



# 2017-18

# Handbook

**“Train up a child in the way he should go, and when he is old, he will not depart from it.”**  
Proverbs 22:6

**“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”**  
Colossians 3:23

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## **Introduction**

Rhea County Academy opened its doors in September of 2003. That event represented the culmination of a great deal of prayer and hard work combined with a desire to establish a quality school founded upon a Biblical worldview. The goal of Rhea County Academy is to operate a school committed to academic and spiritual excellence, to instill in children a love for learning, and to provide an orderly and nurturing atmosphere in which these ideals can be achieved.

The handbook is for Rhea County Academy (RCA) students and their parents. It has been prepared to facilitate the accomplishment of our common goals. The policies and procedures explained in it regulate life at RCA.

The handbook outlines information about the school, answers questions about rules, guidelines, and policies, clarifies procedures, and gives other helpful information about the operation of the school.

We encourage parents and students to read and to discuss the handbook together in order to become familiar with its contents and the expectations of Rhea County Academy.

## **A Christian Education**

At Rhea County Academy, we believe all things were created by God and the facts of reality can only be fully understood in terms of God's creative and redemptive purposes. God is the author of all truth, not just "religious" truth. All creation is continually sustained by the Word of His power and reflects His goodness and order. God has delegated to mankind the continuing task of taking dominion over the earth, sea and air under the authority of God's Law. We believe Holy Scripture to be the only inerrant, authoritative Word of God. It is from Scripture that we derive and confirm all truth. Students truly learn, then, only in an environment acknowledging and submitting to, rather than suppressing, the authority of God and His Word in every area of life and study.

The Scriptures command us to love God with all our heart, soul, and mind, and not to "conform" to the [thinking] pattern of this world but be transformed by the renewing of your mind. Thus, at Rhea County Academy, we seek to teach students how to think Biblically; that is to think thoughts inspired and led by God in every discipline and area of life. Our primary goal is to provide students with both the Biblical worldview and the intellectual tools necessary to integrate the data of reality into, and rationally defend that worldview. Only such an education will enable the student to make ultimate sense of the world in which he lives and equip him to discover the gifts God has given him and fulfill God's purpose for his life.

**Scripture teaches in Deuteronomy 6:4-9 and Ephesians 6:1-4 that parents are responsible for the education of their children.** Rhea County Academy can therefore be delegated authority by the parents, to assist them in the education of their children, but it may not usurp the parents'

God given parental duty and responsibility. For that reason, parents are required to make a commitment to be an active part of their child's education.

### **Statement of Faith**

We believe that the Bible is the only authoritative, inspired, infallible, inerrant Word of God, and that the Scriptures are our final rule in all matters of faith and practice.

We believe that there is but one, infinite, personal, and perfect God, eternally existent in three persons, the Father, the Son, and the Holy Spirit, each of whom is fully God. God's existence and character are determined by Himself alone and are not dependent on anyone or anything else.

We believe that God created man, male and female, in His image and for His own glory. Man's purpose in life is to bring glory to God by enjoying Him forever. Adam, the first man, sinned in his disobedience toward God thereby breaking fellowship with God, and through such disobedience sin extended to all mankind. We are all born sinners, spiritually dead and relationally separated from God.

We believe that Jesus Christ, born of the Virgin Mary, perfect Man and truly God, came to earth to fulfill the divine law through perfect obedience. Having lived a sinless life in obedience to the Father, He gave His life on the Cross as the perfect, complete sacrifice for sin. On the third day, God raised Him from the dead, after He had provided a full redemption for all those who, by God's grace through faith alone, turn from their sins and believe in the name of Jesus Christ. A personal faith in Christ, which is the gift of God, is the way to eternal salvation for all mankind.

We believe that the Father has given Christ all authority in heaven and earth; that He is Sovereign Lord of all creation and every area of life, not just "religious" or "spiritual" life and that as Christians we are commanded to love Him with all our minds as well as our heart and soul.

Christ is the way, the truth and life intellectually as well as spiritually. His Word is the source of all truth, and apart from knowing and submitting to His Word true understanding and wisdom in any subject is impossible. The fear of the Lord is the beginning of knowledge.

