

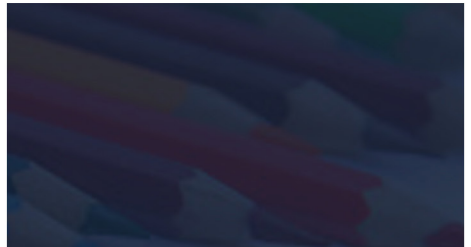
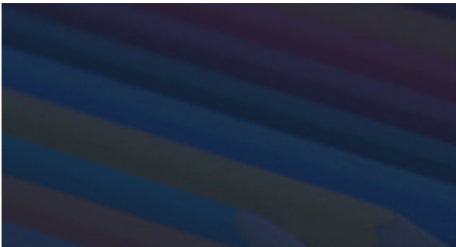


**RALEIGH CHRISTIAN**

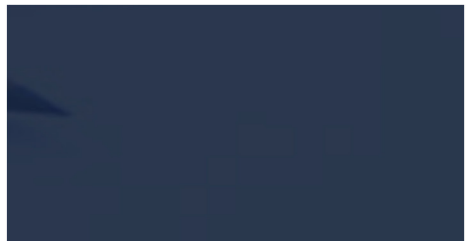
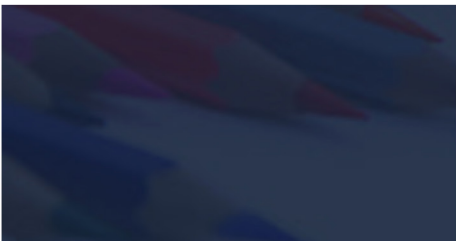
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ELEMENTARY HANDBOOK





# Raleigh Christian Academy

## Elementary Handbook

Beacon Baptist Church/Raleigh Christian Academy  
has a racially nondiscriminatory policy.  
That is, we do not discriminate against applicants  
and students on the basis of race, color,  
and national or ethnic origin.

A Ministry of  
**Beacon Baptist Church**  
2110 Trawick Road  
Raleigh, North Carolina 27604  
919.872.2215  
raleighchristian.com

# Mission Statement of Raleigh Christian Academy

To **LEAD** children **TO** Christ,  
To **BUILD** children up **IN** Christ,  
And to **EQUIP** children to **SERVE** Christ.

**Kindergarten Principal:**

Mrs. Modesti Cavenaugh

modesticavenaugh@raleighchristian.com

**Elementary Principal:**

Miss Sarah Barker

sarahbarker@raleighchristian.com

This handbook may be changed at any time during the present school year without prior notification at the discretion of the administration of Beacon Baptist Church/Raleigh Christian Academy.

## **INTRODUCTION**

In the fall of 1977, seventeen students and two teachers met together in the facilities of Beacon Baptist Church in the inaugural year of Raleigh Christian Academy.

Bearing a great concern over the teachings and influence of the public schools system, Pastor Emeritus Randy Cox and the members of the church sought God's mind and blessing over this venture. Knowing that this was the will of God, the academy was born. After such a humble beginning, God has indeed blessed the school for many years. The pastor chose Richard and Gwen Tippett to come and help start the school. Dr. Tippett served as both teacher and administrator. The school began simply with combination classes of kindergarten four and five year olds and first and second graders.

Each year, another grade was added, as well as a teacher for that grade. Adding growth slowly and deliberately was by design so that the church could adjust to classroom and faculty needs in a gradual manner. In 1987, under the leadership of Dr. Tippett, Raleigh Christian Academy produced its very first graduating class with eleven seniors receiving diplomas from a Christian high school.

Since then, hundreds of students have graduated from Raleigh Christian Academy. God has richly blessed beyond all expectations. It is His school to do with as He pleases.

Our church school ministry, like Beacon Baptist Church, seeks to evangelize the lost and educate individuals according to God's Word.

Beacon Baptist Church is one ministry with one administration and one board. This ministry has one philosophy which is followed in every area of ministry.

## **STATEMENT OF FAITH**

- We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.
- We believe that there is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.
- We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His ascension to Heaven and personal premillennial return.
- We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.
- We believe in the present ministry of the Holy Spirit who enables the believer to live a godly life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **STATEMENT OF PHILOSOPHY**

Raleigh Christian Academy is committed to the application of God's revelation in every area of life and thought (Col. 1:15, 16). We believe that the fear of the Lord is the beginning of wisdom (Prov. 1:7) and that, consequently, man does not see any dimension of life accurately apart from the grace and knowledge of God. Therefore, the essence of Christian education is to set the relationship between the knowledge of God and that of His creation in its right order: an acknowledgement of God is essential to a sound and accurate knowledge of life and the world (Matt. 7:24; John 17:3).

