

Welcome!

We, the staff of (***Refuge Christian Academy***), welcome you to our school. Christian Education is one of the most important decisions in training up a child in the way of the Lord. The investment of your time and money into the life of your child will surely reap eternal results. We feel honored that you have chosen to partner with us in this endeavor. We believe that God is pleased when we put our children's need to develop a relationship with Him as a top priority.

Students, it is our desire that you will grow spiritually, academically, socially, and physically while you are under our care. You are beginning an exciting adventure which can influence the rest of your life.

This handbook has been provided to better acquaint you with our school. We ask that you give us your full support so that ***Refuge Christian Academy*** is not only an educational facility but an educational family.

Refuge Christian Academy is an educational ministry
of

Refuge Church

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MISSION STATEMENT

Refuge Christian Academy is a nondenominational, Biblically-based school which partners with Christian families to develop a Christian worldview, promote academic excellence, and prepare children for a lifetime of service to Jesus Christ.



STATEMENT OF PURPOSE

It has always been God's plan for parents to take the ultimate responsibility for educating and training their children. (Deuteronomy 6:6-9; Ephesians 6:4). **Refuge Christian Academy** serves as an extension of the home by assisting parents with the moral and spiritual training of their children. It also provides technical and academic assistance to help children master academic skills and concepts.

It is our goal to guide and establish learning experiences that will assist each student in becoming a mature Christian, and a responsible, productive member of society. It is essential that our school families and school staff work together to impart knowledge, understanding, wisdom, and a God-centered view of life to our students.

Attending **Refuge Christian Academy** is a privilege— not a right. The purpose of our school is not to reform but to train Christian youth of every ability in the highest principle of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

PHILOSOPHY OF EDUCATION

Refuge Christian Academy began with the premise that true education comes from God. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective. True education does not just present data, but relates everything to God's plan for mankind.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

Man does possess a spiritual dimension.

(Genesis 1:27)

Education involves the total being spiritually, intellectually, physically, and socially. (Proverbs 9-9) ☞ Each person possesses unique, individual poten-

tial, traits and needs. (Romans 12:3-8)

The educational experience must involve the development of Christian beliefs, attitudes, and skills leading toward zealous application.



Our philosophy of education is based on God's Word, and all truth will be taught from these perspectives:

A. Reality.

God is the personal and purposeful Creator, and He represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, and through His Son. Man's understanding of truth comes through a study of the inspired Word of God, an understanding of His Creation, and having a personal relationship with Jesus Christ.

C. Knowledge

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be measured against the standard of truth as revealed in God's inspired Word.

D. Man

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus, the divine Son of God.

E. Christian Education

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.



Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, therefore, it will serve as a final authority for determining our guiding principles on all questions.

STATEMENT OF FAITH

We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.

We believe in the Incarnation and Virgin Birth of our Lord and Savior Jesus Christ as true God and true man.

We believe that man was created in the image of God, but became separated from God by sin.

We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the Cross.

We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of His people.



ENROLLMENT

Following are guidelines established by *Refuge Christian Academy* in order to maintain its standards of excellence.

ADMISSION POLICY

1. In light of our mission and purpose as a school, it is imperative that at least one parent is a professing, born-again Christian, living in right relationship with the Lord Jesus Christ and a local church family.
2. Students must be living in right relationship with Jesus Christ, their parents, and their church family.
3. Students must have a desire to attend ***Refuge Christian Academy***. They must also agree to adhere to the guidelines and standards set forth by the administration, as outlined in this handbook.
4. Parents and students who may have unresolved conflicts in their previous school experience must have a desire for resolution, followed by a Biblical plan of action prior to enrollment.
5. Should a conflict arise between home and school which can not be resolved between parties, parents shall agree to mediate conflict through Christian mediation.
6. Students with handicaps, (mental, academic, emotional, or physical) will be admitted only if, in the opinion of the administration, their needs can be adequately met by the school.
7. ***Refuge Christian Academy*** does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission and educational policies, scholarship and loan programs, athletic, and other school-administered programs.