### **Value Statement**

We aim to educate our students to think clearly and listen carefully with discernment and understanding and articulate precisely; who are capable of evaluating their entire range of experience in light of the Scriptures; and who do so with eagerness in joyful submission to God.

We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire that they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the "wisdom" of the world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them favorably compensated so that they may make a career at RCA. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for their children's education and to see them well informed and supportive of the goals of our Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## **Admission Procedures**

### **I. Admission Procedures:**

1. Upon return of a complete application and \$50 application fee, an interview date will be arranged with the principal. Following the interview, an academic screening with the student will be arranged with the grade level teacher, if deemed necessary. Both parents are to be part of the interview process. The principal has the discretion to involve an admissions committee in the decision making process, if necessary, to determine if the student is eligible for admission to Rhea County Academy.
2. The principal and the admissions committee, if necessary, will make the decision whether or not to admit the student(s). It is the prerogative of the principal and admissions committee to permit or deny admission based on any relevant information obtained

concerning the student or parents. After the interview, a review of the results of the RCA Entrance Screening and other student information will be used for an evaluation of grade placement.

3. The school will then notify the parents with the decision regarding acceptance.
4. All financial arrangements between the family and the school must be understood before an admission is considered final.

## **II. Admission Requirements for the Student:**

1. All applicants to RCA must pass an interview and screening process prior to acceptance. *Grade level may be adjusted as a result of this process regardless of prior year grade level. All first time students will be on a 6-week probation, during which time they may be suspended from RCA if it is determined by the admissions committee that they are unable to benefit properly from being at RCA.*
2. A child entering Kindergarten must have reached the age of five years by August 15 of the Fall in which he will be entering Kindergarten.
3. A child must have reached the age of six years by August 31 of the Fall in which he will be entering 1<sup>st</sup> Grade or have completed Kindergarten.
4. If a child has successfully completed the previous school year and his school work and behavior compare favorably to the comparable grade at RCA, the child will likely be placed in the grade for which he is applying. However, if through the administration of the RCA Entrance screening or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he repeat the previous grade. Students are allowed to retest at the end of the summer.
5. Children must understand that they are subject to the instruction and discipline of the teachers at Rhea County Academy. Students entering 5<sup>th</sup> grade or higher are required to sign and abide by the Student Conduct Agreement.
6. In general practice, if the student and parents comply with the requirements outlined here, RCA will admit students of any race to all rights, privileges, programs, and activities generally made available to all students. RCA does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, and other school-directed programs.

## **III. Admission Requirements for the Parents:**

1. The parents of students in RCA must have a clear understanding of the biblical philosophy and purpose of RCA and must commit to attending church with their child on a regular

basis. They must also be willing to have their child exposed to the clear teaching of the Bible and its principles in various and frequent ways within the school's program.

2. The parents must be willing to cooperate with the policies of RCA. This is most important in the area of discipline (see Discipline Guidelines and Student Conduct Explanations) as well as in the area of active communication with the respective teacher(s) and administration.
3. Parents must agree to be an active and involved part of their child's education both at RCA and at home.
4. Both parents must sign a Parental Statement of Cooperation that formalizes their commitment to the above mentioned items. Failure to follow through on this commitment is sufficient cause for the suspension of their student.

#### **IV. Priority for Admission:**

These guidelines apply to new and returning students. Students will be enrolled or re-enrolled according to the following order of priority. These priorities apply only after students have been qualified through application, testing, and interview. Returning students are considered qualified unless special academic or behavioral probation applies.

- 1<sup>st</sup> Priority – Returning students – Students who re-enroll from the previous year provided they register in the protected period (before approximately March 15).
- 2<sup>nd</sup> Priority – Sibling Applicants – Students who have a Rhea County Academy sibling enrolled.
- 3<sup>rd</sup> Priority – Other applicants – Students who do not meet one of the above criteria. Date of application is only one factor in the admission process and does not determine an applicant's place on the waiting list. It does, however, determine the applicant's place among other qualified applicants of the same priority level. No application is dated earlier than December 31<sup>th</sup> before the year of admission. All applications received before that date are chronologically equal.