Just as there is no right knowledge apart from the knowledge of God (Rom. 1:21, 22), there is no right knowledge of truth apart from His Word (John 17:17). The Word of God is the final

authority for all matters of faith and practice (II Tim. 3:16, 17; Matt. 24:35). In Scripture, God speaks that truth is necessary to a sound and accurate knowledge of life and the world (I Cor. 2:1-15). All academic subjects, programs, and activities must be in harmony with the Scriptures. No teaching, theory, policy, or practice which contradicts the teaching of Scripture may be presented as true (II Cor. 10:5).

We believe in the fallen nature of man. He is defiled and stands in need to be reconciled to God. This reconciliation has been made possible through the death and resurrection of Jesus Christ (Rom. 8:23; Heb. 9:12; II Thess. 5:23). Therefore, the Gospel shall be an integral part of the program as the academy seeks to win children to Christ.

Raleigh Christian Academy seeks to minister to the intellectual, physical, spiritual and social needs of its students (Luke 2:52). Recognizing that the primary responsibility for the education of children rests with their parents (Eph. 6:4, Deut. 6:6, 7), the school seeks to work closely with the Christian home and under the authority of Beacon Baptist Church to instill in students standards for life and learning that is consistent with the Scriptures and which results in Christ-like character. The academy wishes to produce students with a Christian worldview and with a discernment of right and wrong based on the clear precepts and principles of Scripture.

Regarding Gender: The Bible states in Genesis 1:27: "So God created man in his own image, in the image of God created he him; male and female created he them." Because God created two distinct genders, Beacon Baptist Church and Raleigh Christian Academy hold to this same belief. In addition, the church-school holds to the belief that all humans are created to be who God made us to be at birth, either male or female, and to maintain that God-intended gender.

In addition, the school purposes to provide an academic program of high quality so that students may be prepared in a satisfactory manner for college, ready and able to perform God's will for their lives. We believe that God has instilled



certain spiritual and natural gifts to every young person. This can be nurtured and fostered at RCA with the offering of fine arts instruction and extracurricular activities that further develop the whole child. This will be accomplished by hiring and maintaining a faculty and staff who are committed to Christ, members of Beacon Baptist Church, and who have a deep understanding of Biblical integration. By the direct teaching and godly examples of Christian faculty, students will be encouraged to live exemplary and Christlike lives.

Raleigh Christian Academy is open to students who are in harmony with its purpose. Students who are accepted for enrollment are expected to be cooperative, obedient, well-mannered, and positive toward the school and its distinctives. The school has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

## **EDUCATIONAL OBJECTIVES**

### **To LEAD Children TO Christ**

1. All students will be taught that the Bible is the inspired, inerrant Word of God and that it is the only source for truth.
2. All students will have an opportunity to hear the Gospel through Bible classes, chapels, and special meetings.
3. Students shall understand the importance of living an exemplary life before others that Christ might be magnified and that others might come to a saving knowledge of Jesus Christ.

### **To BUILD Children up IN Christ**

4. Students will be provided Biblical standards that are conducive to wholesome Christian living.
5. Students will be provided an atmosphere that punctuates and encourages Christian growth.
6. Students will be taught the importance of making life choices

and decisions in accordance with Biblical principles.

7. Students will hear the relevance of God's Word as it pertains to every subject.
8. Since the education of children belongs to the parents and that RCA, under the direction of Beacon Baptist Church, simply has the role of assisting them, RCA faculty shall make communication to them an essential part of the teaching process.

### **And to EQUIP Children to SERVE Christ**

9. All students will be taught the importance and necessity of performing the will of God in their lives.
10. All students will have an opportunity for physical, social, and intellectual activities that assist in their development as children of God.
11. An academic program will be offered that stimulates the intellect of each student that will meet or exceed state requirements.
12. Through academia, RCA students will develop character-building habits such as determination, hard work, self-discipline, and preparation.
13. Through Biblical integration in every class, chapels, and Bible classes, students will learn the importance of scrutinizing the current culture and world events through the eyes of Scripture.

### **PHILOSOPHY OF ACCOUNTABILITY**

Romans 14:11 and 12 says: "For it is written, as I live, saith the Lord, every knee shall bow to me, and every tongue shall confess to God. So then every one of us shall give account of himself to God." This we firmly believe.