ADMISSION PROCEDURES

1. Parents will schedule a formal interview with the school Administrator. The student(s) shall also attend the interview.
2. An application and all enrollment forms, must be *completed in full* and returned to the school office along with initial fees.
3. A letter of recommendation from the family's pastor must be sent to **Refuge Christian Academy** (A form letter is included in the application packet.)
4. The prospective student and both parents (if two parent family) will be interviewed by the Administrator.
5. Parents will be notified of acceptance or denial of admission.
6. Parent will sign a Financial Agreement and make financial arrangements to fulfill their obligation.
7. Parents will schedule with the school Administrator a time for testing and placement of their student.
8. Parents will make a written commitment to attend all parent orientation and education activities throughout the year.

IMMUNIZATIONS



Parents or guardians are required by state law to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a 'high risk' country in the preceding school year.

No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. State laws require that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Department of Health annually by October 15th. Immunization requirements are as follows:

DIPHTHERIA, TETANUS, WHOOPING COUGH (DPT): A minimum of four (4) doses. A fifth dose of vaccine is required if the fourth dose was administered prior to the fourth birthday. **HAEMOPHILUS B (HIB):** 4 doses are required.

HEPATITIS B: 3 doses are required before entry to kindergarten. The second dose must be administered at least 20 days after the first dose. The third dose must be administered at least two months after the second dose and at least four months after the first dose and at least six months of age.

POLIO: A minimum of 3 doses of polio vaccine. If the third dose was received prior to the fourth birthday, a fourth dose is required.

MEASLES, MUMPS, AND RUBELLA (MMR): 2 doses of live virus measles vaccine are required before entry into kindergarten; the first dose must have been administered on or after the first birthday and the second at least 28 days later. 2 doses of live virus measles vaccine are required for students in grades 7-12.

VARICELLA: 1 dose is recommended before kindergarten.

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following: DPT, POLIO, and MMR. An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual. An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

RE-ENROLLMENT

All families wishing to return to **Refuge Christian Academy** must complete and return the re-enrollment forms prior to the beginning of the new school year. No student has an absolute right to re-enroll. Applications for re-enrollment will be approved at the sole discretion of the school. **Refuge Christian Academy** reserves the right to deny re-enrollment to any student who is in violation of the Standard of Conduct. If parents or students are not in harmony with school standards or policies, students will not be allowed to re-enroll.

WITHDRAWAL PROCEDURES

1. The Administrator will communicate with parents regarding the withdrawal procedure. An Exit Interview is requested.
2. A Student Withdrawal Form must be submitted to the school office.
3. The student must undergo a check-out procedure in which all books and any other school property are returned to the school.
4. All financial obligations must be paid in full, including tuition for the last month and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Curriculum and registration fees are non-refundable.

FINANCIAL INFORMATION

Refuge Christian Academy operates as an integral and inseparable part of Refuge Church. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The primary support comes from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is additionally considered a “faith ministry.” As such, additional financial support for the school must come from tithes,

offerings, and gifts or donations from members and friends of RCA in addition to fund-raising projects conducted by students, staff, and parents.

The tuition-based financial policies shall be described as follows:



A. Fees

1. Nonrefundable registration fee due at the time of enrollment (establishing records and testing)
2. ONE SEMESTER NONREFUNDABLE curriculum fee due at the beginning of each semester.
3. Miscellaneous fees for various school projects and activities (collected as needed).

B. Tuition Payments

1. Tuition payments paid in total at the beginning of the academic year will receive a 5% discount.
2. Tuition payments may be paid monthly in 12 equal installments which are due on or before the first of the month, beginning September 1st and continuing through September 1st. (Payments may be split each month into ½ payments, due the 1st and 15th; , however such terms must be **pre-approved**.)
3. All the tuition payments and school-related fees are to be paid as specified on the Financial Form.
4. If tuition payments cannot be made by the first of each month, then the established policy is to allow a 5 day grace period before any penalty is assessed.
5. If payment is not made on or before the 5th of each month, a \$25.00 late charge will be assessed.
This applies to balances over \$25.00 as well.
6. Postdated checks will not be accepted unless the date on the check allows the check to be cashed before the 5th of the month in which the payment is due.

7. If the bank returns a check for “insufficient funds” then the parent’s account will be charged \$25.00 for each returned check. A person designed by the Administrator will contact the parent by telephone or mail for permission to redeposit the check or secure a replacement. Payment must be honored within 5 days.
8. Families whose accounts are past due beyond the 20th of the month may be denied services.
9. If a family is expelled during the school year, unused book fees and tuition payments will be refunded on a prorated basis.
10. If a family withdraws voluntarily, parents are responsible for full payment of any fees and tuition payments for all services rendered, regardless of academic progress, for the full month in which their student(s) attended.