#### **Student Health Requirements**

1. All students attending Rhea County Academy must have on record with the school office, either a current immunization record or an exemption statement according to Tennessee Code, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. Before the school will issue any medication to a student, there must be a written parental permission form on file. Prescription medication will not be dispensed without specific written permission by the parent, accompanied by a doctor's note if the medication is necessary for more than 10 days.
3. Other forms necessary for student health records, obtained from the school office:
  - a. Health History: Describes the basic health history of each student.

- b. Emergency Form: Lists the emergency contact names and phone numbers of people who need notification in a medical emergency. Includes signed waiver in order to facilitate necessary surgical action.
  - c. Current Medications Form: Lists all medications the child is currently taking, other than short-term antibiotics, e.g. Ritalin, asthma, allergy or depression medications, etc. This form must be updated annually and whenever changes occur.
4. A communicable disease may require exclusion from school during the active stage of the disease. Communicable diseases include but are not limited to chicken pox, measles, fifth disease and mumps. Students with scabies, lice, impetigo, conjunctivitis, ringworm, and strep throat will be readmitted to school based on the recommendations of your physician, usually 24-48 hours after initial treatment is administered. **A student who has developed a fever will be readmitted to school after being fever free for at least 24 hours (without the aid of medication.)**
  5. Students who become ill at school will be provided a place to rest until a parent is contacted and arrives to take the child home. No student with a fever or a contagious disease will be allowed to remain at school. If the parent cannot be contacted, the office will contact the person listed on the emergency form.

## Attendance Policy

A student enrolled in RCA is expected to be present and on time each school day. Attendance records for all students are recorded by the homeroom teachers and reported on the student's report card each quarter/semester.

1. **Short Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible. For each day of school missed, students will have one day to make up work.
2. **Long Term Absence:** If a student needs to be absent for three or more consecutive days, the parents should notify the school explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. Students will have up to five days to make up any work missed due to the long-term absence.
3. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations. However, when extended absences are voluntary (versus emergency or illness), we expect all make-up schoolwork to be completed within three (3) school days upon the student's return. We recommend that prior to any planned or extended absence the student(s) work should be completed ahead of time as much as possible.
4. **Absence policy:** If you are absent more than 20% of the days of the year (total of 36 days), you will not be promoted to the next grade.



5. **Tardiness:** Students are expected to be in class on time. **Each school day begins at 8:00 a.m. Students arriving after 8:05 must be signed in at the front office.** Tardiness is a disruption to the class and to the learning process. **Three tardies will count as an absence.**
6. **Withdrawal:** If a child is withdrawn from RCA, a 30 day written notice must be submitted. Parents are responsible for tuition payment for that 30 day period. In the event a 30 day written notice is not given, tuition will be charged for 30 days from the date on which notice is given.

### **Parent/Guardian Expectations**

At Rhea County Academy we seek to partner with our students' families in our students' academic achievements and in developing students' Christian character. To help in this partnership with RCA, we require the following from our families.

- Get your student(s) to school on time
- Make sure your student completes their school work on time
- Attend church regularly with your student(s)
- Make your tuition payments on time
- Attend and participate in school meetings and events
- Address any academic concerns with your student's teacher
- Address any discipline or teacher concerns with the RCA principal
- Do not use social media for public disparagement of the school, its administration or staff, or its policies and procedures.

### **Student Conduct Expectations**

At Rhea County Academy we guide our students towards excellence in academic achievements and in Christian character. We understand that this is a maturing process and these guidelines provide a framework for which each parent, teacher, and student may assess his/her growth in these areas.

- **Obeys promptly.** (Hebrews 13:17) "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account." It is expected that children will obey immediately without reminder. Children should have a respectful attitude and make attentive eye contact with the person giving directions.
- **Obeys cheerfully.** (I Thessalonians 5:18) "in everything give thanks; for this is the will of God in Christ Jesus for you." It is expected that children will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining will be addressed.
- **Exercises diligence in work.** (Ephesians 6:6,7) "[obey] not with eye-service, as men pleasers, but as bondservants of Christ, doing the will of God from the heart, with good will doing service, as to the Lord, and not to men," It is expected that children will be hard

workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed.

