

Ross Corners Christian Academy

Educating Minds, Transforming Hearts



2022-2023

Student – Parent Handbook

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www.rccarams.org

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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 1st, 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 4th 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.

During the 2015-2016 school year, a group of parents met and negotiated with the church to take ownership of RCCA and seek to move the school forward. As of September 1st, 2016, the Ross Corners Baptist Church gave the school over to a School Board of directors to be owned and operated by them.

The School Board has been very active in keeping a faith-based education going in our community. The School Board and parents appreciate the efforts of our pastors, faculty, former board members, parents and friends of the Academy, including numerous 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 \$100 Application Fee, must be submitted to the RCCA office for each new student.

New students applying for admission to RCCA 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 cannot be admitted to the Academy unless all immunizations are up to date and Immunization and Health Records are on file in the RCCA office. Forms are available in the office.

Tuition must be set up via Renweb/FACTS monthly payments prior to Sept 1, 2022. 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” for the first 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

2023-2022 Re-enrollment must be completed by April 30, 2022 to waive the \$100 re-enrollment 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 to Administration and have an exit interview with the Administrator at the time of withdrawal. 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.

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 at RCCA by the Vestal Central School District. This examination is required for all new students as well as current students in grades K, 3, 5, 7, 9 and 11. The 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 Sports Physicals 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.

Injuries and Emergency Care

All injuries suffered on Academy grounds must be reported to a teacher or staff member 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 have tested positive for COVID in the last five (5) days.
- 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 tests positive for COVID, they need to wait five (5) days from onset of symptoms 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 via 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" 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 week in advance of the absence*. Students who are absent due to family vacations **MUST** complete their schoolwork within the original due dates of the assignments. No extensions will be given without prior authorization from administration.

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.

Missed work when absent or tardy due to illness: Students will be allowed to make up missed work without loss of credit per the teachers' classroom policies (i.e. two days for make-up per one day of absence due to illness). 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, students must attend at least 85% of all classes in a course in order to receive credit for their grade level or the academic course. 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 or grade level credit.

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 first period class before or at that time.

Students may arrive at 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 – 2:35pm. Parents are asked to plan accordingly.

Students who arrive after 8:03am will be 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. Once a student accumulates three (3) unexcused tardies, they will receive 5 demerits and the administrator or designee will contact the student's parents to discuss a plan to ensure better and regular attendance. Students arriving at school tardy for their homeroom, without an 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-6th students should be in the gym for dismissal at this time. At the bell, 7th-12th students are wait in their 8th period classrooms for their bus or family name to be called – they are then 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 directly to RCCA AfterCare (PreK-6th). Students may not stay without supervision.

Attendance for Participation in Extracurricular Activities: Students must be in school and attending class by 11:00am on game/event day to participate in the after school 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 unexcused 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 or an email sent to the school office. 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 sending an email to the school office or a phone call from a parent. Students must be signed 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 home and must sign out at the office before leaving 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 are owned by RCCA and are "rented" for the school year (\$175 Per K-12 student). Any textbooks that are lost or returned in a condition that is unusable will result in the fee for a new textbook to be charged to the student account. Workbooks, lab books, etc. are consumed when written in and cannot be reused. Books must be returned in satisfactory condition at the close of the school year. Parents will be billed the price of a new book for any books not returned, lost, or marred beyond use since new books must be ordered as replacements.

All music, drama and sports materials supplied to the student by the Academy must be returned by the designated time or the student 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 and added onto the school website during the summer months.

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 2nd 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.

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 2:45pm, except for approved extracurricular activities or appointments with teachers or office staff. Students who remain at school after 2:45pm 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 cancelled due to inclement weather, notice of the closing will be sent to parents via Renweb "Parent Alert" text system. Please confirm your cell phone numbers with the school office to register for this. School delays and closings will also be posted via email, FB page & Instagram, and will be listed on www.WBNG.com.

School closings are generally consistent with the Vestal Central School District.

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 school 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.

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, 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. 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 (office or conference room).

