

# Ross Corners Christian Academy

*Educating Minds, Transforming Hearts*



## Student – Parent Handbook

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[www.rccarams.org](http://www.rccarams.org)

## TABLE OF CONTENTS

Introduction.....	1
Introduction to RCCA.....	1
Educational Philosophy .....	1
Biblical Emphasis .....	1
History of the Academy .....	1
Doctrinal Position .....	3
Doctrinal Statement .....	3
Admissions.....	4
Admission Policy .....	4
Non-Discrimination Policy .....	4
Admission Procedure – New Students.....	4
Registration of Returning Students .....	5
Student Withdrawal .....	5
Student Health.....	5
Health Services and Records .....	5
Injuries and Emergency Care.....	5
Medication/Flu/Illness .....	6
Attendance .....	7
Tardiness .....	12
Appointments.....	9
Leaving School .....	10
Books and Supplies.....	10
Books and Supplies.....	10
Textbook Policy .....	10
Administration .....	10
School Calendar and School Hours .....	10
School Cancellations.....	11
School Office .....	11
Phone.....	11
Transportation.....	12
Classes and Grades .....	13
Graduation Requirements .....	13
Curriculum .....	14
RCCA Program of Studies.....	14
High School Electives.....	14
Prerequisites (Grades 9 -12).....	14
Dropping Courses .....	14
Grading System.....	16
Passing/Failing.....	16
Passing .....	16

Failing .....	16
Probation .....	16
Making up Courses Failed .....	17
Incomplete Grades .....	17
Academic Eligibility .....	17
Progress Reports (Grades 6 – 12) .....	18
Mid-Year/Final Exams.....	18
Report Cards .....	18
Class Ranks.....	18
Chapel .....	19
Honor Roll .....	19
Honor Society .....	19
Awards .....	20
Honor Graduates .....	20
Skipping a Grade.....	20
Off Campus Courses .....	20
Standardized Tests .....	20
Entrance Examinations .....	20
Achievement Testing .....	21
Ability Testing .....	21
Student Life.....	21
Class Officers.....	21
Student Fundraising .....	21
Senior Class Activities.....	21
Senior Privileges.....	21
Social Relationships.....	26
Morality.....	26
Library.....	24
Lunch Period.....	24
Emergency Procedures.....	24
Fire Drills .....	24
Lock-Downs.....	24
Locks and Lockers .....	24
Lost and Found .....	25
Miscellaneous .....	25
Parent Communications .....	25
Gift Giving Policy.....	25
Visitors.....	25
Dress Code .....	26
Physical Education Classes.....	26
Dress Code for Special Activities .....	26
Sports Events: .....	26
Music Programs, Plays, Fine Arts, Graduation and Similar Activities: .....	26
Junior/Senior Banquet:.....	27
Field Trips: .....	27
Work Projects: .....	29
Practice Sessions:.....	29
Hair Code .....	29
Parents’ Dress for School Functions.....	29

Discipline ..... 30

Discipline at the Academy ..... 30

Extra-Curricular Activities..... 28

Language Arts ..... 28

Art Show ..... 28

Science Fair..... 28

Drama ..... 29

Yearbook..... 29

Newspaper..... 29

Clubs ..... 29

Music, Sports ..... 29

Code of Discipline ..... 30

Code of Conduct ..... 35

School Verse, Song, Colors, Mascot ..... 38

# **Introduction**

## ***Introduction to RCCA***

Ross Corners Christian Academy was a ministry operated since 1960 by Ross Corners Baptist Church in Vestal, New York. The Academy offers a Christ-centered education for students in grades Pre-K through 12. As of September 1<sup>st</sup>, 2016, RCCA became a 501c3 non-profit organization and formulated a School Board of Directors.

The school is situated on approximately six acres of land owned by Bridgewater Church of Montrose, PA, and utilizes the Gym-Ed Building, soccer field and playgrounds for classes and activities.

## ***Educational Philosophy***

The educational philosophy of Ross Corners Christian Academy emanates from our conviction that the Bible is the unique, inspired, inerrant Word of God and that God's Word is fundamental to every aspect of the Christian home, church, and school. As such, all subjects are taught from a biblical perspective and are interwoven with scriptural principles and examples.

Our motto, "*Educating Minds; Transforming hearts for Christ,*" applies across the four major areas of human growth. As Luke 2:52 states, "...and Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual) and man (social)." RCCA seeks to develop godly character and to enhance the student's appreciation of knowledge and beauty in all facets of life. Students are encouraged to excel in areas where God has bestowed talents and abilities and are given opportunity to grow, develop, and utilize skills in these areas. Students who consistently apply themselves with diligence at RCCA will earn solid grades, score well on standardized testing, and be highly competitive in the college and career market.

## ***Biblical Emphasis***

Bible is a required course in all grades at the Academy. Chapel and Scripture memorization are included as parts of the curriculum.

## ***History of the Academy***

Ross Corners Christian Academy was founded in 1960 and is one of the oldest Christian schools in New York State. The Academy began with 55 students in grades Pre-K through 4<sup>th</sup> and three teachers. Classes were housed entirely in the old Ross Corners Baptist Church building located on Arlington Avenue. RCCA had its first graduating class in 1968 in the then new Gym-Ed Building. Ross Corners Baptist Church sacrificially constructed the new building for the Academy rather than proceed with

plans for a badly needed new church building. Enrollment at that time had climbed to 188 students in grades Pre-K through 12 and the faculty had increased to nineteen.

By 1979, the Lord had provided the new church building for Ross Corners Baptist Church and all classes were moved to the present site with expansions to the Gym-Ed building and use of the lower level of the church building. Over the years, the Lord has blessed the Academy and enabled RCCA to improve its facilities, to establish sound Christian curriculum, to build quality music and sports programs, and to add an array of other extra-curricular activities and recognition programs.

RCCA graduates invariably find success in the college of their choice, and RCCA alumni are engaged in Christian ministry, education, health care professions, law, science and technology, and many other vocations. Today many “second generation” students are enrolled at the Academy and a portion of the faculty are RCCA alumni.

As of September 1st, 2016, the Ross Corners Baptist Church turned the operations of the school over to RC Christian Academy, Inc. an independent 501(c)(3) corporation governed by a School Board of Directors.

The School Board of Directors has been very active in operations of the school, growing enrollment, and developing a vision for the future. RC Christian Academy appreciates the efforts of local pastors, faculty, former board members, parents, and friends of the Academy, donors, Ross Corners Baptist Church, and supporting churches who have been used by the Lord to co-labor, pray, sacrifice, and support the growth of the Academy over the years.

## ***Doctrinal Position***

The doctrinal position of Ross Corners Christian Academy is provided below. This doctrinal position is taught in all Academy chapels and Bible classes.

While RCCA accepts students who may not be in total agreement with the Academy's doctrinal position, RCCA expects students and parents to cooperate fully with the teachings of the Academy, and the rules and standards as set forth in the Student-Parent Handbook. All parents and students are required to sign the Statement of Cooperation prior to each school year. See APPENDIX C

## ***Doctrinal Statement***

The Bible is the infallible revelation of God and therefore the only authority and binding rule of faith and practice.

There is only one true and living God, manifested in three persons – Father, Son, and Holy Spirit; equal in every perfection, and executing distinct but harmonious offices in the great work of redemption.

In the Deity, Virgin Birth, Sinless Life, Substitutionary Death, Physical Resurrection of our Lord and Savior, and that He is very God and Creator of all things.

In the Personality and Deity of the Holy Spirit, and that He was active in creation, that He restrains the evil one, convicts of sin, and is the Agent in the New Birth.

In the universal depravity of man; the need of regeneration by the Holy Spirit.

That salvation of sinners is wholly of grace on the single ground of faith in the shed blood of Jesus Christ our Lord, and that an Eternal Son offers an eternal salvation through the Eternal Spirit.

In the eternal security of the believer.

In immersion in water as the only Biblical means of baptism.

Our Lord gave the great commission to evangelize the world.

In the personal, imminent, pre-tribulation, pre-millennial Second Coming of our Lord Jesus Christ.

First He will come for His saints, and then return with them to rule and judge.

In the reality and personality of Satan, the god of this age, destined to judgment in the Lake of Fire.

In the heaven of eternal bliss for the righteous, and in hell, the place of conscious punishment for the unsaved.

# **Admissions**

## ***Admission Policy***

Ross Corners Christian Academy endeavors to provide a quality, Christ-centered education in a Christian atmosphere. The admission of students is based on past achievement, standardized test results, interviews with parents or guardians and students, and openings in the particular grade levels. We can do our best work for those students whose homes have Christ at the center. Students having marked learning disabilities may not be accepted because the Academy may not be adequately equipped to meet their needs.

Ross Corners Christian Academy expects its students to show respect to God, family, country, faculty, and fellow students. Attending RCCA is considered a privilege, not a right. Students who have been accepted in grades 7 through 12, and all parents, will be required to sign the “Statement of Cooperation” form indicating that the Parent-Student Handbook has been studied, and that both parents and students agree to cooperate to the fullest in maintaining the standards of the Academy.

## ***Non-Discrimination Policy***

Ross Corners Christian Academy admits students of any race, color, national, or ethnic origin and affords them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, or any school-administered program.

## ***Admission Procedure – New Students***

An Application for Admission, accompanied by a non-refundable \$125 Application Processing Fee, must be submitted online to the RCCA office for each new student.