- **Displays consideration, kindness, and compassion.** (Ephesians 4:29, 32) "Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you." It is expected that children will treat everyone with kindness in action and in speech. Harsh words and harmful behavior will be addressed.
- **Speaks with honesty and edification.** (Ephesians 4:25) "Therefore, putting away lying, 'Let each one of you speak truth with his neighbor,' for we are members of one another." It is expected that children will speak honestly without rationalization and excuse. Gossip, slander, and "tattle tales" will be addressed.
- **Exercises self-control.** (Proverbs 25:28) "Whoever has no rule over his own spirit is like a city broken down, without walls." It is expected that children will control their tongues and actions. Children will be encouraged to speak at appropriate times and to control their bodies and keep their hands to themselves.
- **Displays order.** (I Corinthians 14:40) "Let all things be done decently and in order." It is expected that the children will take an active part in maintaining their personal belongings and the school's appearance.

### **Basic School Rules**

The following is a specific list of school rules reflecting the above general policies to which we require all our students to be aware and to which they must adhere:

1. Students will cooperate with basic Christian standards of behavior and conversation.
2. Talking back or arguing with teachers or staff is not permitted.
3. Guns, knives, and any other items that could reasonably be considered weapons are not allowed on the school grounds.
4. Students are to keep their hands to themselves at all times.
5. 7th grade, 8th grade and High school students are allowed to have a phone in their backpack or purse if it is turned off. They may not use them at all on the school grounds, unless assigned by their teacher. Any communication with students needs to go through the office. Students 6<sup>th</sup> grade and below may not have a phone, iPod, or any electronic device at school, unless assigned by their teacher. Phones and other electronic devices used inappropriately can be confiscated by any staff member. Students are expected to comply. The first offense will result in the phone or electronic device being returned to the student at the end of the school day. The second offense will result in the phone or electronic device being given only to a parent/guardian at the end of the day. The third offense will result in

the student's parent/guardian signing an agreement that the phone or electronic device will not be brought to school anymore. Violation of this agreement could lead to removal of the student from RCA.

6. Students will be aware of and avoid the off-limits areas of the buildings and grounds.
7. Students will treat all of the school materials and facilities with respect and care. Littering and failure to clean up after oneself is not permitted.
8. Chewing gum is not allowed on the school grounds.
9. A toy may be brought to school only in accordance with the specific directives given by the classroom teacher. However, in general, students are encouraged to keep toys at home so they won't be lost or damaged. RCA reserves the right to make specific guidelines concerning particular toys.

### **Discipline Process**

- a) 1<sup>st</sup> offense - Warning and Correction, with reminder of expected behavior.
- b) 2<sup>nd</sup> offense - Sent out of room or away from other students – parents are to be notified.
- c) Sent out of room or separated from other students a second time – Sent to principal's office and parents are called to remove student from school. Depending on the severity of the issue, the student may be suspended for the following day.
- d) Continued issues will lead to a 3-day suspension, then 5-day suspension, then expulsion.

Items of a more severe nature (hitting, open defiance or disrespect, unacceptable language or conversations, etc.) are cause for immediate removal from school and suspension for the following day.

### **Dress Requirements/Appearance for all grades**

Rhea County Academy has chosen to implement a basic dress code that asks for all students, parents and teachers to attire themselves in a modest and appropriate manner while at school or attending school events. Shoes worn to school must be secured to the foot. No flip-flops, crocs - even with a little strap, or any other backless shoes. We also **do not** allow any type of **shoes with wheels** in them.

### **RCA Dress Code for Middle School and High School**

Modesty and appropriateness are clearly proper standards that can be expected as a part of a Christ-centered community. Dressing modestly encourages holiness and avoids sensuality. Appropriateness requires us to evaluate each situation and dress accordingly. RCA faculty members are professionals who regard the teaching-learning process with respect. Dressing appropriately shows a sense of mutual respect for one another. Therefore, students are expected to dress neatly,

modestly, and appropriately for the occasion. When a student chooses to dress inappropriately and is asked to change, immediate cooperation will be expected.