The pastor will someday give an account to God for his role of leadership in the ministry. He is continually accountable to the congregation of Beacon Baptist Church.

The staff members are accountable to God, as well as to the pastor of the church. Each reports directly to the pastor.

The teachers are accountable to God, as well as to the administrator of the school. Areas of accountability include the actual classroom teaching, meeting deadlines, following established procedures, and living an exemplary Christian life.

The parents are accountable to God for the selection of a Christian school for their children, for maintaining open communication with teachers, and for fully supporting this institution.

## **TEACHER QUALIFICATIONS**

We employ qualified teachers who are certified by the North Carolina Christian School Association. Each teacher is a born-again Christian committed to the will of God for his life. Our teachers are required to be members of Beacon Baptist Church and to be faithful to all of its services. Our teachers are to be examples of the believer. Our teachers regard their positions of service as a ministry under God and to those they serve. They teach at Raleigh Christian Academy because they are called of God into lifetime Christian ministry.

## **ADMISSIONS**

### **REQUIREMENTS**

Student applications may be obtained on the school's website. A parent interview and board approval are necessary prior to acceptance. Students will also be required to take an entrance test prior to acceptance.

### **PROCEDURES**

Application and enrollment forms may be completed on the school's website. Parents must have an interview with the principal. Items that should be submitted for an interview with the principal are listed in the application and enrollment forms. When a parent completes the forms, pays the registration fee and the non-refundable entrance testing fee, the student

is considered for acceptance. Next, the board must give approval prior to acceptance. Parents can track student enrollment at ParentsWeb on the school website.

## **KINDERGARTEN ENROLLMENT**

A child enrolling in RCA's Kindergarten program must be 5 years old by August 31. Parents with children in K5 submit updated immunizations by September 1st. A Kindergarten Health Assessment form is available in the school office.

## **REENROLLMENT PROCEDURES**

At the end of January and during the month of February, parents are encouraged to re-enroll for the fall. By reenrolling, parents will be assured of having a place reserved for the fall of next year. Through February, registration is offered at a reduced price. Registration fees are non-refundable and non-transferable.

## **TRANSFER STUDENT POLICIES**

When a new student enrolls in RCA and is transferring from another school, a Request for Records form must be completed and signed by a parent. RCA or the parent will send this form to the school last attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his child's folder only by contacting the principal. All information is regarded as confidential.

## **WITHDRAWAL & REFUND POLICY**

Students withdrawing from school must submit written notification to the school office. School records will be released after RCA accounts are paid in full. For any student withdrawing on or after June 1, one installment of the resource fee must be paid. For any student withdrawing on or after July 1, two installments must be paid. For any student withdrawing on or

after August 1, three installments must be paid. For any student withdrawing after school begins, the entire resource fee must be paid in full before records will be released. For any student withdrawing after school begins, parents are responsible for the entire resource fee, tuition for the month of departure, plus a withdrawal fee. All fees and tuition are non-refundable and non-transferable. Pre-paid tuition is refundable for any month in which a student attended zero days.

## **STUDENT RECORDS POLICY**

In the event that Raleigh Christian Academy should ever cease to operate, all student records will be retained and maintained by Beacon Baptist Church. Administrative personnel with the church will work in conjunction with the North Carolina Department of Non-Public Education (NCDNPE) to ensure the continued practice of preserving the privacy of all records and contents of student files and to provide the legal distribution of contents in a timely, legal, and ethical manner.

## **SUMMER CAMP**

Summer Camp is available on a full-time or part-time basis. No drop-in students will be accepted. Camp is charged on a weekly basis. No daily rates are available. To register for summer camp, campers must have been an RCA student during the previous year or be enrolled for the fall semester.

## **CALENDAR**

The school calendar will be issued at orientation in August. This calendar will indicate such dates as holidays, teacher workdays, report cards, and special events. Additional copies may be obtained from the school office for a nominal fee.

# FINANCES

## TUITION AND FEES

A Tuition and Fees Chart may be acquired from the school office or the school website.

## FINANCIAL POLICIES

An annual registration fee must be paid for each student application submitted. This fee is non-refundable and non-transferable.

A resource fee is due each year. The resource fee includes items such as the cost of books, student insurance, field trips, computer fee, art fee, yearbook fee, etc. Resource fees are billed and payable in four installments due June 1, July 1, August 1 and September 1. Late fees will be applied to each child if these installments are not paid by the 15<sup>th</sup> of each month.

