student sharing their work is as much at fault as the one receiving it and will receive the same consequence. Students should not email or share their work with other students as this is cheating. The use of online translators for foreign language work is prohibited.

Lower Grade Levels:

On the Lower grade levels, plagiarism/cheating/copying will be handled on a case-by-case basis. There is a developmental gap between our youngest and oldest

students, so there will also be a disparity in how these types of situations will be handled. Older students will be held to a standard more closely tied to what is outlined on the Upper Grade Level. Our goal is to foster growth and maturity in each student. These situations can be great learning opportunities in the lower grades.

Lying – intentionally misleading or giving false information to a classmate, teacher, or staff member through actions, statements, written word, or objects. Cheating – acting dishonestly or unfairly to gain an advantage. (ex. Looking at your notes during a test, copying work from a friend or letting a friend copy work, sharing answers before, during, or after a test, using a calculator when not allowed, etc.)

Plagiarism – taking someone else’s work or ideas and passing them off as one’s own. This can come in the form of copying directly from a book, magazine, internet, or a classmate’s work or using someone’s idea without citation.

Upper Grade Level:

Plagiarism/Cheating/Copying/Unacceptable Collaboration

1st offense – Zero on the assignment, phone contact with parents by the teacher, student conference with administration.

2nd offense – Zero on the assignment and day of suspension, phone contact with parents by administration.

3rd offense – Zero on the assignment, 3 days of suspension, administrative conference with student and parents.

## **Disciplinary Procedures:**

All discipline will be handled on a case-by-case basis and as is developmentally appropriate. Teachers will investigate to make sure there has truly been a violation of honesty. Teachers will refer the student in violation to the Administrator with all information in written form. The Administrator of school will talk with the student and determine the appropriate consequence. The student’s disciplinary history and the nature of the offense will be considered when consequences are given. Parents will be notified through a phone call or email.

## **Additional Behavior Issues:**

Profanity, vulgar speech/actions, and abusive speech/actions will not be tolerated. Such speaking and acting are harmful to others and certainly is not appropriate, nor is it conducive to one's own moral and spiritual development. Any student using profane, vulgar language, obscene gestures, or actions, or who is abusive, physically, or emotionally, threatening or bringing harm to the person or property of another member of the school community or involved in sexual harassment will be disciplined. Definition of harassment may include the following: - Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other inappropriate verbal, non-verbal, written, graphic or physical conduct of sexual nature. Sexual harassment may include same sex incidents or opposite-sex incidents. Sexual harassment, as defined above, may include, but is not limited to the following: verbal, graphic and written harassment or abuse, pressure for sexual activity, remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching or exposure of body parts, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's social or academic standing, explicit pictures, posters, calendars, etc. in class, notebooks, lockers, etc. Specific laws relating to sexual contact with students aged fifteen (15) or younger must be understood and followed by all students. - - Racial harassment consists of all forms of discrimination related to race, color, and national origin, including any verbal, nonverbal, graphic, written or physical conduct that denigrates or shows hostility or aversion toward any person based upon race, when such conduct interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment.

Racial harassment may include but is not limited to, the following conduct which is based upon race: epithets and slurs, negative stereotyping, threatening, intimidating or hostile acts, written or graphic material that stirs hostility or aversion toward an individual or group General Harassment/Bullying consists of using unwelcome gestures, words, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person.

Stealing will be severely dealt with, including possible expulsion. It is expected that stolen items be returned.

Threatening or bringing harm to the person or property of any member of the school community or to the school itself will result in suspension or expulsion and full financial restitution for damages incurred.

Search of Student Lockers: - All RCCA lockers are the property of RCCA. Lockers are provided by RCCA as a convenience to students and always remain the sole and exclusive property of RCCA. Students do not have any expectation of privacy in their lockers, or any materials stored within their lockers. RCCA reserves the right, at any time without prior notice, in its sole discretion, to search student lockers and the items within or around them. RCCA reserves the right, at any time, to inspect any student and/or lockers to protect the health, safety, and welfare of students or if RCCA has a reasonable suspicion of a violation of the law or of the Student Conduct Agreement.