Parents should refrain from contacting their child during class hours. 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 phones or electronic devices during school hours 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.

The Academy cooperates with the Newark Valley, Owego-Apalachin, Binghamton, Union-Endicott, Vestal, Maine-Endwell, Johnson City, Northeast Bradford, 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 local 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).

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 wish to drive to school, must obtain permission from the office by completing a *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, Cheerleading, Basketball) will be provided by the Academy for all participants. Those 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 class advisor, coach, AD 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 2:25pm-2:35pm.
- PreK/K: Please park in the upper lot (gravel) and walk your child to at least the blacktop/pavement (and gym doors). Children should NOT walk alone through the parking lot.
- All other parent drivers, please follow the driving pattern and drop off your student(s) at the designated Student Drop Off location and U turn out of the parking lot.
- The entrance from Owego Road is a BUS lane and faculty parking.
- **Never** drive or park in the bus lanes and always observe the 5 mph speed limit.

Students:

- Park only in the parking lot issued for student parking (near Bridgewater youth building). Abide by the 5 mph speed limit.
- Do not ‘back out’ and leave your parking space while busses are on school property.

Classes and Grades

Graduation Requirements

To graduate from Ross Corners Christian Academy, a student must have at least 24 credits earned as follows: (Listed are required subjects for each Diploma type).

<u>Subject</u>	<u>General</u>	<u>College Prep</u>	<u>College Prep w/Merit</u>
Bible*	4	4	4
English	4	4	4
Math	3	3	4
Science	3	3	4
Social Studies	4	4	4
Foreign Language	0	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	2+
Electives	2	2	3+
Required Credits	24	26	27+

* One credit in Bible is needed for each year that a student attends RCCA.

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:

Pre-Kindergarten (Pre-K)

Pre-Kindergarten classes use Abeka curriculum.

Grades (K through 12)

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

Program of Studies

Kindergarten through 6th Grade:

Bible
Reading
Language Arts
Spelling

Mathematics
Physical Education
Handwriting
History/Geography

Science & Health
Art
Music/Choir
Library

Grade 7

Bible
English
History
Math 7
Life Science
Art
Music/Choir
Keyboarding/MS Office
Physical Education & Health

Grade 8

Bible
English
History
Pre-Algebra
Physical Science
Art
Music/Choir
Keyboarding/MS Office
Physical Education & Health

Grade 9

Bible
English
World Geography
Algebra I/Geometry
Earth Science
Spanish I
Art
High School Choir
Physical Education & Health

Grade 10

Bible
English
World History
Geometry / Algebra II
Biology/Chemistry
Spanish II
High School Choir
Art
Physical Education & Health
Creative Writing
MS Office/Business

Grade 11

Bible
American Literature
US History
Algebra II / Pre-Calculus
Consumer Math
Chemistry / Advanced Biology
High School Choir
Physical Education & Health
MS Office & Business
Art
Yearbook
Spanish III
Creative Writing

Grade 12

Bible
British Literature
Government & Economics
College Math (Dual College Credit)
Pre-Calculus / Calculus
Consumer Math
Advanced Biology / Physics
Speech
High School Choir
Physical Education & Health
MS Office & Business
Creative Writing
Spanish IV/V
Art
Yearbook

High School Electives

- Art
- High School Choir
- Creative Writing
- Spanish III, IV, V
- MS Office & Business
- Yearbook

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 will 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.

Grading System

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

	<u>Grades 4 – 12</u>	<u>4.0 Scale</u>
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 – 12 (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 two weeks of the end of each quarter; 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.
- 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 (below 65) grades in courses counted for honor roll and class rank

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 (excluding Art, PE, Music).

Mid-Year/Final Exams

In grades 9 – 12, comprehensive exams, where required, may be given at the end of each semester.

Report Cards

Report cards are issued at the close of each 9-10 week grading period. Report cards are emailed to K-12th parents. Hard copies of K-6th report cards will be given to elementary school students to be taken home in Friday Folders, and for 7th-12th grade, given to homeroom teachers.