All clothing should be clean and modest, not tight fitting and sheer. Any clothing with written or visual messages, advertisements, etc., deemed offensive or inappropriate by any RCA employee may not be worn. Advertisements for tobacco products, alcoholic beverages, etc., are not permitted.

- RCA Students must be dressed appropriately for school each day. Apparel and appearance that tend to draw attention to an individual or detract from instruction are prohibited.
- The appropriateness of a student's clothing will be the discretion of RCA faculty/administration
- In matters of opinion, the judgement of the teachers and principal will prevail.
- Clothing needs to be neat and clean with no deliberate tears, holes or fraying.
- No hats of any style may be worn inside the RCA building.
- Tank tops are not allowed without an undershirt.
- Sleeveless shirts must not have a gap larger than one inch below the armpit.
- Shorts, dresses, and skirts must come to the top of the knee when the student is standing up straight.
- Shorts, dresses, and skirts must not expose an excessive amount of skin when a student is sitting.
- If a student wears tights or leggings, the student's shirt must come to the middle of the thigh when the student is standing.
- Running shorts are only allowed for PE classes and tights of the appropriate length must be worn underneath. Running shorts are not allowed to be worn during the regular school day. Knee-length basketball shorts are acceptable.
- If a student is found to be in violation of the dress code, and if the violation is not immediately fixable, a parent/guardian will be called to bring the appropriate clothing to the student so that the student may remain at school.

### **Homework Philosophy**

The necessity for doing home assignments will vary from grade to grade and even from student to student. Any questions regarding home assignments (either in content or time allotment), should be addressed to the child's classroom teacher.

1. Students may occasionally need some amount of extra practice in specific areas of new concepts, skills, or facts. In certain subjects (e.g. math or languages) there may not be

enough time in a school day to do as much practice as may be necessary for mastery. Therefore, class work that has not been completed may need to be taken home for completion.

2. Since Rhea County Academy recognizes that parental involvement is critical to a child's education, home assignments will be used as an opportunity for parents to be actively involved in their child's studies. This will also keep the parents informed as to the current topics of study in the class.
3. Kindergarten through 2<sup>nd</sup> grade will have required reading throughout the year. Occasionally, they will have projects to do with their parents. If a child is falling behind in a subject, they may need to do extra work at home with the parent.
4. Home assignments for 3<sup>rd</sup> grade and older will be given to students who need extra practice or have class work that has not been completed.
5. Home assignments that are turned in after the due date will be penalized for each day they are late. Penalties apply in all cases of lateness except when resulting from an illness or other mitigating circumstances as determined by the teacher. The goal of this policy is to encourage students to take responsibility for meeting academic deadlines.

## **Grading & Promotion**

### **Grading Policies**

Report cards are issued at the end of each quarter for grades K-8 and at the end of each semester for high school. Teachers are encouraged to schedule conferences as needed. Current grades are always available to parents through our Gradelink online system. Standardized testing is not considered part of the report card procedure.

Students in grades 3-12 will be graded on the following scale:

- A 93 - 100%
- B 85 - 92%
- C 75 - 84%
- D 70 - 74%
- F 69 - below

### **Promotion Policy**

**Elementary students in K-2<sup>nd</sup>** enrolled in RCA must meet all the following basic criteria for promotion to the next successive grade:

Students will need to master Reading objectives with at least an 80%.

**Elementary students in 3<sup>rd</sup> – 8<sup>th</sup> grade** enrolled in RCA must meet all the following basic criteria for promotion to the next successive grade:

1. Pass reading, math, and language arts with at least an “C” average.
2. Pass history and science with at least a “D” average and receive a satisfactory grade in all other classes.
3. Students who do not remain in satisfactory academic or behavioral standing may be placed on probation during the next reporting period, or in the case of behavioral standing, the remainder of the current reporting period. During that time, parents need to communicate with the teacher on a weekly basis to address the improvement needed in a particular area(s). If at the end of the reporting period sufficient progress has not been made, the principal will decide on the appropriate action (which may include expulsion).