Search of Students: - - If RCCA has a reasonable suspicion that a student has prohibited items or evidence of a violation of the Student Conduct Agreement, a school Administrator, with another school employee, may ask a student to empty his/her pockets, purse, book bag, and/or take off their shoes and socks. If the student is unwilling to do so, the Administrator will contact a parent/guardian. If the student is still unwilling to do so after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then RCCA will assume the student has prohibited material or has engaged in the conduct alleged and take appropriate disciplinary action, which may include suspension or expulsion from RCCA or contacting law enforcement.

Student Immorality: - God has clearly communicated His standard of saving sex for the institution of marriage and refraining from promiscuity. Accordingly, students violating RCCA Biblical morality standards by engaging in Biblically inappropriate sexual conduct will be suspended for a period to allow for an investigation of the facts before further discipline is imposed. Based upon its investigation, RCCA will impose appropriate discipline, which may include but is not limited to suspension or expulsion. Each decision will be made based on Christian concern for the welfare of each student and family involved and for the welfare of the student body.

Pranks - If a student pulls a prank that damages property or creates additional work for the maintenance staff, the student/family will be billed for the actual cost.

## **Probation (Disciplinary)**

The Administrator invokes probation when it becomes apparent that a student has a genuine problem, as determined by the RCCA Administration. The student and parents will be notified in writing by the Administrator when probation is invoked. It gives the student an opportunity to correct his/her problem and to assume the responsibilities involved in a more mature and appropriate manner.

The problems for which a student can be placed on disciplinary probation, include, but are not limited to, the following:

Attitude and rebellious spirit: which is unchanged after much effort by the teachers, or a continued negative or uncooperative attitude and bad influence upon the other students.

Misconduct: Continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which harms the school's and/or student's Christian testimony. Probation will last from 4 to 9 weeks. At the conclusion of the probation period, the administration will reconsider the student, confer with the parents, and will recommend either removal from probation or withdrawal from the school. All students on disciplinary probation are ineligible for athletics and all other extracurricular activities.

**LONG-TERM SUSPENSION/DISCIPLINARY PROBATION:** Long-term suspension of no more than 30 days may be invoked by RCCA administration in the case of serious offenses or pending an investigation. When a student is suspended long-term or placed on probation, the parent will be notified in person and in writing by the Administrator.

## **Expulsion:**

When a student is expelled by the Administrator, both the student and the student's parent(s) shall be notified in person and in writing as to the reasons for the expulsion. RCCA has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is dismissed. The student and his/her parent or guardian may ask their case to be reviewed by the Administrator. Their request shall be in writing and shall be presented to the Administrator within three (3) days of the expulsion. The Administrator may choose to review the expulsion with the assistance of the other members of the administrative team. Clearly identify the offense at both the beginning and end of the suspension. Assist the student in verbalizing why the offense was inappropriate and/or harmful. Notify the student's teachers/coaches of the suspension term but not the nature of the offense. In the case of long-term suspension or expulsion, the Administrator will work with the parent(s) to assign a mentor to disciple and maintain contact with the student for the duration of the suspension/expulsion period. At the end of the disciplinary period, the Administrator will: Conduct a re-entry interview with the student and at least one parent. Assist the student in identifying a plan to ensure improvement. Remind the

student of their importance in the RCCA family Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the Administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.

## **Contrition:**

When a student's choices/behaviors may have risen to the level of expulsion or suspension, the student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's deeply felt remorse, RCCA cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is contrite by confessing wrongdoing before being called to the office or called upon by Administration in any way to account for behavior. Any student confession must be made to the Administrator by the student alone or with an accompanying teacher, coach, parent, or guardian. Telling a teacher, coach or other school representative alone does not qualify.