Class Ranks

Cumulative grade point averages are computed for students in grades 9th -12th using a weighted average of all credits earned. This average is determined to recognize class Valedictorian and Salutatorian at completion of the 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 junior and senior years. Students may be informed of their own ranking upon request to the administrator.

The following classes are not included in ranking:

- Physical Education
- Choir
- Yearbook

Assignments Handed in Late

All teachers in grades 7th-12th 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. After 10 days post the due date, the student will receive a zero "0" for said assignment/test, etc.

Chapel

Chapel is provided for spiritual refreshment and growth at the Academy. Chapel is held every Wednesday in two groups: K-6th and 7th-12th, and 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. All students are required to be attentive, respectful and polite to guest speakers. All 4th-12th students are expected to bring their Bibles 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 7th -12th. 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.

The following classes are not included in the calculation for Honor Roll: PE, Art, Choir, Yearbook

Honor Society

Students in grades 10th-12th 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 pastor/spiritual mentor, and must have attended RCCA at least two full quarters.

A formal induction ceremony is held each year 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.

All classes are included to determine eligibility.

Awards

A separate Awards Chapel is scheduled for 7th – 12th graders at the end of each school year.

Honor Graduates

Honor graduates (90 – 93 composite average for grades 9th -12th) and High Honor graduates (94 and above) are recognized during the graduation ceremony with gold and white sashes.

Physical Education, and Choir are included to determine eligibility.

Skipping a Grade

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

- Social and physical maturity commensurate with students in the next grade
- Student must have sufficient high school credits for general diploma

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 parents 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

- Kindergarten – All kindergarten students are required to take a test/assessment to ascertain student readiness.
- First Grade – First grade students will be given academic assessments at the discretion of the Administrator.
- New Students – Reading/English and Math Readiness assessment will be administered.

Achievement Testing

All students in grades K–9th will be given a standardized test in the spring of each school year. *RCCA has used ACSI Terra Nova and Iowa Basic Assessments.*

Ability Testing

- ASVAB: All students in grade 11 are encouraged to take the ASVAB test administered at RCCA in the fall of each school year.
- PSAT: 9th - 11th grade students may opt to take the Preliminary Scholastic Aptitude Test (PSAT) administered at RCCA in October each school year. Students must sign up in the school office for this test. There is a \$30 fee for the PSAT.
- ACT and SAT: All 11th and 12th grade students are encouraged to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) at a local high school. Assistance with SAT and ACT is available from the RCCA's Guidance Counselor.

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 9th – 12th 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 Representatives. These officers are elected by September 30th.

Student Fundraising

Fundraising projects may be held throughout the year by classes in grades 9th-12th, school approved clubs, Ram Chargers, or groups involved in extracurricular activities. Class dues are collected monthly in grades 9th-12th. 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. 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 to an approved location. Seniors may decide to go on a mission's trip in lieu of the traditional senior trip. Seniors also go away on a one day fall team-building retreat at Rock Mountain Bible Camp. All expenses for all these trips and retreats come out of senior class funds.

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 eating lunch together as a class. This privilege facilitates holding class meetings, when needed, at lunch time. However, the class must agree to stay together. If the class does not eat together as a class, they must eat with the other classes in the gym. Seniors also 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 doors.

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

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, Tiktok, 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 RCCA Student Technology Policy).

Student cell phones, Apple watches and other electronic device usage is prohibited before 2:45pm. Inappropriate use of cell phones, Apple watches or electronic devices during school hours will be grounds for confiscation (see RCCA Student 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 RCCA Statement of Belief)

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 on and off campus (see RCCA Student 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 or prolonged embracing/hugging is prohibited.

Due to this fact, we will intervene with students who are known to be involved in such activity.

Students are expected to not possess or use drugs, 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 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/weapons 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 K-6 students. Elementary school classes have a library “special” at least once per week.

Books may be checked out of the library for a designated period of time.

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.

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 is managed by Miss Teri Sanders, RCCA School Board, and Ms Jody Stephens, Lunchroom Supervisor. The RCCA lunch program is staffed by parent volunteers.