After a completed application, prospective students must undergo an interview with the Administrator and may be tested in areas of math, reading, and English and, if required, in other areas, to determine proper grade level. RCCA must receive a copy of the student’s latest report card, and for grades 9 through 12, and a copy of the student’s official transcript from the school previously attended.

Students will not be admitted to the Academy until all completed paperwork is submitted online and interview with administration is completed.

Tuition must be set up via Renweb/FACTS monthly payments prior to Sept 1<sup>st</sup>. Students entering or leaving school during a month in progress will have tuition prorated for the year based on a 10-month scale with the month in progress counted as a full month owed. All application, textbook, and sports fees are non-refundable.

Each new student will be placed in the most appropriate grade level, based on available information, and will be considered to be “on probation” quarter and he/she must demonstrate the ability to do the required work. Parent-teacher conferences will be called when it becomes necessary to change a student’s placement.



## ***Registration of Returning Students***

Re-Enrollment/Registration must be completed by April 30<sup>th</sup> to waive the \$125 application fee to hold a new place for the next school year.

## ***Student Withdrawal***

Parents wishing to withdraw their students from the Academy must submit an “official” notice (email or letter) to Administration and are required to have an exit interview with the Administrator at the time of withdrawal. RCCA student records will be sent after the exit interview. Students entering or leaving school during a month in progress will have tuition prorated for the year based on a 10-month scale with the month in progress counted as a full month owed (regardless of their initial monthly FACTS account setup). A withdraw fee of \$350 (per student) will be charged.

## ***Married Students***

Married students will not be permitted to attend the Academy.

## **Student Health**

### ***Health Services and Records***

RCCA complies with New York State requirements for immunization and health records to be on file for all students. All RCCA students must meet New York State guidelines for physical examinations and immunizations. Parents are required to have each student examined by either their family doctor or a doctor made available by the Vestal School System. This examination is required for all new students as well as current students in grades K, 3, 5, 7, 9 and 11. Vestal Central School District (VCSD) provides these health services for New York residents only. Non-residents receive these services from their home school system or from private physicians. Immunizations must be up to date for all students. Health examination forms may be obtained from the office or on the school website. Hearing and vision tests, Scoliosis screenings, height, and weight records, etc., are health services which may be performed either by the family doctor or by a nurse made available by VCSD.

All students participating in extra-curricular athletic programs are required to have an annual sports physical prior to the first official practice. These NYS Medical Examination Reports may be conducted either by the family doctor or by a doctor made available at RCCA by VCSD (NY residents only). Non-NYS residents must receive these services from their own school district or from private physicians. A record of the physical must be on file in the RCCA office. Physicals are not available for sports below 6<sup>th</sup> grade.

### ***Injuries and Emergency Care***

All injuries suffered on Academy grounds must be reported to a teacher or advisor immediately and an incident report filed in the school office. Students with minor injuries may receive first aid by the person designated to administer it. In case of emergency, parents or guardians will be notified as soon

as possible and proper emergency procedures will be followed. NOTE: RCCA does not have a full-time nurse on campus.

In the event a student is injured, parents or emergency persons will be notified to provide transportation for medical care. If the condition is considered serious or life-threatening by the school staff, 911 will be called and the parents/guardians will be notified. A hospital emergency room cannot provide care for a child unless it has parental permission to do so. It is therefore imperative that parents provide the school with parent's home, cell, and work telephone numbers and reliable emergency contact numbers.

## **Medication**

RCCA does not permit students to have any prescribed or non-prescribed medication in school unless it is required by a physician. If your child requires medication during the school day the procedure is as follows:

- The school office must have on file a **written request from a licensed physician** in which is indicated the condition being treated, the name of the medication, dosage and frequency, effects, and possible side effects.
- The office must have on file a **written request from the parent** to administer the medication as prescribed by the family physician.
- The **medication should be delivered directly to the school office by the parent.** (This permits school personnel to discuss the pupil's problem with the parent.) **NO MEDICATION SHOULD BE SENT WITH THE CHILD.**
- All medication must be in pharmacy containers and labeled by the pharmacy with the name of the medication and directions for administration. We cannot accept medication unless it is properly labeled with this information.
- The parent should contact the school regarding any change in condition, treatment or medication. Any change should be accompanied by a written request by both the physician and parent.

New York State Education Laws forbid school personnel to give medication except under the above rules. **RCCA cannot provide aspirin, Tylenol, Ibuprofen, decongestants, antacids, cough medicine, or any internal medication without written permission from a licensed physician.**

Recent changes in the law provide special permission for self-administered medication. Strict rules govern such permission and parents must contact the school to arrange for students to self-administer medications.

## **Illnesses**

Parents are the primary decision-makers on whether or not their children are well enough to go to school. Always consult your doctor for medical advice. RCCA's obligation to protect the health of all students has caused us to establish the following guidelines:

## **Students should NOT attend school if:**

- They have a temperature over 99.5.
- They are vomiting
- They have diarrhea
- They have been suffering with persistent headaches or abdominal pains
- They have an unidentified rash, skin irregularity or any communicable disease noted by school nurse or school office
- They suffer from any illness that their physician has identified as contagious

Students should be SYMPTOM FREE (fever, vomiting, diarrhea) for at least 24 hours (without medication) before returning to school.

If a student is prescribed antibiotics, he/she must be on the medication for at least 24 hours before returning to school.

Once the school day has begun, students may not leave school due to illness or injury without first consulting the school office.

## **Attendance**

### ***Absences***

Regular and punctual attendance every school day is very important to the student's success in school. Students that miss school due to illness, will be allowed to make up work without loss of credit per the teacher's classroom policy. School absences will fall in one of two categories: excused or unexcused.

Students will be counted ABSENT if they are not in school by 11:00am.

***Parents/Guardians must notify the school office vi email, phone or in writing when a child is absent due to illness. A doctor's note may be required for extended absences due to illness. If there is not communication regarding a student's absence, they will be counted as "unexcused absence- AU" on their student record.***

**Tardies/Absences** The following have been determined by the RCCA School Board of Directors as legal absences from school:

- personal illness
- doctor or dentist appointments
- critical family illness or death in the family
- required court appearances
- college visits (prospective student only)
- unsafe or impassable roads consistent with the weather conditions
- medically mandated absence (i.e. per doctor's orders)
- military obligations

All other tardiness and absences not contained in the preceding list are considered unexcused.

**Prearranged or Extended Absences with Administration:** Examples of prearranged or extended absences include:

- family vacations
- mission trips
- college trips (non-prospective student)

If it is known ahead of time that the student will be missing school, the parent **must** notify the school administrator ***via written notice at least one (1) week in advance of the absence***. Students who are absent due to family vacations **MUST** complete their schoolwork when assignments are due (or immediately upon their return), and within the original due dates of the assignments (e.g. test date on Tuesday, and student returns on Monday – test needs to be taken on time with class with original due date).

**All Absences and Tardiness:** Absences and tardiness for any reason require a phone call or written or email note from the parent/guardian to the school office. This needs to state the date(s) of and reason for absence/tardiness. If a note or call is not received the student will be marked “ABSENT UNEXCUSED” in their school record.

Missed work when absent or tardy: Students will be allowed to make up missed work without loss of credit per the teachers’ classroom policies (i.e. one day for make-up per one day of absence, two days per days of absence, due upon return for prearranged absences, etc.). It is important that the student consult the various teachers’ classroom policies. It is the responsibility of the student to seek out the teacher to find out about missed work.

**Excessive Absences:** Based on the unit of study requirement and independent of a student’s grade in the course, 7<sup>th</sup>-12<sup>th</sup> students must attend at least 85% of all classes in a course in order to receive full credit for grade level or the course. 7<sup>th</sup>-12<sup>th</sup> students who miss more than 25 classes in a full (1 credit) course or more than 13 classes in a half (½ credit) course will not receive course credit. K-6<sup>th</sup> students who miss 15% of school days will require a parent/administrator meeting to determine a course of action for completion of the grade level requirements. K-6<sup>th</sup> students who do not meet the attendance requirements risk not advancing to the next grade level.

Any absence not caused by illness, emergency or circumstances beyond the control of the student or parent is considered ***truancy***. Truancy will be handled at the discretion of the School Administrator on a case by case basis.

**Appeals** due to extenuating circumstances will be considered by the school board on an individual basis. If an appeal is granted, the student can make up seat time by working under the direct supervision of a classroom teacher at an agreed upon time, or pursuant to an approved independent study program, or receiving approved alternate instruction.

### **School Arrival and Tardiness:**

The school day officially begins at 8:00am, and all students need to be in their homeroom class before or at that time.

Students may arrive to school after 7:45am. Once students arrive on campus, they are to enter the facility immediately, and ALL school policies and rules are in effect

The school provides supervision and allows students on campus between the hours of 7:45am – 2:40pm. Parents are asked to plan accordingly.

Students who arrive after 8:00am are considered tardy. All late arrivals, excused and unexcused, must sign in at the school office.

**Tardiness Intervention:** Regular and prompt attendance is critical to a student’s success in school. A student’s attendance record is available to the student’s parent via FACTS RenWeb. If a student accumulates three or more unexcused tardies, the school’s administrator or designee will contact the student’s parents to discuss a plan to ensure better and regular attendance. If a pattern of unexcused tardiness continues, parents will again be contacted and the student will be assigned an after-school detention. Students arriving at school tardy for their homeroom, without an approved/appropriate written excuse from a parent or guardian, must first sign in at the school office and obtain a pass to attend their homeroom class. Their tardiness will be logged into FACTS RenWeb.