Parents may opt to pay tuition in 10, 11, or 12 installments. If the 10 month plan is chosen, the first payment is due August 1. With the 11 month plan, the first payment is due July 1. With the 12 month plan, the first payment is due June 1. All tuition and fee payments are due by the first of each month and are late after the 15<sup>th</sup> of the month. Tuition is drafted through FACTS.

Late charges will be applied to each child. If delinquent accounts have not been made current and 30 days have elapsed from the due date, the student will not be permitted to return to school until the payment is made in full. Additionally, the account will be put on hold. Any returned checks will carry a charge (plus current late fees) If two checks are returned for insufficient funds within one school year, future payments must be made in cash or money order.

Should a student enter school during any part of the month, tuition payments will be prorated for days missed. Discounts are applicable should more than one child from the same

family be enrolled. The 10% discount begins with the second child and any additional children.

## **OPPORTUNITY SCHOLARSHIP PROGRAM**

Raleigh Christian Academy accepts the North Carolina Opportunity Scholarship. This program helps families with students kindergarten through 12th grade pay for tuition and required fees. Awards are based on a family's household income. It is the parent's responsibility to apply for the scholarship and renew each year within the application window. It is also the parent's responsibility to endorse funds each semester. If a family situation changes and a student is no longer eligible to receive funding or if semester funds are not endorsed, parents will be responsible to pay for their student's tuition and fees. Additionally, if a student withdraws during the semester, the parent may be required to pay tuition and fees that would have been covered by the scholarship.

## **SCHOLARSHIP PROGRAM**

The ministry offers some scholarship assistance on the basis of need and available funds to Christian families that have convictions regarding Christian education. Most financing in the scholarship fund is dependent upon designated gifts from our church and school parents. Anyone interested in receiving a scholarship must make application to the Church Deacon Board by completing and submitting a scholarship application. Both parents must be present for their interview with the administrator. All applications are subject to board approval. Anyone interested in more information should contact the school office.

## **YEARBOOK**

Each year the school puts together a yearbook of memories entitled the *Talon*. Each student receives one copy of the *Talon*. Additional copies may be ordered at a discounted price. Advertising in our yearbook is available. Call the school office for ad prices. The *Talon* is released each May.

## **BOOKSTORE**

The school bookstore is stocked with school supplies: notebooks, assignment pads, pens, pencils, scissors, crayons, rulers, paper, etc. Please check the school supply list for specific items that must be purchased from the bookstore. The bookstore is located in the school office, and it is open during regular school office hours.

## **ATTENDANCE**

### **ABSENCES**

Regular attendance is essential for successful classwork. A pupil who is absent must bring a written excuse to his teacher the day he returns to school. Excused school absences will only be given for the following:

1. Verified illness of the student
2. Verified medical, dental, or optometric appointments
3. Bereavements

A student missing more than twenty days during the entire year of school may be retained. Exceptions to this rule may be made in special cases of illness that are verified by a physician, and summer tutoring may be required.

### **TARDY POLICY**

A tardy is recorded for students arriving to class after 8:05AM. Bible class begins at 8:15AM. Elementary students that continually arrive after 8:15AM will not be allowed to enter class until 8:45AM. A parent will be required to wait with any student who accumulates ten tardies after 8:15AM in a semester. This policy will eliminate excessive disturbances to Bible class. For a student to be considered present for the day, he must be present for at least half of the school day (3.5 hours).

### **SICK POLICY**

Students having a verified illness during the school day will be



asked to leave school. Parents will be called to pick up their child for one of four reasons:

1. Temperature of 100 degrees or higher
2. Low grade fever when accompanied by other indicators of illness, such as:
  - a. Known exposure to communicable illness
  - b. Extreme malaise
  - c. Headache
  - d. Nausea, vomiting, abdominal pain, or diarrhea.
  - e. Symptoms of upper respiratory infection
3. Vomiting without the presence of fever
4. Head lice

It is the policy of Raleigh Christian Academy that a child may return to school having been without fever for 24 hours without the aid of medication. A child that has vomited may return to school when they have eaten two regular meals without issue.

## **GENERAL POLICIES**

### **PHILOSOPHY OF DISCIPLINE**

Discipline is a balance of love and control. Discipline and order are necessary to the Christian, traditional educational process. The faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.

It is our philosophy that if a teacher is to be respected by his students, the teacher must have the authority to handle matters of discipline. RCA does not believe that God's Word gives the church (including the school as a ministry) the authority for physical discipline of children. That authority belongs to the parents.