Emergency Procedures

Fire Drills

Fire drills are held periodically and are signaled by one long continuous ring of the bell. 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.

RCCA has a detailed **Stranger Alert** procedure which is not for general public information. However, all students and staff will be drilled on the procedure at least twice a year, and any RCCA parent/guardian or legitimately interested person may obtain a copy of the policy by request of the Administrator.

Locks and Lockers

Hall and gym lockers are made available to all students in grades 6th through 12th. If students wish to use combination locks on their assigned lockers, they must give their combination to the school office. For grades K through 5th, cubbies or designated areas are available in most classrooms or hallways for storing gym clothes and backpacks.

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.

Miscellaneous

Parent Communications

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

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

Parent-Teacher Organization (PTO) of Ross Corners Christian Academy enhances 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 Mrs. Alyssa Leonard, PTO President, at alyssa.leonard@rccarams.org

RCCA encourages 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 enter through the school office door. A visitor’s badge will be issued to approved visitors into the building.

Visits by students from other schools can be arranged by contacting the office at least three 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 (See RCCA K-12 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 dress code considered appropriate for PE classes is listed in RCCA K-12th Dress Code. Sneakers are required for K-3rd, and sneakers, t-shirts, sweats, finger-tip length shorts, athletic wear is allowed for 4th-12th PE. 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 Games: During school hours, boys and girls are expected to wear RCCA K-12th Dress Code attire. Teams may sometimes travel in uniform when directed by Athletic Director. Any exception to policy may be made by the AD, administration, and coaches in charge of the team.

Basketball Games: Boys and girls participating in basketball games are expected to wear RCCA K-12th Dress Code attire. Teams may sometimes travel in uniform when directed by Athletic Director. Any exception to policy may be made by the AD, Administration, and coaches in charge of the team.

After games: The players may wear RCCA Dress Down attire (no holes or tears).

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-12th Dress Code attire. Students may choose to dress up beyond the school code for special events, but modesty must be adhered to.

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. Mrs. Christine Lane and Mrs. Jeni Chase are the designated high school staff members who will approve or disapprove Banquet dresses.

Field Trips:

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

Work Projects:

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

Sports Practice Sessions:

Proper attire for practice sessions of various school activities is left to the discretion of the 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 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 school each year, all 7th-12th students are required to sign the Student Statement of Cooperation.

**See Appendix A for Code of Conduct*

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

When available, RCCA students may compete with other Christian schools in New York State in spelling, creative writing, dramatic readings, and other language areas.

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 the New York State Christian School Science Fair, spanning grades 4–12. At times, RCCA may sponsor its own Science Fair and the winners in various grade levels compete in the

state competition. In preparation for this competitive activity, a Science Show is presented annually by each lower elementary class.

Drama

When there is enough interest among 6th-12th students, RCCA will offer after school drama rehearsals and present a 6th-12th drama production in the spring, 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 in grades 11th/12th work together with the student editor, usually an Academy Senior, and a Yearbook Advisor (Mrs. Jennifer Hazelton) 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 approved by Administrator.

Music

Music is provided for K-12th at RCCA. Elementary music classes, grades K-12, usually provide two music concerts each year; a Christmas program and a Spring Program. Elementary choir is provided for K-6th once per week, and 7th -12th Jr/Sr high choir meets twice per week. Choir classes are taught by Mrs. Stacy Ernst.

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 basketball is available at the modified, junior varsity and varsity levels.

Girls Basketball is available at the junior varsity and varsity levels.

Cheerleading is available at both the junior varsity and varsity levels when participation numbers allow.

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

RCCA hosts an annual invitational basketball tournament which includes 4 to 8 teams. The RCCA Rams basketball teams also participate in several 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.

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

Ram

Appendix A

RCCA CODE OF CONDUCT

PURPOSE

The Code of Conduct 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. **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.