### **School Dismissal:**

The school day officially ends at 2:30pm. K-6<sup>th</sup> students should be in the gym for dismissal at this time. At the 2:30pm bell, all 7<sup>th</sup>-12<sup>th</sup> students are dismissed, and may to collect their books and items from their lockers and exit the facility via the gym doors.

Some buses will leave as early as 2:35pm. Students are not to loiter in the hallways which may result in a missed bus.

Students who have permission to stay after school for academic or extracurricular activities must report to their supervised designated room or area by 2:45pm with all necessary supplies. All students staying after 2:45pm must be directly supervised by a teacher, coach, staff member or go to RCCA Aftercare (PreK-6<sup>th</sup>). Students shall not stay without supervision.

**Attendance for Participation in Extracurricular Activities:** Students must be in school and attending class by 11:00am on game/practice day to participate in the activity. Students who have an excused conflict that goes beyond 11:00am (i.e. doctor’s appointment) may get an excuse from Administration to participate. Sleeping in on a game/event day, or the day after, and then coming into school late, is not acceptable, and will be considered an excused tardy, and may result in denial of said activity that same day.

## ***Appointments***

RCCA prefers that medical or dental appointments **not** be made during school hours. In the event such appointments are necessary during school hours, a written note from a parent must be presented to the office when the student arrives for the day. Such absences, if rare, will generally be considered by the Administrator to be “excused.” Dismissal during a school day for medical appointment or any other event needs to be arranged ahead of time by a written excuse from home or a phone call from a parent. Parents must sign their student in/out at the school office.

## ***Leaving School***

Students having special needs to leave school during school hours, for any reason, **must have an email or a note sent from parent/guardian and must sign their child out at the school office before the student leaves school grounds.**

One male and one female student may not leave together from school unless they are members of immediate family or have the written approval of parents and administration. One male and one female student may not travel to off site after school activities together (must have adult supervision).

## **Books and Supplies**

### ***Books and Supplies***

Textbooks and workbooks for all grades Pre-K through 12 are owned by RCCA and are “rented” for the school year (K-12 are \$200 per student). Any textbooks that are lost or returned in a condition that is unusable will result in a fee for a new replacement textbook to be charged to the student’s account. Workbooks, lab books, etc. are consumed when written in and cannot be reused.

All music, drama and sports materials supplied to the student by the Academy must be returned by the designated time or the student’s account will be charged.

Required school supplies, including but not limited to Bibles, notebooks, pens, pencils, rulers, calculators, etc. are expected to be purchased or owned by, and in the possession of students at all appropriate times as required by the class or activity in session. School supply lists are sent out to families in the summer and are available on the school website.

## **Administration**

### ***School Calendar and School Hours***

Ross Corners Christian Academy follows (roughly) the same school calendar as the Vestal Central School District. The school year runs from approximately the Wednesday following Labor Day through the 2<sup>nd</sup> or 3<sup>rd</sup> week in June.

Specific RCCA school calendars are sent home at the beginning of each school year, and/or are available on our school website at [www.rccarams.org](http://www.rccarams.org).

RCCA’s instructional day runs from 8:00am to 2:30pm. Under normal circumstances, students may not arrive to school prior to 7:45am, nor remain after school past 2:40pm, except for approved extracurricular activities or appointments with teachers or office staff. Students who remain at school after 2:30pm must be under the direct supervision of an RCCA staff member, approved adult volunteer or in After Care.

## **School Cancellations**

In the event that school is delayed or cancelled due to inclement weather, notice of the closing will be sent to parents via Renweb Parent Alert (text) and Renweb email. Parents need to confirm their cell phone numbers and email with the school office. School delays and closings will be posted on WBNG.com and FB page, and Instagram.

School closings will generally be consistent with the Vestal Central School District, but RCCA reserves right to dismiss early, delay or cancel school independent of VCSD's decision.

In the event that local school districts cancel and RCCA remains in session, parents should make a reasonable effort to bring their children to school.

## **School Office**

The RCCA school office serves as the focal point for all school records, communications, appointments, and other administrative functions.

The office is staffed from 7:30am-3:30pm on school days when school is in session and at 8:00am-12pm on Mon-Thurs during summer vacation. Contact: [Rcca.office@rccaram.org](mailto:Rcca.office@rccaram.org) or (607) 748-3301

Questions regarding school policies, minor problems, etc., should be directed to the school office. Any parent who desires to talk to the Administrator or a faculty member is asked to ***call the office and set up an appointment or leave a message.*** The call will be returned as soon as possible.

Parents may call teachers, who have given prior permission to do so, at home, under appropriate circumstances. Teachers who receive calls at their homes that they determine to have been upsetting or offensive, are required to immediately contact the Administrator at his home. Such callers may expect to be contacted by the Administrator, at his/her discretion, to discuss the situation.

Messages or deliveries from home should be left in the school office. Students will be called out of class only at the discretion of the Administrator or his designee.

## **Phone**

The phone number of the RCCA school office is (607)748-3301. All phone calls will then be transferred to the appropriate person, if they are available, or messages taken.

With permission, students are welcome to use the school phones.

Parents should refrain from contacting their child during school. The school office should be called if an emergency arises, and your child will be notified.

Student cell phones, Apple watches, and electronic devices are NOT permitted in the school building until after 2:45pm. Inappropriate use of cell phone or electronic devices at school will be grounds for confiscation (see RCCA Student Technology Policy).

## ***Transportation***

Transportation to and from school is the responsibility of the parents or legal guardians.

RCCA cooperates with the Newark Valley, Owego-Apalachin, Binghamton, Union-Endicott, Vestal, Maine-Endwell, Johnson City, Northeast Bradford, Susquehanna Valley and Montrose school districts that bus students in accordance with state regulations. NYS residents living within a 15-mile radius of the Academy may request public school transportation by notifying the local school district in which they reside. Requests for public school transportation should be made directly by parents to the appropriate public school district by **APRIL 1st**, or within 30 days of moving into the school district. Forms are available in the RCCA office as well as on our website. PA residents should contact their school district's transportation office regarding their state's transportation regulations.

Bus drivers expect support from the school in maintaining discipline on the buses. Further, students are expected to maintain school standards while on the bus. Students written-up by bus drivers or transportation monitors will also be written-up by the administrator and appropriate discipline will be administered.

**It is the parents responsibility to communication with their school district bus garage when their student will be or not be riding the bus on any given day (this includes when a student leaves early from school, etc).**

Periodic school bus drills are conducted to prepare for emergency situations.

Parents who drive their children to school are required to ensure their children arrive with sufficient time to go to their lockers and prepare themselves for the day's schedule. Parents are also responsible to pick up their children after school no later than 2:35pm.

Students are not encouraged to drive to school; however, those who do must obtain permission from the office by completing a *RCCA Student Driver Permit Form*, and having it signed by both the parent and the Administrator. Careless or unsafe driving habits while on school grounds may result in disciplinary action, including having the driving permit suspended. Students must park in students' designated area.

Written permission to transport other students is needed from **both** the driver's and the rider's parents.

Transportation to and from the Academy for extracurricular activities is the responsibility of the parents. Parents should note that public school transportation is not available for students participating in after-school activities.

If available, RCCA bus transportation to off-campus school sponsored events (soccer, basketball, field trips), will be provided by the Academy for all participants. Those student participants who need to drive their own cars or use other means of transportation to or from these activities must have advance approval from their advisor or the Administrator and a permission slip signed by a parent or guardian.

RCCA students using public school transportation are expected to abide by rules and regulations provided by their individual school districts and to maintain an exemplary Christian testimony on school busses.



All drivers, adults and students, must obey the following rules:

Parents: Enter the school property from Ross Hill Road between 7:45am and 8:00am and 2:00pm-2:35pm.

PreK/K: Park in the upper gravel lot and walk your child to at least the asphalt/blacktop pavement (and gym doors).

PreK-6<sup>th</sup> children are not allowed to walk alone through the parking lot.

Parent drivers, please follow the driving pattern and drop off your 1<sup>st</sup>-12<sup>th</sup> student(s) at the designated U TURN drop off location.

The entrance from Owego Road is a BUS lane and faculty parking.

**Never** drive or park in the bus lanes and observe the 5 mph speed limit.

Students: Park only in the parking lot issued for student parking. Abide by the 5 mph speed limit. Do not leave your parking space while busses are on school property. Do not back out and leave your parking space during dismissal time – WAIT until buses have taken their leave from parking lot.

## **Classes and Grades**

### ***Graduation Requirements***

To graduate from Ross Corners Christian Academy, a student must have at least 26 credits earned as follows: (Listed are required subjects for each Diploma type).

<b><u>Subject</u></b>	<b><u>General</u></b>	<b><u>College Prep</u></b>	<b><u>College Prep w/Merit</u></b>
Bible*	4	4	4
English	4	4	4
Math	3	4	4
Science	3	4	4
Social Studies	4	4	4
Spanish/Foreign Language	2	2	3+
Speech	0.5	0.5	0.5
Fine Arts	1	1	2
Health	0.5	0.5	0.5
Physical Education	2	2	1
Electives	2	2	3+
<b>Required Credits</b>	<b>26</b>	<b>28</b>	<b>30+</b>

\* One credit in Bible is needed for each year that a student attends RCCA (4 total credits).

These courses are designed for graduation from RCCA. New York State Regents Exams are not given at RCCA; therefore, students planning to transfer to a NYS public school should plan to take needed Regents exams in order to meet state graduation requirements.