## **Restoration Plan:**

It is always the intention of Ram's Call Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is our desire. As a means to the end, the following guidelines will govern the readmission of suspended and expelled students. At the beginning of the disciplinary period, the Administrator will: Clearly identify the offense at both the beginning and end of the suspension. Assist the student in verbalizing why the offense was inappropriate and/or harmful. Notify the student's teachers/coaches of the suspension term but not the nature of the offense. In the case of long-term suspension or expulsion, the Administrator will work with the parent(s) to assign a mentor to disciple and maintain contact with the student for the duration of the suspension/expulsion period. At the end of the disciplinary period, the Administrator will: Conduct a re-entry interview with the student and at least one parent. Assist the student in identifying a plan to ensure improvement. Remind the student of their importance in the RCCA family Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the Administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.

## **COUNSELING AND ADVISING CONFIDENTIALITY POLICY:**

The safety, well-being, and protection of our students are of utmost importance to the administration and staff members at Ram's Call Christian Academy. Therefore, decisions regarding confidentiality are not taken lightly. It is an essential part of the ethos of our school that trust is established to enable students, staff, and parents/guardians to seek help both within and outside the school system. We will strive to minimize the number of situations when personal information is shared with anyone other than those immediately involved. However, since our goal is to ensure that students and staff are supported and kept safe, a discretionary sharing of information between staff members and administration is vital to assure our students' well-being and safety. It is thus necessary to outline the limitations to absolute confidentiality at Ram's Call Christian Academy. Information about your child will be handled in as confidential a manner as possible, but the following exceptions will apply.

**Duty to Warn:** for any person determined to be at risk of harm to self or to others, all appropriate warning or reporting procedures will be followed.

**Regarding Minors:** counselors, teachers, Administrator's, and staff adhere to the Missouri Child Welfare Agency's legal duty to report any suspicion of neglect, physical, or sexual abuse of minors.

**Release of Information Agreements:** information will be released to third parties (school personnel, family members, etc.) only at the student or parent's request and after a Release of Information form has been signed by the student or parent/guardian. Additionally, Missouri State Law does not grant privilege communication to counselors or school officials and if asked by the legal system, Ram's Call Christian Academy is required to share information gained in confidential meetings.

**Illegal and Inappropriate Behavior:**

Ram's Call Christian Academy reserves the right to inform parents/guardians if it is reported that a student has committed illegal actions or participated in promiscuous behavior. The student will be informed when confidence must be broken for the listed reasons, and he/she will be encouraged to do this for himself/herself as much as is possible.

## **Christian Testimony:**

Good behavior arises from good character. Assisting parents in the development of Godly character in their children is one of our primary goals. This is done by focusing on good behavior and commending it. On occasion, we must also give consequences for negative behavior. It is necessary to recognize and contend with misbehavior to discourage its frequency and intensity. It is our desire that RCCA students would daily strive to obey the Scriptures. Colossians 3:17 says, "So then, whatever you do, whether in word or deed, do all to the glory of God." In the best interest of the entire school community, so that we might all live happily together, and function as smoothly as possible, certain guidelines of conduct must be maintained by all students, both on and off campus. To that end, the school honor code will be emphasized by all students at RCCA through morning announcements and classroom procedures so that a framework for proper behavior, based on the teachings of the Bible, will be with them at all times.

**Community Guidelines:** This policy is a classroom-centered, teacher-focused policy that is designed to give parents, students, and school the tools needed to maintain an optimal learning environment. We believe in the values of these Community Guidelines. While they are not a measure of one's spiritual maturity, they are helpful in maintaining a common, standard of behavior. In addition to the guidelines listed below, each grade level establishes an effective and clear, age-appropriate classroom discipline policy. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy. The levels of offenses and consequences listed below have been established to effectively handle behavior issues and consequences at the most appropriate level. Although RCCA follows the general guidelines below, all consequences are at the discretion of the teacher or Administrator as to the proper level of the offense. RCCA reserves the right to proceed to a more severe discipline, up to and including, suspension or expulsion, if necessary. An appeals process based on the "Complaint/Resolution Procedure" and/or the "Expulsion/Appeals" policy may be followed to resolve misunderstandings and differences of opinion. In all such cases, the parent agrees to follow the processes outlined in this handbook as the sole method of conflict resolution without resorting to legal action of any sort. Student discipline consequences are confidential.