Despite the best efforts of the teacher to reach the heart of a student, a 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, Profanity, Cyberbylling, Insubordination, or Petty Theft.* Once the teacher has made that determination, the teacher will alert administration.

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 the school administrator or assistant to the school administrator is called – a report to the parents will be sent and a report will be documented in Renweb in the student’s file.

If a teacher or administration 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 way that is gracious, firm and worthy of Christ.

CODE OF CONDUCT DEFINITIONS:

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.

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 administration will determine whether behavior rises to this definition of bullying. Consequences can include suspension or removal from the RCCA community.

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.

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 RCCA Honor Society, a failing grade for the course, and/or suspension from school.

DISCIPLINE REPORTS:

Immediately following a disciplinary incident, a teacher or administration 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 to parents via email.

Major offenses (i.e. blatant disrespect, cheating, damaging school property, etc.) will be communicated to parents via email, and a phone call to parents may be made.

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.

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 s = 2 demerits
- 3 Unexcused tardies to class or homeroom = 5 demeris
- Skipping class (missing more than 5 minutes of class) = 5 demerits
- Inappropriate contact with the opposite or same sex (handholding, kissing, etc.) = 5-10 demerits
- Blatant disrespect of those in authority (verbal and/or outright defiance) = 5 demerits
- Defacing/misusing school property (offending student will be required to pay for any damages) = 10 demerits
- Crude/obscene/vulgar language or actions =10 demerits
- Cheating/lying (cheating will result in a zero on the assignment) =10 demerits
- Stealing =30 demerits or possible expulsion.
- Possession/use of alcohol, tobacco, vapes, drugs, or pornography on school grounds or during school related activities=30 demerits or possible expulsion.
- Actions which could lead to bodily harm (from horseplay or negligence) = 3 to 10 demerits
- Fighting (any aggressive, physical contact and irrespective of who initiates the altercation) = 30 demerits and possible suspension or expulsion.
- Possession of potentially dangerous objects (knives, throwing stars, ammunition, etc.) = 30 demerits, or 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. All demerit counts start at zero at the beginning of each semester (Sept.-Jan., Feb.-June).

- At 10 demerits, a one-hour after school detention will be assigned and parents will be notified via written communication which should be signed and returned.
- At 20 demerits, a parent conference will be required, either by phone, Zoom, or, preferably, in person.
- At 30 demerits, a student will be ineligible for extracurricular activities and he or she will be suspended or possibly will be expelled.
- At 40 demerits, the student faces another suspension or possible expulsion. At 50, a student will be considered for expulsion.

DETENTION: Detentions will be assigned in one-hour increments on either a Tuesday or Thursday after school from 2:30pm-3:30pm. Students *may* be assigned service duties to perform during detention.

If a student misses an assigned detention, a second detention, in addition to the first, may be assigned. During the detention hour, the student will be under faculty supervision, and 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, lunch or recess 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.

SUSPENSION: 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 days requires a recommendation from the school board's executive committee. While on suspension, a student is responsible to make up any school work missed due to the suspension. Parents will be contacted prior to the suspension.

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, the Administrator may waive the 50% reduction, and he/she will communicate that to the faculty at those times.

EXPULSION: A student may be removed from the school for any serious offense upon a recommendation of the Administrator and School Board Executive Committee.

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. For a student to be re-admitted as a student who was at one time expelled, the student and parents would have to bring their request to the school board's executive committee.

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

PERTINENT CONSIDERATIONS

To assist families in their positive understanding of and response to these guidelines, we refer again to Romans 13, especially verse 3. Administration maintains the prayerful discretion to determine if an offense may require more emphatic discipline than what is prescribed at the given level of consequence.

Many students have additional privileges and extracurricular opportunities such as Athletics, Yearbook, Drama, Choir, Special Scheduling, and Driving. Failure to use these privileges in a manner that brings honor and glory to Jesus Christ may 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 to the Ross Corners Christian Academy School Board, which provides oversight to administration and RCCA affairs.