## ***Curriculum***

The curriculum offered at Ross Corners Christian Academy consists of the following:

### Little Rams Preschool (Pre-K3 and PreK4)

Abeka

### Grades (K through 12)

Grades K-12 classes use a combination of the BJU Press, Abeka, and Apologia with additional textbooks and materials from other publishers as appropriate.

## ***Prerequisites (Grades 9 -12)***

Prerequisites for taking advanced courses are as follows:

**Mathematics** – Students must pass Algebra I, Geometry, and Algebra II in sequence. All three math courses must be successfully completed to advance to Pre-Calculus. At least an 80 average or specific permission must be obtained in order to advance to the next course in sequence.

**Science** - Students continuing in Science must pass Earth Science 9 and Biology 10 before taking Physics or Chemistry. Exceptions to the prerequisite requirements require the approval of the teacher and the Administrator of the Academy. Algebra I is a prerequisite for Chemistry and Pre-Calculus is a prerequisite for Physics.

## ***Dropping Courses***

A course may be dropped within two (2) weeks of the beginning of the semester without penalty. A course dropped after two weeks of the start of the semester must have special permission from the school administrator and may carry the grade of withdrawn/failing.

Dropping of a subject always requires approval of the teacher, the Administrator, and a parent, as well as completion of a withdrawal form, to be official. A student must remain in class until a course change is approved.

If a student is dropped by administrative action from a course for academic reasons, there will be no penalty.

## **Program of Studies**

### **Kindergarten through Grade 6**

Bible  
Reading  
Language Arts  
Spelling

Mathematics  
Physical Education  
Handwriting  
History/Geography

Science  
Health  
Art & Music  
Library

### **Grade 7**

Bible  
English & Grammar  
American Republic  
Math 7  
Life Science  
Art  
Choir & Band  
Keyboarding/MS Office  
Physical Education  
Health

### **Grade 8**

Bible  
English & Grammar  
World Studies  
Pre-Algebra  
Physical Science  
Art  
Choir & Band  
Physical Education  
Robotics/Elective

### **Grade 9**

Bible  
English & Grammar  
World Geography  
Algebra I  
Earth Science  
Spanish I  
Art  
Choir & Band  
Physical Education  
Health

### **Grade 10**

Bible  
English & Grammar  
World History  
Geometry  
Biology  
Spanish II  
Life & Business Skills  
MS Office & Business  
Choir & Band  
Art  
Physical Education  
Health

### **Grade 11**

Bible (Dual College Credit)  
American Literature  
US History  
Algebra II, Pre-Calculus or  
Consumer Math  
Chemistry or Advanced Biology  
Spanish III  
Life & Business Skills  
Debate  
MS Office & Business  
Yearbook  
Debate  
Art  
Choir & Band  
Physical Education  
Health  
Yearbook

### **Grade 12**

Bible (Dual College Credit)  
British Literature  
Government & Economics  
College Math I, II (Dual College Credit)  
Consumer Math, Pre-Calculus, or  
Calculus  
Advanced Biology or Physics  
Spanish IV  
Speech  
Life & Business Skills  
Debate  
MS Office & Business  
Yearbook  
Art  
Yearbook  
Choir & Band  
Physical Education

## **Grading System**

Grades are issued on a quarterly basis (approximately every 10 weeks) at the Academy, and the following grading scale is used:

	<b><u>Grades 4 – 12</u></b>	<b><u>4.0 Scale</u></b>
A+	(98-100)	4.1
A	(93-97)	4.0
A-	(90-92)	3.7
B+	(87-89)	3.3
B	(83-86)	3.0
B-	(80-82)	2.7
C+	(77-79)	2.3
C	(73-76)	2.0
C-	(70-72)	1.7
D+	(67-69)	1.3
D	(65-66)	1.0
FAIL	Below 65	0.0

Grades for high school courses are issued in either numerical average.

**Grades K – 3:** Letter grades only are provided to the same scale outlined above.

### ***Passing/Failing***

*Grades K – 6 (Based on end of year average)*

#### ***Passing***

Any student receiving a C or above in each subject area will pass without reservation.

Any student having a C average in all areas but two will also pass in the following conditions:

- The two areas are not failing
- The two low areas are not reading, math, or English.

#### ***Failing***

- Any student failing two (2) or more subjects may be retained.
- Any student having one F and two other grades below C may also be retained.
- Any Primary student (K – 3) failing Reading may be required to repeat the grade.

#### ***Probation***

Any student having three or more D's (no F's) may advance to the next grade under the following conditions:

- A conference of the teacher, parents, and Administrator must explore all possible means of providing remedial help including summer school, private tutoring, or learning center placement.
- The teacher of the next grade must be advised of the student’s ability to work in the next level.
- A student weak in the areas of reading, math, or English will be monitored in the next grade even though the student meets all the conditions of passing.
- A conference of teacher, parents, and Administrator will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.

## ***Making up Courses Failed***

### *Grades 7 – 8*

Students who fail two (2) or more subjects, or who are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

### *Grades 9 – 12*

Students who fail English, mathematics, language, or Bible courses must make them up prior to proceeding on to the next higher course in those sequences. Failures in English, mathematics, language or Bible must be made up the following summer to keep the student on schedule for graduation at RCCA. Generally, only two courses can be made up in the summer school unless special arrangements are approved by the RCCA Administrator.

Failed courses may be made up during the summer by special arrangement with the school district in which the student resides, or at RCCA. It is the responsibility of the parent to make arrangements with their particular school district for summer study and to ensure RCCA receives a transcript of the course(s) completed.

## ***Incomplete Grades***

Grades of “Incomplete” receive no credit. Incompletes must be made up within one (1) week of final grades or will result in a “0” for the assignment. Credit will be awarded with the grade which replaces an incomplete.

## ***Academic Eligibility***

The policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 7 – 12 and will include interscholastic athletics, non-credit music activities, and drama productions.

The purpose of this policy is to:

- Establish a clear, minimum academic standard for participation in **any and all** extra-curricular activities (sports, drama, clubs, etc.).
- Encourage academic achievement from participants in all such activities.

- Provide opportunities for participants to correct a negative academic trend.
- Give the administration the flexibility to handle each student's circumstances individually in a Godly, constructive, and beneficial manner.
- Employ all available human resources for the benefit of all parties involved in an issue surrounding academic eligibility.

Criteria for eligibility are as follows:

- A minimum 74 overall average
- No failing mid-marking or quarter grades (below 65%)

These criteria will be applied at the end of each quarter.

Students who begin a quarter academically eligible, but later exhibit a negative academic trend as evidenced either by an interim report or a report from a teacher to the administrator, may be declared temporarily ineligible for a time to be determined by the administrator, at his prayerful discretion, in concert with other appropriate staff members, coaches, or advisors.

On the day that progress reports or report cards are sent home, they will be checked to determine which students are no longer eligible to participate in affected activities. Students will continue to practice and may rejoin the competition level (i.e. participation in games) of specific activity when eligibility is reestablished. The continuation of practice is only allowed if student is receiving regular extra help from the teacher of class in question. Former status in the activity will be reinstated only at the decision of the Administrator and coach.

### ***Progress Reports (Grades 2 – 12)***

Progress Reports are sent home at the middle of each grading period (mid-marking period).

### ***Mid-Year/Final Exams***

In grades 7-12, final and/or comprehensive exams, where required, may be given at the end of each semester or at school year end.

### ***Report Cards***

Report cards are issued at the close of each 9-10 week grading period. Report cards are emailed to K-12<sup>th</sup> parents. Hard copies are given to elementary school students to be taken home in Friday Folders.

### ***Class Ranks***

Cumulative grade point averages are computed for students in grades 9<sup>th</sup>-12<sup>th</sup> using a weighted average of all credits earned. This average is determined to recognize class Valedictorian and Salutatorian at completion of the 3<sup>rd</sup> quarter during their senior year and to provide class rankings for college applications as required. Valedictorian and Salutatorian eligibility requires at least two (2) years of full time academic enrollment at RCCA during 11<sup>th</sup> and 12<sup>th</sup> grades. Students may be informed of their own ranking upon request to the office staff. \*P.E. is not included in ranking.

### ***Assignments Handed in Late***

All teachers in grades 7<sup>th</sup>-12<sup>th</sup> are required to decrease a student's grade on late work by 10% for each day that work is handed in after the due date, barring extraordinary circumstances, at the discretion of the teacher and with administrative approval. After 10 days post the due date, the student will receive a zero "0" for said assignment.

## ***Chapel***

Chapel is provided for spiritual refreshment and growth at the Academy. Chapel is held every Wednesday in two groups: K-6<sup>th</sup> and 7<sup>th</sup>-12<sup>th</sup>, and generally features student/school announcements, worship and a guest speaker (local pastors, Christian ministry leaders, Christian colleges, etc.).

All students are required to attend chapel and sit with their class. Chapel is considered a part of the Bible curriculum. 7<sup>th</sup>-12<sup>th</sup> Grade students are required to be attentive, respectful and polite to guest speakers. All 4<sup>th</sup>-12<sup>th</sup> students are expected to bring their Bible's to chapel.

Students are expected to sit quietly and reverently during the chapel period and to participate in worship singing.

## ***Honor Roll***

An Honor Roll is posted for each grading period for students in grades 7<sup>th</sup>-12<sup>th</sup>. Students having a 90 – 94 grade average for the period are noted as Honor Students, and students achieving a 95 or above average are recognized as High Honor Students. \*P.E. classes are not included in the calculation for Honor Roll.