### **Parental Involvement**

The Bible indicates that the family is the most important human institution. We at Rhea County Academy intend to support and encourage the family unit. Therefore, we are continually seeking ways to involve the parents, siblings, and grandparents in the education of our students.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

- Fulfill your commitment to be involved in your child's education by actively assisting them in their home assignments.
- Encourage and/or participate in your child's reading program.
- Visit the school at any time. (Please provide the teacher with advance notice.)
  - Visit the classroom. (Arrangements should be made with the teacher ahead of time.)
  - Act as a chaperone on field trips.
  - Serve as a story reader, guest artist, offer your special talents.
  - Share your experiences, trips, vacations, as they may relate to an area of study in a class.
  - Act as the coordinator/helper for special events.
- Attend all Parent-Teacher Meetings. Informal conferences may be held anytime at the parent's request.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.

## **Classroom Visits**

We welcome visitors to our classrooms. However, we do want to minimize disruptions to the classroom instruction. Therefore, we ask the parents who wish to visit classes do so within the following guidelines:

- Keep the length of the visit reasonable. Most visitors find that 30 minutes is sufficient to give them an understanding of a given classroom situation.
- Do not enter into discussion with the teacher during your visit. The teacher has a tight schedule of activities and is responsible for the learning activities of all students in the class.
- In the case of a student under threat of suspension, a parent may request or be requested to attend school all day with the student. Such a procedure would waive the suspension and keep the student from losing academic credit for work done during a period of suspension.

## **Field Trips**

Field trips are designed to be educational in nature. They will be treated as regular school days and attendance is required. The students are expected to maintain the same level of discipline as is required at school. The dress code for field trips will be RCA school shirts. A small fee may be necessary for certain trips and some parents will be asked to accompany the class as chaperones and provide transportation. All chaperones are required to wear a school shirt on field trips. **All students, teachers, chaperones, and drivers must leave and return together to the school.**

## **Lunch Program**

Students should bring lunches from home to be eaten in our school lunchroom. Once a week, we will have lunches catered from Bryan College at a minimal cost. You may choose to order or send a lunch from home with your child on these days.

## **Communication with Faculty**

Rhea County Academy Faculty and Staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. As a courtesy to our teachers, please do not phone teachers at home except in a genuine emergency. Teachers have much to do in the evening and can conduct business with parents much more efficiently during the school day. You should evaluate the urgency of your call by asking whether it can be handled during regular business hours.

2. In seeking to solve a problem or misunderstanding originating in class, students and parents should work with the teacher. Questions about discipline or school policy should be addressed to the principal.

### Daily Schedule

Classes are from 8:00 a.m. to 3:00 p.m. Monday through Friday.

<b>Drop-off</b>	<b>7:50 a.m. - 8:05 a.m.</b>
<b>Pick-up</b>	<b>3:00 – 3:15 p.m.</b>

### ARRIVAL

Please drop off students between 7:50 a.m. - 8:05 a.m.

### DISMISSAL

Kindergarten dismissal is at 1:00 p.m. Grades 1-HS are dismissed promptly at 3:00 p.m. Monday – Friday. Please make every effort to be on time. If there is an emergency and you will be later than 3:00 p.m., contact RCA as soon as possible to advise the school of the situation.

**Please Note: *Students WILL NOT be dismissed between 2:30 and 3:00. If there is a need for your student(s) to be picked up early, you must contact the office and pick up your student before 2:30. Checking out students between 2:30 and 3:00 causes too much of a distraction in classrooms as teachers are finishing up lessons for the day and preparing students to go home.***

### Inclement Weather Schedule

If there is a need for a late opening, the following schedule will apply:

One (1) hour delay	RCA will open at 9:00 a.m.
Two (2) hour delay	RCA will open at 10:00 a.m.

For information regarding inclement weather, use the following:

Text/Email Alert, Facebook, local television and radio news stations