### **DISCIPLINE SYSTEM**

It is the policy of this school to notify parents whenever discipline is necessary. It is the philosophy of the school that if a teacher

is to be respected by his students, he must have the authority to handle matters of discipline. When it is determined that parental discipline is in order for misbehavior, a parent will be called to come in and administer that discipline within one hour of the phone call. If the parent does not come in, the student will be suspended from school until a parent does come in and resolve the problem.

There are four reasons in which the academy will require parents to come in to discipline their child for the first occurrence. They are as follows:

1. Fighting, hitting, or other aggressive behavior toward another student (On or off campus).
2. Willfully being disrespectful, defiant, or continually disobedient to a teacher.
3. Willfully being destructive of the church's property or another child's property.
4. Cursing or using language in such a way that it is off-color or suggestive. Some language may result in immediate suspension or expulsion (On or off campus).

The administration reserves the right to suspend or expel the student based on the severity of the offense.

It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. Our discipline may include, but not be limited to the following: counsel by the teacher, warnings, loss of certain privileges, change of seating, report to the parents, written work, suspension and other means as deemed necessary. If, in the opinion of the administration, all reasonable disciplinary actions are exhausted, and the student continues the unacceptable behavior, the student will be expelled. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We look for full support from all our parents. When that support is not given, it is the right of RCA to expel the student from this church school.

## **SNACKS**

In grades K5-5<sup>th</sup> grade, parents should send a morning snack with their student. Please do not send candy, desserts, or drinks for the morning snack. Students may bring a refillable water bottle. Gum is not allowed in school or on school grounds.

## **LUNCH**

Students may bring or buy their lunch. A selected menu item from a local fast food restaurant is offered each day. Students desiring to purchase a school lunch will order and pay for lunch through their ParentsWeb account. Students may order juice or milk. Students may also warm up lunches brought from home using the microwaves located in the cafeteria. Please send the lunch in a microwavable container. Elementary students are not permitted to bring soft drinks for lunch or ESD, unless a special day has been announced by the teacher or administration.

## **DEVICES**

If a student has a smartwatch or phone at school, it must be on silent and in his book bag. It should not be out during morning care, during the school day, or during ESD. Since students will not be using their devices at all during the day, it is recommended that students leave their devices at home to prevent damage to or loss of the device.

## **TOYS**

It is the policy of the school for children NOT to bring toys of any kind to school. Generally, toys serve as academic distractions, and parents should not allow them to be brought to school.

Electronic gaming devices, magazines, playing cards, etc., should not be brought to school without permission of the principal or the teacher.

Students may not bring guns, laser lights, pocket knives, slingshots, or any other potential weapons to school. Nothing that even has the appearance of a weapon should be brought to school.

## **EXTRACURRICULAR CONDUCT**

In some respect, every student, parent, or faculty member is a representative of Raleigh Christian Academy. Our community judges our school by our attitudes and actions both on and off our campus. Therefore, we ask that members of the RCA “family” attending extra-curricular activities (ball games, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges, or members of the visiting school is not acceptable and certainly is not evidence of mature Christian character.

## **GYMNASIUM**

1. No student is to be in the gymnasium without permission and adult supervision.
2. Street shoes or shoes which scuff or leave marks should never be worn on the gym floor. Please be sure that your student wears tennis shoes on P.E. days.
3. All trash is to be placed in receptacles provided.
4. Eating or drinking is only allowed in the gymnasium during a ball game.

## **CLASS PARTIES**

Elementary classes will host the following four parties during the year: Thanksgiving, Christmas, Valentines, and the End of the School Year.

Invitations will be extended for parents to attend all of these parties. Invitations will be announced using class emails, class memos, and class announcements posted at the classroom door.

Parents are welcome to bring in a small birthday treat to be enjoyed by the class during lunch time or recess. Birthday parties will need to be planned outside of school hours.

## **DRESS CODE**

It is the Biblical philosophy of Raleigh Christian Academy that men and women should dress modestly and desire to glorify God in their attire. Our administration reserves the right to ask a student not to wear anything that is deemed inappropriate.

**General:** Students in grades K4-5th will be required to wear uniforms. Uniforms are to be purchased from French Toast through their website [frenchtoast.com](http://frenchtoast.com). All tops must display the RCA logo. Socks, shoes, and hair accessories do not need to be purchased from French Toast. Sweaters/jackets worn in the classroom must be red, white, or blue.