## ***Honor Society***

Students in grades 10<sup>th</sup>-12<sup>th</sup> who have demonstrated high academic achievement are considered for induction into the RCCA Honor Society.

To be considered for the Honor Society, students must have the following minimum cumulative high school non-weighted grade averages in grade 9 and following:

- 92 for a sophomore
- 90 for a junior

In addition to academic achievement, students are expected to demonstrate a sound Christian testimony, a good attitude, and a high level of cooperation in their years at the Academy. Students must also have the recommendation of the Administrator, the Academy teachers and their own pastor, and must have attended RCCA at least two quarters.

A formal induction ceremony is held each Spring to induct new members into the Society. Induction into the RCCA Honor Society represents one of the highest achievements a student can obtain during the high school years. A gold RCCA Honor Society stole is given to wear at high school graduation.

All courses are included to determine eligibility.

## **Awards**

A special Awards' Chapel is held for 7<sup>th</sup> – 12<sup>th</sup> graders at the end of each school year. These awards include academic as well as character/integrity awards.

## **Honor Graduates**

Honor graduates (90 – 93 cumulative average during grades 9<sup>th</sup>-12<sup>th</sup>) and High Honor graduates (94 and above cumulative average during 9<sup>th</sup>-12<sup>th</sup>) are recognized during the graduation ceremony with gold and white cords. \* P.E. is not included to determine eligibility.

## **Skipping a Grade**

- Recommendation ***must*** come from current teacher at RCCA and approved by Administrator.
- Students must clearly be well above the typical level of the current grade.
- Recommended criteria:
  - Straight A's in academic subjects
  - Stanford test scores of 97 percentile or above in all subjects
  - Excellence Attendance
  - Social and physical maturity commensurate with students in the next grade
  - Parents of the student must be in agreement with a decision for their child to skip a grade.

## **BOCES / Off Campus Courses**

Students who are able to schedule BOCES or other approved outside courses without impacting their RCCA courses of study will receive elective credits upon successful course completion and receipt of an official transcript.

Arrangements for BOCES classes must be made by the RCCA school office and have the approval of the Administrator. Transportation to and from outside classes and any fees incurred are the responsibility of the parent.

## **Standardized Tests**

### **Entrance Examinations**

- Little Rams Preschool : All PreK3 and PreK4 students are required to have PreK Assessment to ascertain preschool readiness.
- Kindergarten – All new kindergarten students are required to take a test/assessment to ascertain student readiness.
- New 1<sup>st</sup>-12<sup>th</sup> Students - Reading and Math Readiness test will be administered.



## **Achievement Testing**

All students in grades K-10<sup>th</sup> will be given the *Iowa Test of Basic Skills* in the spring of each school year. Students in 11<sup>th</sup> grade will be given the Preliminary Scholastic Aptitude test (PSAT) in the fall of each school year.

## **Ability Testing**

- ASVAB: All 11<sup>th</sup> grade students are encouraged to take the ASVAB test administered at RCCA in the fall of each school year.
- ACT and SAT – All 11<sup>th</sup> and 12<sup>th</sup> grade students are encouraged to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) at a local public high school. Application forms are available in the school office, or students may sign up online on the *College Board* website.

*RCCA does not participate in the New York State Regents Exams, although students are permitted to make their own arrangements, if desired, to take these examinations. Public high schools have latitude to accept or not accept RCCA credits. Bible courses are generally not accepted. Regent's exam requirements have bearing on the acceptance of credits; therefore a student transferring to a NYS public high school should plan to take needed Regents Exams at that time.*

## **Student Life**

### **Class Officers**

Students in grades 9<sup>th</sup>-12<sup>th</sup> will elect class officers. Class advisors and/or the Administrator may disqualify a candidate with cause. Class officers will typically be President, Vice President, Secretary, Treasurer, Chaplain and Student Council Representative. Officers are elected by September 30<sup>th</sup>.

### **Student Fundraising**

Fundraising projects may be held throughout the year by classes in grades 9<sup>th</sup>-12<sup>th</sup>, school approved clubs, Ram Chargers, or Student Council. Class dues may be collected annually in grades 9 through 12. The amount is set by each class. All fundraising activities are under the cognizance of the class advisors and must be approved in advance and scheduled by the Administrator in September. Class funds raised will go directly into the treasury of the class or group for use on projects approved by their advisor. Money in these accounts will be carried over from year to year.

### **Senior Class Activities**

RCCA Seniors enjoy privileges that other classes do not. The seniors raise funds and plan an annual senior trip before graduation. Seniors may decide to go on a mission's trip in lieu of the traditional senior trip. The seniors also go away on a fall retreat held in a camp atmosphere featuring guest speakers and a spiritual emphasis. Class funds are used for this retreat.

The seniors also enjoy the privilege of being honored guests at the annual Junior/Senior Banquet. The banquet is one of the final formal events of the year and is held just prior to graduation.

### **Senior Privileges**

Seniors have the privilege of purchasing their lunch at the Sub Factory across the street and bringing it back to school to eat. They must exit/enter through the school office door. They must travel in groups of two or more, and may not bring back "orders" from other grades or staff/teachers. Consequences for those who leave campus without permission from the office will result in the removal of off campus

lunch purchasing for one week. This privilege is for seniors only, not for the use of siblings or underclassmen to purchase items through them.

## ***Social Networking Sites / Cell Phones & “Apple” Watches***

Since RCCA is concerned about those things which may bring reproach upon the testimony of our school, our students, and our Lord, students, staff members, and those in other ways affiliated with the school are urged to exercise caution when placing comments or information on publicly available forums such as Instagram, Snapchat, Facebook, etc.

Should it come to the attention of the school’s administration that careless and inappropriate information is communicated on such a forum such that the testimony of our school, our staff members, or our students is in some way damaged, the offending party stands at risk of disciplinary action from the school’s authorities. Such discipline of students will be on a continuum up to and including expulsion.

Should the information be of such a serious nature, the offending party is also at risk of having legal charges levied against him or her. (see Student Technology Policy).

Student cell phones, Apple watches and other electronic device usage is prohibited before 2:45pm. Inappropriate use of these devices will be grounds for confiscation (see RCCA Technology Policy).

## ***Social Relationships***

The Christian school is a place where Biblical standards and wholesome fellowship will lead young people to develop God-glorifying relationships and to be a testimony of Godly living to those who observe them. Our present society is rapidly moving away from Godly and Biblical standards. This is especially true in the area of relationships between men and women. Christian young people should not follow the world in this area.

We believe that excessive attention to one person during school hours is distracting from the student's main purpose of study. Students must refrain from physical contact that is associated with boyfriend/girlfriend relationships.

## ***Morality, Sexual Activity and Student Pregnancy***

RCCA desires to partner effectively with parents in preparing students to live effectively in God’s world. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life.

We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and inerrant in the original writing, and that they are of supreme, sufficient, and final authority in faith and life. The ultimate authority and basis for the rules, principles and practices of RCCA is the Bible – God’s holy Word. RCCA forms a partnership with the home and family to help educate students and to guide them in biblical character and development. Because the school adheres to the Bible, the standards

of conduct specified in the Bible in many areas, e.g. morality, integrity, sexuality, relationships, etc., are standards of conduct for RCCA regardless of whether there is a separate RCCA policy in place.

One of the most enjoyable gifts that the Lord gives us is relationships shared among believers, and this is especially true of the relationship shared between members of the opposite sex. It is part of God's plan that young people have the potential to meet, date, and possibly eventually marry someone from the opposite sex.

For members of the opposite sex to enjoy each other's company and companionship is not only good, but also it is part of God's sovereign design.

RCCA is a school for students who are unmarried and who live at home with their parent(s) and/or legal guardian(s). RCCA upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5, see also the Statement on Marriage, Gender, and Sexuality).

Students shall not engage in or promote sexually promiscuous behavior (e.g., premarital sexual intercourse, oral sex, exhibition of nudity to those of the same or opposite sex, sexting, petting or caressing the private parts of another, homosexuality, etc.) on or off campus.

Even though parents may personally believe differently, while enrolled at RCCA, all students are expected to exhibit the qualities espoused by the school and to refrain from certain activities or behavior (See RCCA Statement of Cooperation).

Violation of this policy will result in discipline which may include probation, suspension, being asked to withdraw from school, being expelled from school, or other consequences determined by the RCCA administration. RCCA believes that extra-marital sexual activity is forbidden by the Scriptures and that those who do so are walking outside of God's plan for their life and inviting numerous negative consequences.

RCCA expects boys and girls to develop wholesome friendships during school years. Improper displays of affection between members of the same or opposite sex are prohibited on school grounds or at school activities. Behavior that displays intimacy such as hand holding, kissing, "snuggling," prolonged embracing, and prolonged/intimate hugging is prohibited.

Due to this fact, faculty and staff will intervene with students who are known to be involved in such activity and Administration will oversee a plan of consequence and intervention. Parents will be notified.

Students are expected to not possess or use drugs (illegal, prescription without approval), alcohol, tobacco, vapes, or anything pornographic. Possession or use of these substances or materials on school property or at school activities is grounds for immediate expulsion from the Academy. Possession or use of these items away from school reflects on the testimony of the Academy and will result in suspension and may also result in expulsion.

Pregnancy will be cause for a disciplinary hearing with the RCCA School Board and School Administrator to determine the best life affirming course of action. If both people involved with a pregnancy are students of RCCA, they will both be subject to this disciplinary hearing.