2022-2023 K-12 Student Dress Code

TOPS

- **POLO:** Solid color, striped or plaid Polo shirts or RCCA merchandise Polo. Short, ¾ and long-sleeved Polo allowed.
- Must have placket with at least two buttons. Modest cut. No tight-fitting Polos.
- **HOODIE:** Solid color Hoodie or RCCA merchandise Hoodie (hoods must be down at all times).
- **SWEATERS:** Cardigan knit sweaters, crewneck, or V-neck sweaters (must be worn with polo)
- **JACKETS:** All warm up jackets and performance pullovers must be RCCA merchandise (must be worn with a polo)

BOTTOMS

- **JEANS:** Blue or black denim jeans. Straight leg or boot cut (Jeans may NOT be excessively tight)
- **UNIFORM PANTS/CAPRIS:** School uniform chino solid color pants sold by The Children's Place, Old Navy, Target, Walmart, Land's End (Pants may not be excessively tight)
- **SHORTS:** Solid color uniform chino shorts or jeans shorts (must come to the knee, and cannot be made of stretch material/athletic wear)
- **SKIRTS/JUMPERS (Girls):** Skirts/Jumpers must fall BELOW THE KNEE with no slits above the knee.

No dresses allowed.

FOOTWEAR

All shoes, Sandals & Crocs: Must have laces tied or back straps fastened (No athletic slides, No flip flops, No rips or holes)

OUTDOOR COATS

- Not to be worn inside the building during school hours; NO blankets at school.

*****No rips, tears, holes in clothing or footwear***

*****Only very small/unobtrusive name brand emblems are allowed on non-RCCA merchandise Polos or Hoodies (examples include but are not limited to: Nike, Umbro, Adidas)***

ACCESSORIES AND MAKEUP

- No hats, hoods, or sunglasses in the school building until after 2:45pm.
- Boys may not wear earrings.
- No jewelry, or any other object, may be worn in any piercing except for ‘no more’ than two (2) earrings in each earlobe for female students.
- Girls are allowed makeup applied in a manner that is not a distraction.
- Boys are not allowed to wear makeup.
- No visible tattoos are allowed on campus or at any school-sponsored function (including off campus functions) unless they are temporary and for the express purpose of school spirit, school events, or special programs (Any temporary tattoos must be pre-approved).

HAIR

- Boys’ hair should be neatly cut.
- Boys’ hair cannot extend past the collar, and the side length should allow the lobe of the ear to show. The hair may not touch the eyebrows.
- Boys may not have facial hair, ponytails, or “man buns”.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or any coloring or highlighting that gives an unnatural appearance are not permitted for boys or girls.
- Girls’ hair must be kept out of the eyes at all times.
- School Administration reserves the right to request for a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student’s choice has created a distraction.

DRESS DOWN DAYS

- T-Shirts and Athletic Wear allowed. Shorts must come to the knee, No V-neck T-shirts, No tank tops, No muscle shirts, No cold shoulder shirts, No leggings, No pajama pants.

ATHLETIC GAME DAYS

- Student athletes are allowed to change into appropriate athletic clothing at lunchtime or as directed by School Administrator.
- While engaged in school sponsored athletic activities on and off campus, student athletes are expected to be in approved athletic / practice / game attire as directed by the Athletic Director and School Administrator.

P.E. CLASS

- K-3rd: Sneakers required, but they do not change clothes for PE classes
- 4th-12th: T-shirts, sweatpants, sweatshirts, finger-tip length shorts allowed. Sneakers required. No tank tops, No muscle shirts, No leggings, No tight-fitting sweatpants, No V-neck T-shirts, No pajama pants. NOTE: Students MUST change back into school dress code after PE classes (only exception is for 8th period PE classes).

School Administration reserves the right to determine if a student is not in school dress code, and also reserves the right to identify particular events and days wherein compliance with announced

special events dress code guidelines will be required (examples include but are not limited to: special events, field trips, spirit week, school-wide events, concerts, special chapels, etc.).

RCCA asks that parents take responsibility for making sure their child complies with the dress code. If necessary, the student will need to call home for a change of clothes.