### **Specific:**

#### **Girls:**

- Red, navy, or white short or long sleeved polo shirts
- Khaki, navy, or red/navy plaid skirts or jumpers
- Hemlines must reach the knee
- Leggings, tights, and socks must coordinate with the color scheme of their uniform
- Sandals and athletic shoes are allowed. Flip-flops and traditional Crocs are not allowed.
- Girls should not have unnatural hair colors (purple, pink, blue, etc.)

#### **Boys:**

- Red, navy, or white short or long sleeved polo shirts
- Khaki or navy pants or shorts
- Boys are required to wear their shirts neatly tucked inside their pants
- Necklaces and earrings are not allowed.
- Sandals and athletic shoes are acceptable. Flip-flops and traditional Crocs are not allowed.
- Boys' hair styles should be neat and clean in appearance and should adhere to the following:

- Hair should be cut in such a way that it is off the ears, off the collar, and off the eyebrows without being secured up on the head.
- Hair should not be cut or styled into a Mohawk.
- Hair should not rise more than 3" above the top of the head.
- Hair should not be colored an unnatural color such as blue, purple, etc.
- Parts may be cut into the hair, but no patterns or designs are permitted.

For extracurricular activities and field trips, there may be occasions when normal school attire is altered. This decision will be made by the teacher or administration prior to the activity.

Students coming to school improperly dressed will not be admitted to classes until they meet the above standards. Students may return to class the same day if they are properly attired.

## **ACADEMICS**

### **CURRICULUM**

Raleigh Christian Academy has taken pride in what the Lord has done for its students scholastically. In academic achievement, our students maintain one to two and a half years ahead of the national grade averages. This is accomplished by a traditional approach to education and the Abeka curriculum. This program is geared for the average child. Children enrolled in K4 will generally be reading words by mid-year and K5 students will be reading complete sentences by mid-year. RCA teaches reading by the phonetic method. Abeka is a curriculum designed to meet the needs of both large and small classes. Each subject is taught in light of God's Word. All textbooks and workbooks have been written by Christian men and women with many years of experience in Christian education.

If your child needs additional help at home, see your child's

teacher for suggestions. Textbooks or workbooks from the child's previous year in school may be purchased with permission from the administration. Test booklets may not be purchased by parents at any time.

Raleigh Christian Academy holds that the classroom has two immediate authorities—the teacher and the textbooks. Both must be God-centered and challenge the mental and spiritual capabilities of the child. RCA holds that truth and reality are one as revealed in God's Word. RCA does not believe that the Bible *contains* truth; the Bible *IS* the Truth. Therefore, every subject is taught from a Christian perspective, in light of God's Word. This does not mean that the academy school is a "Vacation Bible School." Academic standards are high. RCA students are the product of a Christian education that meets the needs of the whole individual without sacrificing the fundamental skills of reading, writing, and arithmetic.

## GRADING SCALE

<b>Letter</b>	<b>Numerical Average</b>		
A+.....	99-100	C+ .....	77-79
A.....	94-98	C.....	73-76
A-.....	90-93	C- .....	70-72
B+ .....	87-89	D+.....	67-69
B .....	83-86	D.....	63-66
B- .....	80-82	D-.....	60-62
		F.....	0-59

## SUMMER TUTORING

In the elementary, if a student has a 60%-64% (D) average in a main subject, it will be recommended that he/she receive summer tutoring. Any student who has a 59% (F) or below yearly average in math, phonics, reading, or language will be required to receive summer tutoring. A student failing two of these subjects will be retained. A student required to receive summer tutoring must successfully complete the course with passing grades in order to be promoted to the following grade. Any student receiving a 59% (F) or below for their yearly average in math, phonics, reading, or language for two consecutive years will not be promoted.

## **ACHIEVEMENT TESTING**

Each spring, Raleigh Christian Academy administers a battery of achievement tests for those in grades 1-12. We use the nationally recognized Iowa Assessment Testing. This testing period lasts three to four school days. Parents will be sent information on their student's scores.

Test results are kept in each student's cumulative folder. Parents should not overstress the test to the student; this may cause anxiety and poor scores. Parents should see that students get a good night's rest and a good breakfast. Check the school calendar for the exact dates of testing.

## **REPORT CARDS**

Report cards are issued every nine weeks. The school calendar notes the days that report cards are to be issued. Grades will be based on daily assignments, class participation, and test averages. Grades will be designated as letters and numeric averages on the report cards.