**Guns, firearms, knives, matches, bows/arrows, lighters,** or other dangerous items or representation of said items are also prohibited. Violation of these policies of the Academy will result in disciplinary action. Confiscated items will be returned only to parents.

## ***Library***

The library may be open weekly for PreK4-6 students. Elementary school classes have a library “special” once per week with RCCA’s volunteer librarian, Mrs. Joan Knickerbocker.

Books may be checked out of the library for a designated period of time. A late fee will be charged to the student’s account for books not returned by the date due.

High school students are encouraged to obtain a library card from their local public library. The RCCA library stocks books for research by elementary students, Christian reading for all ages, and reference books for Bible courses. Limited funds prevent us from providing books in all areas for high school students.

## ***Lunch Period***

The school’s commercial kitchen is open during school lunch periods and offers a menu of a la carte food and drink items as well as a main menu item each school day. Parents may add money to their student’s Renweb lunch account, so their students may order at the lunch counter. Students may also bring food from home. The lunch program managed by Miss Teri Sanders, RCCA School Board member and Mrs. Lorraine Jenkins, Lunchroom Supervisor. It is staffed with volunteer parents and grandparents each school day.

## **Emergency Procedures**

### ***Fire Drills***

Fire drills are held periodically and are signaled by one long continuous ring of the fire alarm bells. Students are expected to leave the building quietly in single file through the door designated for evacuation of their particular room. During a drill students must follow the instructions of their teacher carefully, go to their assigned assembly point, and wait for clearance to return to class.

### ***Lock-Downs***

School-wide Lock-downs are designated by three rings of the bell and will be announced over the intercom. All students who are not in their designated classroom area need to report there immediately and must remain there until the end of the Lock-down.

### ***Locks and Lockers***

Student hall lockers are made available to all students in grades 7<sup>th</sup>-12<sup>th</sup>. Gym lockers are made available to 9<sup>th</sup>-12<sup>th</sup> graders and 7<sup>th</sup>/8<sup>th</sup> if space allows. Lockers are not locked. If students wish to use

combination locks on their assigned lockers, they must give their combination to the school office. Unauthorized locks will be removed. For grades K-6<sup>th</sup>, cubbies or designated areas are available in most classrooms or hallways for storing backpacks, coats, P.E. clothes, etc.

The Academy reserves the right to inspect lockers at any time, and to remove any objectionable material. Lockers should be kept neat and clean at all times. Students who go to their lockers unnecessarily between classes, risk being tardy to class. Locker issues between classes will not excuse a student's tardiness to class.

### ***Lost and Found***

Property inadvertently left or placed in unassigned lockers or other unauthorized areas will be sent to the lost and found area. Items can be claimed from the lost and found at any time. Lost and found items are displayed for claiming periodically as space is limited. Unclaimed items will be disposed of two (2) times per school year – after items are set out for 2-3 days.

## **Miscellaneous**

### ***Parent Communications***

Parents are kept informed of RCCA activities via email and Renweb “parent alert, weekly Ramogram school newsletter, and Facebook / Instagram pages: *Ross Corners Christian Academy*.

**Formal Parent-Teacher Conferences** are held on an individual basis in November. Informal Parent / Teacher conferences may be scheduled with the teacher at any time.

**Parent-Teacher Organization (PTO)** of Ross Corners Christian Academy is to enhance communication between the administration, teachers, and parents, and to provide support for the educational, spiritual, and social needs of the school. Membership is open to all parents, faculty, staff and others who have an interest in supporting the school. Meetings are held throughout the year. For more information, contact Dr. Alyssa Leonard, PTO President at [alyssa.leonard@rccarams.org](mailto:alyssa.leonard@rccarams.org).

RCCA encourages all parents to become involved in Academy activities and to attend special programs, meetings, and extracurricular activities as much as possible.

### ***Gift Giving Policy***

Cards and small gestures are allowed, but not encouraged.

### ***Visitors***

During school hours, all visitors to the Academy, including parents, must check in at the school office door and receive a RCCA visitor badge.

Visits by students from other schools can be arranged by contacting the office at least three (3) days in advance and by completing a VISITOR'S FORM. Parents of both the RCCA student and of the visitor

must approve the visit. Visits will be limited, and no visitors will be allowed during testing time. Preference will be given to visitors who are considering enrolling in RCCA.

## **Dress Code**

Ross Corners Christian Academy strives for a neat, modest, clean, well-groomed, non-distracting, conservative appearance; avoiding extremes of fashion. For specifics, see RCCA Dress Code.

### ***Physical Education Classes***

Because of limited facilities and scheduling concerns, boys and girls normally are scheduled for PE classes at the same time.

The P.E. Dress Code listed in the RCCA School Dress Code.

- Sneakers are required for K-5<sup>th</sup>
- 6<sup>th</sup>-12<sup>th</sup> “dress out” for P.E. classes (sneakers, t-shirts, sweatpants, finger-tip length shorts, athletic wear.
- No tank tops, No muscle shirts, No leggings, No mid-drift shirts).

### ***Dress Code for Special Activities***

Often extra-curricular activities provide the opportunity to put the Academy on display to parents, friends, and the public at large. These events serve as a special opportunity to promote the Academy as well as provide a fine testimony for Christian education. Students may choose to dress up beyond the school code for special events, but modesty must be adhered to.

#### ***Sports Events:***

Soccer and Basketball Games: During school hours, boys and girls are expected to wear RCCA K-12<sup>th</sup> Dress Code attire. Teams may be allowed to wear team gear and travel in uniform when directed by their Coaches, Athletic Director and School Administrator. Any exception to policy will be made by the School Administrator.

After games: The players may wear RCCA Dress Down Attire

All Cheerleading Squads will follow the same guidelines.

#### ***Music Programs, Plays, Fine Arts, Graduation and Similar Activities:***

Students participating in high school music activities are expected to purchase and wear the attire for their particular group.

Students attending special activities of the school, including music activities, fine arts and sports banquets, are expected to wear RCCA K-12<sup>th</sup> Dress Code attire, or Choir/Band Teacher’s instructed attire for performances. \*PARENTS are asked to wear attire equal to the student dress code.

### ***Junior/Senior Banquet:***

Semiformal activities require appropriate semiformal dress. Our young men and young women need to be well groomed, modestly and tastefully dressed as their biologically assigned gender, and above reproach in behavior at all school activities.

Young men are expected to wear a suit, dress shirt with appropriate neckwear and dress shoes. Some may choose to wear a tuxedo.

Young ladies are expected to wear a conservatively modest, dress. Guidelines for banquet dresses will be sent to all attendees four (4) weeks prior to the Banquet. A designated high school female teacher and Administrator, will approve or disapprove Banquet dresses.

### ***Field Trips:***

Proper dress for field trips or the senior trip shall be determined by the advisor/teacher in charge and the Administrator. In most cases, RCCA K-12<sup>th</sup> Dress Code attire would be appropriate. In some cases, RCCA Dress Down attire may be allowed if approved in advance by the Administrator.

### ***Work Projects:***

For work projects where clothing is likely to be soiled or damaged, athletic wear, blue jeans or other appropriate work clothing may be permitted.

### ***Practice Sessions (Sports, Drama, Clubs, Worship Team, etc):***

Proper attire for practice sessions of various after school activities is left to the discretion of the coach/ advisor and the Administrator. In all cases, modesty in dress is still required.

## **Discipline**

### ***Discipline at the Academy***

Ross Corners Christian Academy seeks to provide an environment conducive to the spiritual, intellectual, and social development of the students.

RCCA expects students to demonstrate the proper conduct, cooperation, and responsiveness expected of Christian young people.

The basic premise of discipline at RCCA is two-fold:

- The teacher is responsible to maintain classroom order so that teaching and learning may occur; therefore, the teacher has the authority necessary to carry out this responsibility.
- The student is responsible to obey all classroom rules, school rules, or teacher's directives.

Classroom rules and procedures must be clearly established early each year. When students misbehave, teachers have the authority and the responsibility to intervene immediately and to take action that is appropriate to the infraction and consistent with his/her established policy of classroom discipline.

Prior to the start of each school year, all 7<sup>th</sup>-12<sup>th</sup> students are required to sign the RCCA Statement of Cooperation.

## **Extra-Curricular Activities**

RCCA offers a wide variety of curricular and extra-curricular activities for students of all ages. Students are encouraged to participate in these programs and events. Listed below are most of the various activities which are provided:

### ***Language Arts***

If other Christian schools in New York State have competitions in in spelling, creative writing, dramatic readings, and other language areas, RCCA may participate.

### ***Art***

The art classes of RCCA display samples of their art work during the school year. Art students may participate in Art contests as approved by Art teacher and Administrator.

### ***Science Fair***

RCCA may participate in any Christian School Science Fairs, spanning grades 6–12. At times, RCCA may sponsor its own Science Fair and the winners in various grade levels may be asked to compete in the state competition.



## **Drama**

When there is enough interest among 6<sup>th</sup>-12<sup>th</sup> students, RCCA will offer after school rehearsals and present a 6<sup>th</sup>-12<sup>th</sup> Drama production in May, under direction of a Drama Director. The cast is chosen on ability, and may be picked from the entire student body, teachers, and parents, depending on the needs of the production.

## **Yearbook**

Every spring, RCCA publishes The Rampage, a yearbook covering all classes and activities and featuring Academy Seniors. A yearbook staff comprised of students from grades 11/12 work together with the editor, usually an Academy Senior, and a Yearbook Advisor to compile and arrange for printing and distribution of The Rampage.

## **Newspaper**

When there is enough interest among students to offer a Journalism class, this class typically publishes a quarterly newspaper/newsletter, *The Rambler*. News articles are written by student reporters and announcements are furnished by the office. Faculty advisors coordinate this project and involve students from all grades.

## **Clubs**

When enough interest is expressed, Club activities may be available for special groups. Parents with special interests/abilities are encouraged to volunteer as club sponsors. All Clubs must be sponsored by an approved adult and have approval of the Administrator.

## **Music**

Music is provided for **all ages** at RCCA.

- K-12<sup>th</sup> provide two music concerts each year; a Christmas program and a Spring Program.
- A weekly “Choir Special” class is required for K-6<sup>th</sup>.
- 7<sup>th</sup> -12<sup>th</sup> students may choose Choir, Guitar/Band or Percussion Band as electives.

## **Sports**

The Academy offers a fine program of interscholastic athletic competition in soccer and basketball for boys and girls and cheerleading for girls.

Boys and Girls soccer are available at varsity level.

Boys and Girls basketball is available at the junior varsity and varsity levels.

K-6<sup>th</sup> Cheer Program is available for K-6<sup>th</sup> girls – cheering at half time for Jan/Feb home games.

RCCA teams compete primarily with other Christian schools both locally and at some distance in soccer and basketball.

In December, RCCA hosts an annual invitational varsity basketball tournament which includes 4 to 8 teams. The RCCA Rams basketball teams also participate in other tournaments during each season and have played other teams from nearby states.

Varsity letters are awarded to deserving athletes by the head coach in each sport at the Academy Sports Award Programs held after the soccer and basketball seasons. Other awards are also made to key players in recognition of outstanding performance.

RCCA is a member of the NYPENN Christian Athletic Conference, begun in the fall of 1986.

## **RCCA CODE OF DISCIPLINE**

The Code of Discipline is intended to ensure that we all share the same expectations in those circumstances in which it is necessary to address student behavior that is inconsistent with God's will for His children.

### **PHILOSOPHY**

The philosophy of Ross Corners Christian Academy is derived from our understanding of God's Word as revealed in the Bible. As such, **we can do our best work for those families who have been and continue to be raising their children in the nurture and admonition of the Lord.** Such an upbringing is the best preparation for the academic, social, and spiritual rigor families can expect at all grade levels here at RCCA.

We expect that our students will not be inclined toward willful disobedience or disruptive behavior. However, on occasion, errors are committed which must be addressed in a Godly manner for the benefit of the offender, the offended, and the community at large. Therefore, the Code of Discipline for Grades 7 – 12 has been adopted in order to:

- Guide faculty and staff in the administration of Generally Effective Immediate Discipline (GEID, pronounced the same as "Guide").
- Address the various degrees of disciplinary challenge which may arise during the course of the school year.
- Provide a clear, consistent, uniform method of administering discipline for those young people God has seen fit to place in our care.
- Give our families a clear understanding of our expectations and of what they might expect as a result of their children's failure to adhere to those expectations.

## **GENERAL GUIDELINES**

Discipline is most effective when immediate corrective action is taken by the adult directly responsible for the offending student. That adult will make every effort to personally administer direction and instruction with the least possible disruption of the program or activity in progress.

GEID is any action taken by a teacher or other responsible adult which by reason of experience, common sense, and knowledge of God's Word is deemed by said responsible adult to be the best course of action at that particular moment in that particular circumstance.

Examples of GEID include, but are not limited to: a warning, a brief personal conference, isolation from others, a written exercise, visit to Administrator office, assignment of a detention, or enlisting the other students (carefully and tactfully), under-girding every disciplinary action with prayer.

If a teacher or Administrator deems it appropriate to notify parents that disciplinary action was necessary for their child, **we will expect full cooperation and support from the parents.** The administration of Ross Corners Christian Academy has full confidence in the ability of our faculty and staff to discern and act in a Godly manner in any situation requiring disciplinary action. **We can do our best work for those parents who have the same confidence and so demonstrate by their actions and reactions.**

In Romans 13:1-5, God's will on submission to authority is made very clear. We encourage all of our parents to read and understand this passage. We expect every student at RCCA to trust and obey the adults that God has placed in authority over them, first and foremost their parents, and during the school day, their teachers or other responsible adults. Therefore, we will accept as principle that **anything less than immediate obedience** on the part of a Ross Corners student **will be considered disobedience** and will be dealt with accordingly by the adult responsible for the disobedient student.

At the Cross of Christ, we received the ultimate blessing, one that we could never earn or deserve. We know this blessing as GRACE (God's Riches At Christ's Expense is a good way to think of it.) Yet, even though Grace is a free gift from God, He still requires that we reach up to Him even as He reaches down to us so that we might receive the *fullness* of His Grace. Our repentance is what allows us to *experience the benefits* of the forgiveness that is already ours through the shed blood of Jesus Christ. As imitators and servants of Christ, we who serve Him here at RCCA will endeavor to serve His families with hearts that reflect the Grace of God. However, just as God's Grace can only be experienced by those who repent, the program here at RCCA can only benefit those children and families who respond positively to our efforts on their behalf.

## **SPECIFIC GUIDELINES and PROCEDURES**

Teachers will use their own discretion, within the general guidelines, in the administration of discipline where an isolated or non-repeating offense has occurred. Any offense for which a **counseling session** has been conducted with the Administrator or Administrator Assistant will be reported by the teacher, to the parents as soon as possible via Renweb Behavior Report. Regular documentation will be kept in school records.

Despite the best efforts of the teacher to reach the heart of a student using GEID, the student may continue or escalate negative behaviors to the point at which **the teacher perceives a pattern of willful, deliberate, or incorrigible** behaviors such as: *Disobedience, Disruption, Tardiness, Cheating, Lying, Non-cooperation, Irresponsibility, Vandalism, Destruction of Property, Fighting, Insult, Hurt, Bullying, Profanity, Cyber-bullying, Insubordination, or Theft*. These offenses should be reported to the Administrator.

1<sup>st</sup> Offense: Meet with the School Administrator

2<sup>nd</sup> Offense: Student sent to school office/Administrator and isolated until parent arrives to take him/her out of school for the remainder of the day (same day Suspension).

3<sup>rd</sup> Offense: Same procedure as 2<sup>nd</sup> Offense with mandatory 1-3day suspension out of school. Parent accompanies student on a day before his/her scheduled return to meet with the Administrator to determine student's readiness to resume attendance.

4<sup>th</sup> Offense: Same procedure as 3<sup>rd</sup> Offense with possible Expulsion Hearing scheduled prior to the return date.

5<sup>th</sup> Offense: Immediate Expulsion for the remainder of the school year. Student may reapply for admission the following school year, but must meet with School Board Chairman, a member of the School Board and Administrator.

***\* However, the Administrator maintains the prayerful discretion and authority to determine if an offense may require more discipline than what is prescribed in the listed 1<sup>st</sup>-5<sup>th</sup> Offense chart.***

**Suspensions:** When a student misses school due to a suspension, he/she *may* have all schoolwork reduced up to 50% (i.e., a test that is later made-up scoring 84% should be recorded as a 42%). Under certain circumstances, if a parent/guardian submits an appeal, the Administrator may waive the 50% reduction, and communicate that to the faculty at those times.

## **PERTINENT CONSIDERATIONS**

To assist families in their positive understanding of and response to these guidelines, we refer again to Romans 13, especially verse 3. Additionally, **in most cases, before the teacher finds it necessary to place a student on probation, the parents will have been contacted at least once about the student's behavior.** However, the Administrator maintains the prayerful discretion to determine if an offense may require more emphatic discipline than what is prescribed at the given level of Probation.

Many students have additional privileges and extracurricular opportunities such as Athletics, Yearbook, Drama, Chorus, Band, Special Scheduling, and Driving. Failure to use these privileges in a manner that brings honor and glory to Jesus Christ will result in administrative disciplinary discretion. Additionally, these privileges may be affected by behaviors exhibited in school or at school functions.

Sadly, we live in a society today in which many people consider it a “Rite of Passage” for young people to commit some especially offensive, harmful, immoral, or illegal acts. If RCCA has to address any of these offenses, the following offenses will result in a *minimum* 5-day suspension with possible expulsion: Vulgarity, Sexting, Possession or Evidence of Using Illegal Drugs, Marijuana, Vaping, Alcohol, or Tobacco; Physical Violence, Theft, Extortion, Threats, Sexual Harassment (as defined by Scripture), or any other offense which is deemed by the Administration to warrant such penalty.

Parents who believe that their child(ren) may have been treated unfairly, incorrectly, or non-Biblically, in the professional interpretation of this code, may appeal a Teacher's decision to the Administration. Decisions of the Administration may be appealed to the Ross Corners Christian Academy School Board of Directors, which provides oversight of all RCCA affairs.

**LOCKER ROOM and RESTROOM:** Students are only to use the locker rooms and restrooms that correspond with their biologically assigned gender. This standard applies to all school-sponsored activities, on and off campus (i.e. on class field trips, school athletic contests, etc.).

**BULLYING:** The students and staff of RCCA are expected to apply the Biblical principles of love and respect for one another.

Mark 12:31 “You shall love the Lord your God...and love your neighbor as yourself.” There is no other commandment greater than these.