It should be stressed that a child does his best work; however, an over-emphasis of achieving high grades often places a child under pressure. Questions concerning the child's progress should be made in an appointment with the teacher at a mutually convenient time.

## **AWARDS ASSEMBLY**

During the last week of school, an assembly is held to recognize students for their achievements. Parents should note the calendar for the specific date and time.

## **KINDERGARTEN GRADUATION**

At the close of each school year, the K5 has a very special graduation. Our kindergarten classes will receive their awards



and diplomas at this time.

## **CLASS PROGRAMS**

During the school year, grades K4-5th prepare a special program. Parents, friends, and relatives will find it well worth their time to attend.

Students in grades 3-5 will host a spring concert to display their accomplishments in the area of fine arts. The choirs and bands will perform as well as other small groups and individual soloists.

## **HOMEWORK**

Homework is a vital part of each child's education. All grades will be assigned homework by their teachers. It is expected that parents will ensure that the assignments are completed on time. Homework is assigned for drill and practice of familiar material. Parents are not in any way to do homework for their student.

All students in K5 through 5th grades are required to have a bookbag for transporting homework to and from school. Homework assignments can be checked through ParentsWeb on the school's website, [raleighchristian.com](http://raleighchristian.com).

## **LIBRARY**

The library is a vital, integral part of the entire school. Its purpose is to elevate and enrich the total school program, to help each student achieve his highest potential, and to make his school year a success.

Each K4 through fifth grade class visits the library for 30 minutes on a given day each week. K4 classes do not check out library books. K5 classes begin checking out books after the Christmas break and their books remain in the classroom.

First through fifth grade classes may take their books home. All elementary students may check out one book per week. A replacement fee is required for all lost library books.

## **FIELD TRIPS**

Occasionally classes will have special days for educational field trips. Some trips will be used to reinforce relevant classroom teaching in a specific subject area, while other trips are planned for the enjoyment of the activity.

Oftentimes, classroom teachers need a few parents to serve as helpers for these days. Announcements for class field trips will be made by letters, emails, and class announcements posted at the classroom door. Parents are encouraged to notify the teacher if they are interested in being involved as a field trip helper. Any parent that attends and assists with school-related activities or acts as a chaperone for field trips will be required to have his photo ID scanned in the school office in advance of the activity. Only pre-approved parents may be used for activities and trips.

Special days involving parent helpers are also conducted at school. Parents will be given information about those opportunities by teachers or administration.

## **EMERGENCIES**

### **SCHOOLCAST**

SchoolCast is an emergency contact system utilized to contact parents when urgent and timely communication is necessary, such as school closings and other related emergencies. SchoolCast relies on information supplied to the school by parents, and SchoolCast contacts parents using phone calls (business, home, cell) to alert them of important messages. At the beginning of each school year, parents provide the school with emergency contact numbers and information through their ParentsWeb account.

### **SCHOOL CLOSINGS**

On days of heavy snowfall or other hazardous weather conditions,

the administration will make a decision regarding the closing of school. If it is determined that school will be closed, a SchoolCast call will be made. Holidays, teacher workdays, and the summer break are indicated on the school calendar.

## **HEALTHCARE OFFICE VISITS**

Students may be sent to the school healthcare office if injured or sick. School office personnel will contact parents in the event the school determines the student should be sent home due to the illness or injury or when felt necessary to communicate the nature of the visit to the parent. In cases where a parent is asked to come to the school, the parent must do so within an hour of the phone call. An office visit note describing the nature of the visit and the action taken is sent home to the parent. (See "Sick Policy" p. 14-15)

## **MEDICATION ADMINISTRATION**

Generally, it is RCA's policy not to administer medication to students on behalf of parents due to the potential for legal issues. However, it is recognized that there are cases in which medication administration by school personnel may be necessary. Therefore, the following specific guidelines will be observed:

1. All medications (prescription and over-the-counter) administered by school personnel during school hours must be prescribed by a physician or dentist. The school must receive a written prescription signed or co-signed by a physician or dentist.
2. In addition to the prescription, all medications (prescription and over-the-counter) administered by school personnel must have a written request/permission signed by the parent or legal guardian.
3. School health personnel will determine the feasibility and necessity of administering the medication during school hours and the school administration will provide final authorization, taking into account at least the following:

- a. all documentation authorizing medication administration is complete
- b. medication administration during school hours is necessary in order to support the student's continued presence in school
- c. the parents cannot in any way administer the medication themselves during school hours
- d. withholding medicine for a prolonged period (e.g., while waiting for a parent to arrive to give medicine) would be detrimental to the student's well being
- e. school personnel can administer the medication in a safe and prudent manner

## **ARRIVAL/DEPARTURE**

### **SCHOOL HOURS**

For K5 through 5<sup>th</sup> grade, school begins promptly at 8:05AM and ends at 3:00PM. Students arriving after 8:05AM must report to the school office before being admitted to class.