Ephesians 4:29 “Let no corrupt talk come out of your mouth, but only such as is good for building others up.”

Christians are called to handle disputes in an attitude of love and concern for others with a goal of restoration for the relationship.

Conflict should be handled according to the steps listed in Matthew 18.

RCCA is committed to providing an environment free of bullying and harassment of any kind. We will not tolerate any form of bullying, intimidation, discrimination, or harassment of students or staff.

Not all “perceived” bullying is indeed bullying. Bullying consists of systematically or chronically inflicting physical hurt or psychological distress on another person. It includes unwanted written, verbal, and physical behavior that is offensive, intimidating, or abusive.

The Administrator will determine whether behavior rises to this definition of bullying. Consequences can include suspension or removal from the academy.

Even if a student’s conduct does not meet the definition of bullying, actions or words that are rude, disrespectful, intimidating, or otherwise abusive are unacceptable from any RCCA student and discipline will follow.

### **CHEATING AND PLAGIARISM:**

Cheating or plagiarism is a form of lying. The teachings of the Bible make it clear that lying is wrong: Ephesians 4:25, Colossians 3:9, and II Corinthians 8:21. Therefore, accusations of cheating or plagiarism are viewed as serious. According to the Merriam-Webster dictionary, “to plagiarize is to steal and pass off the ideas or words of another as one’s own: to use another’s production without crediting the source. To cheat is to practice fraud or trickery: to violate rules dishonestly.”

In general, cheating and plagiarism are synonymous. Cheating occurs whenever a student turns in work that has not been fully completed by him or her; this includes any time students exchange homework answers. All parties obtaining information and supplying information are viewed the same. In this digital age, the ease with which information can be copied and pasted makes plagiarism more problematic than ever. In the case of cheating/plagiarism, the teacher reserves the right to assign a zero for the assignment and/or ask that the work be redone for an adjusted grade.

### **A-I GENERATED CONTENT:**

#### Unacceptable Use:

Using ChatGPT or other AI text- or image-generators to create content for an assignment without permission

Using AI technology and submitting the assignments as if the student has written or created original content

Inappropriate use of AI technology will be considered equivalent to other instances of academic dishonesty and follow the same procedures.

All cases of cheating/plagiarism will be documented in the student’s file, and the administrator will be informed. In cases of multiple offenses, disciplinary action may include a failing grade on an assignment or test, expulsion from National Honor Society, a failing grade for the course, and/or suspension from school.

## **CODE OF CONDUCT:**

### **CLASSROOM CONDUCT:**

Proper conduct and preparation are imperative to the efficient use of classroom time. Therefore, the student should be aware of the following items that would be considered inappropriate: disrespect for those in authority (teachers, staff, administration) and disrespect for classmates, unprepared for class (no writing utensil, book, notebook, supplies, etc.), throwing objects, yelling, sitting on desks, talking out of turn/interrupting and any rude behaviors. This list is not intended to be exhaustive. Other items will be shared by the teacher within his/her classroom.

At the start of a new class/school year, the teacher is obligated to share his/her expectations with the students and to discuss various consequences should the expectations not be met.

Teachers will provide their students with a “Class Procedure/Policies” form at the start of each new year or new course. As a means of correcting any problems, the teacher would likely do any of the following: counsel with the student, give a warning, move the student’s seat in the class, keep the student during lunchtime, contact parents.

If a student continues in the same behavior after a teacher warning, he/she will be requested to see the Administrator or Executive Assistant to the Administrator.

### **DISCIPLINE REPORTS:**

Immediately following a disciplinary incident that involves a meeting with the Administrator, a teacher or the Administrator will document said infraction in Renweb.

A discipline report is a form that, in and of itself, is not a form of punishment. The report is used as a method of documenting unfavorable behaviors. The incident will be recorded in the student’s Renweb account and reported to the parents via email.

Our desire would be for the student to make changes and take steps of growth as a result. All discipline will include some level of counseling with the student, and most likely consequences will be administered (See Demerits below). The method of communication with the parents will depend upon the seriousness of the offense.

Minor offenses (i.e. tardy to class, excessive talking in class, food in class, etc.) will be communicated via email.

Major offenses (i.e. blatant disrespect, cheating, damaging school property, etc.) will be communicated via Renweb Behavior Report and a phone call to the student’s parent.

Serious offenses (i.e. stealing, possession of illegal objects, fighting, etc.) parents will be contacted immediately and required to come to the school for a conference and/or to retrieve their students for suspension.

## **DEMERITS:**

The following code of conduct should be viewed as a guide which is applied and interpreted by the Administrator and Executive Assistant to the Administrator, rather than a binding code without any exceptions.

### **Students will be assigned demerits for the conduct violations which follows:**

- Dress Code Violation = 2 demerits
- Unexcused Repeated Tardiness to class or homeroom = 2 demerits
- Skipping Class (missing more than 5 minutes of class) = 3 demerits
- Inappropriate Contact with the same or opposite sex (handholding, kissing, etc.) = 5-10 demerits
- Blatant disrespect of those in authority (verbal and/or outright defiance) =5-10 demerits
- Defacing/misusing school property (offending student will be required to pay for any damages) = 5-10 demerits
- Crude/obscene/vulgar language or actions =5-10 demerits
- Cheating/lying (cheating will result in a zero on the assignment) =5-10 demerits
- Stealing = 10-20 demerits (with possible suspension and /or expulsion).
- Actions which could lead to bodily harm (from horseplay or negligence) = 5-10 demerits
- Fighting (any aggressive, physical contact and irrespective of who initiates the altercation) = 20-30 demerits and possible suspension or expulsion.
- Bullying or Cyber-Bullying = 10-30 (with possible suspension and/or expulsion)
- Possession/use of alcohol, tobacco, vapes, drugs, or pornography on school grounds or during school related activities=30 demerits, immediate suspension and possible expulsion.
- Possession of potentially dangerous objects or weapons (knives, throwing stars, guns, ammunition, etc.) = 30 demerits, immediate suspension, and possible expulsion; law enforcement may be contacted.

**CONSEQUENCES FOR DEMERITS:** Demerits are assigned by the Administrator, or Executive Assistant to the Administrator, after reviewing an incident. During the school year (Sept -June):

- 10 demerits – Recess, Lunch or After school detention
- 20 demerits - Parent conference is required with Administrator; Recess, Lunch or After school detention, possible suspension, and/or expulsion
- 30 demerits – All the above, and student may become ineligible for extracurricular activities and he or she will be suspended or possibly will be expelled.
- 40 demerits – All the above, and student faces suspension and/or possible expulsion.
- 50 demerits - Student will have expulsion hearing.

## **1. DETENTIONS:**

Detentions will be assigned during student recess time, lunch periods or after school.

If a student misses an assigned detention, a second detention, in addition to the first, may be assigned. During the detention, the student will be under faculty supervision, and 7<sup>th</sup>-12<sup>th</sup> students may be required to do light cleaning chores (this is a time to reflect on the negative behavior and also be a blessing to the ministry of RCCA).



Parents will be contacted prior to the detention. In some instances, and depending upon the infraction, recess, lunch or after school detention will be assigned. For lunch or recess detention, students will be under the supervision of a staff member and will not eat lunch with their peers. Assignment to lunch detention is at the discretion of the Administrator and Executive Assistant to the Administrator.

**2. SUSPENSIONS:** Suspensions may be assigned as either in-school (ISS) or out-of-school (OSS). The Administrator or Executive Assistant to the Administrator assigns suspension and may assign suspensions for one to five days.

A suspension beyond five (5) days requires a recommendation from the Administrator and School Board Chairman. While on suspension, a student is responsible to make up any school work missed due to the suspension. Parents will be notified prior to the suspension.

**3. EXPULSION:** A student may be removed from the Academy for any serious offense upon a recommendation of the School Administrator, School Board Chairman, and an additional School Board Member. School credits up to the time of the expulsion will be transferred. Once expelled, the student is not to return to school property for the period of one (1) year (unless given special permission from the Administrator).

For a student to be considered for re-admission as a student who was at one time expelled, the student and parents must submit a written request to the Administrator and School Board of Directors.

RCCA will ask local law enforcement officers to be involved in any situation as deemed serious by the school's administration and school board.

## **School Themes**

### **School Verse**

*“For of Him, and through Him, and to Him, are all things; to whom be glory forever. Amen”*  
Romans 11:36

### **School Song**

HOW FIRM A FOUNDATION

*Rippon’s “Selection of Hymns” 1787*

How firm a foundation, ye saints of the Lord,  
is laid for your faith in His excellent word!  
What more can He say then to you He hath said  
To you, who for refuge to Jesus hath fled?

Fear not, I am with thee, O be not dismayed,  
For I am thy God, I will still give thee aid;  
I’ll strengthen thee, help thee, and cause thee to stand,  
Upheld by My gracious, omnipotent hand.

When through the deep waters I call thee to go,  
The rivers of sorrow shall not overflow;  
For I will be with thee, thy trials to bless,  
And sanctify to thee thy deepest distress.

When through fiery trials thy pathway shall lie,  
My grace, all-sufficient, shall by thy supply,  
The flames shall not hurt thee, I only design,  
Thy dross to consume, thy gold to refine.

The soul that on Jesus hath leaned for repose,  
I will not, I will not desert to his foes;  
That soul, though all hell should endeavor to shake,  
I’ll never, no, never, no never forsake!

### **School Colors**

Royal Blue and White

### **School Mascot**

RCCA Ram