### **MORNING CARE/EXTENDED SCHOOL DAY**

As a service to working parents with children in the academy, Morning Care and Extended School Day services are offered. This service involves taking care of children prior to and after school hours. Morning Care is available from 7:00-7:30AM and Extended School Day from 3:10-6:00PM. There is no charge for students arriving between 7:30-8:05AM. Children that arrive at school prior to 7:30AM MUST go directly to Morning Care in the cafeteria. Children that are not picked up by 3:10PM will be taken to Extended School Day until a parent arrives. For students remaining in ESD, parents should pick up their children in the cafeteria, at the playground, or at the Lower Elementary entrance. A sign will be displayed each day at the school driveway notifying parents where the ESD students are located. All students must be picked up by 6:00PM. Parents arriving after 6:00PM will accrue a late pickup fee.

On regular school days and half school days, the rates are based on a half-hour basis for children and students in K5 through fifth grade. For current rates, call the school office.

Extended School Day charges are billed on a weekly basis. ESD charges must be paid by the 15<sup>th</sup> to avoid a late fee. If Extended School Day charges are more than 30 days past due, the school reserves the right to refuse Extended School Day services to the parents. ESD is billed and paid through FACTS at ParentsWeb.

## **ARRIVAL**

Parents are asked to use the designated drop-off areas for their children each morning.

1. For students in Rooms 107-115, park in the front parking lot. Enter the building using the exterior doors across from Room 111.
2. For students in preschool and daycare, park in the Daycare Parking. Enter the building using the exterior doors at the Daycare Entrance.
3. For students in Rooms 316-321, park in the parking lot area in front of the playground or in the parking lot between the buildings. Enter the building using the exterior doors at Room 321 or the School Office Entrance.

Parents may not leave unattended vehicles unless they are in a parking space. Park only in marked parking spaces. Please be respectful of other parents by not holding up traffic while waiting for your child to exit the building.

## **DISMISSAL**

At dismissal, students in grades K5-2<sup>nd</sup> will be brought to the front canopy at 3:00PM for pickup. At 3:00PM, students in grades 3-5 can be picked up from the exterior door across from the playground. Parents should remain in the car at these pickup areas. Please park in a space if you need to come into the school.

## **VISITORS**

Parents and relatives are welcome to occasionally join their child for lunch. All visitors must come to the school office to obtain a visitor's badge and have their photo ID scanned.

Parents who come to pick up their child early or to drop something off are asked to report directly to the school office. This will help keep classroom disruptions to a minimum. Parents are asked not to go to their child's classroom unless they have first checked in at the school office.

## **PARENT/SCHOOL COMMUNICATION**

### **PARENT-TEACHER CONFERENCES**

Good communication between parents and teachers is an integral part of the educational process at Raleigh Christian Academy. Parents are encouraged to call or email teachers with their questions and concerns. Because of their responsibilities in the classroom during the day, parents are asked to be sensitive to the teacher's schedule and need to be with the students. Each teacher has email and voicemail. Parents may leave a message for any teacher when a conference is needed. Periodically, teachers may request a conference to apprise parents of student progress. Conferences are normally held after school when other teacher related responsibilities have concluded.

### **PARENT CONCERNS**

Scripture teaches that the best way to resolve a conflict with another individual is to go directly to him. Parents are asked to take their problems and concerns directly to the teacher. Going to other parents and airing one's grievances is not profitable for the parent or the teacher. The teacher deserves an opportunity to correct the situation or give an explanation for the cause of concern. If a parent does not feel that a satisfactory resolution has been reached after going directly to the teacher, a meeting with the principal may be arranged. A

final recourse would include a meeting with the administrator of the school to assist the parent and find a solution to the problem.

## **WEBSITE**

Using ParentsWeb at our school website, [raleighchristian.com](http://raleighchristian.com), parents can access their student's grades, homework assignments in every subject, financial statements, and school calendar. New parents create a username and password to log in to this efficient service. Parents need to annually submit an updated e-mail address or contact the school office to receive updated user information.









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