DONATIONS

Fund-raising is a vital part of our “faith-based” ministry. Periodically *Refuge Christian Academy* will announce a fundraising activity which will require either financial support or an investment of time. Your participation helps in providing the highest level of academic and social support for your children, and tuition assistance for those who are not able to afford a Christian education. We also encourage you to consider mentioning our ministry to any friends and relatives who may be impressed to become supporters.

ANNUAL AUDIT

Our Christian School is financially accountable to God, the Board of Trustees, and the church members for sound financial principles and practices. The school desires to operate with integrity and full disclosure in the handling of its finances, so that all transactions and parties involved are treated fairly.

To provide accountability in the use of money, the School Board has requested and authorized an annual audit at the end of each fiscal year of the books, financial records, and

procedures pertaining to all financial matters. This audit will be conducted by an independent certified accountant.

ACCIDENT INSURANCE

Each family shall carry School Accident Insurance which shall cover any medical expenses beyond the family's regular insurance for injuries incurred as a result of accidents while on school property or during any school activity. See the school secretary for details.

PARENTAL INVOLVEMENT

The active participation of each parent is essential to the education of each child, and must not be delegated to others. ***Refuge Christian Academy*** seeks to aid and supplement, not to replace, the parents in the sober responsibility of training and teaching their children. Together, the parent-school team works to develop each child toward physical, mental, emotional, and spiritual maturity.

OUR EXPECTATIONS OF PARENTS

Our purpose as Christian educators and Christian parents is to fulfill our God-given responsibility in training our children. ***Refuge Christian Academy*** is best able to serve parents who:

1. Desire a Christ-centered education for their children which will prepare them for Christian service in whatever area the Lord directs them.
2. Desire a sound academic education in a healthy school atmosphere, which promotes growth in godly wisdom and righteous character.
3. Are in agreement with and support the implementation of our mission, policies and practices.

4. Are striving to provide a spiritual home environment by demonstrating Biblical attitudes, values, and conduct. (Ephesians 4:29)
5. Lovingly provide training, instruction, correction, and discipline in the home for their children, according to Biblical principles. (Proverbs 22:6)
6. Guard and protect the hearts and minds of their children from immoral and impure influences, such as unedifying friendships, occult persuasions, and compromising music, video, and TV programs. (Philippians 4:8)
7. Are actively involved with their local church, and who are loyal to their church family and pastors.
8. Are willing to support the school wholeheartedly by:
 - a) regularly praying for staff, students, and parents.
 - b) promptly paying tuition and other related fees.
 - c) communicating regularly with staff about issues of concern.
9. Deal with conflict in school relationships according to Biblical principles and will not consider filing or bringing litigation against our school. Parents will agree, and we pledge, to resolve any disputes through Christian mediation. *“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” (Matthew 18:15-16)*
10. Seek to strengthen the school by speaking well of staff, students, and other families. *“Be kindly affectionate one to another with brotherly love; in honor preferring one another.” (Romans 12:10)*



PRACTICAL PARENT RESPONSIBILITIES

Here are some practical ways you can help strengthen our partnership:

1. Be sure your child arrives at school on time.
2. Help your child develop a positive attitude toward school and teacher.
3. Make a schedule for your child — playtime, study time, TV, and bedtime — and follow it.
4. Get your child up in the morning, allowing time to get dressed and eat breakfast in a calm atmosphere before going to school.
5. Go to school and meet your child's teacher to show support and concern for your child's education and his/her behavior.
6. Know the teacher's objectives, and the format in which they are implemented in order to more fully understand his/her teaching method.
7. Make yourself visible around the school. It will make your child happy and proud. Plus, you can help the school, which can be very rewarding to you.
8. Teach your child to learn at home. Remember, you are also a teacher.
9. Provide a quiet, private place for your child's study time at home.
10. DON'T do your child's homework for them — they may someday fail because of dependence on you.
11. Instill values in your child such as respect, honesty, and dependability.
12. Teach your child the importance of getting along with others.
13. See that your child eats well-balanced meals every day.
14. Instill clean health habits at an early age.
15. Review your child's progress at the end of the day.
Give assurance that he or she is doing well.

(Note: Parents must help in all fundraisers)

PARENT VOLUNTEERS

Parent volunteers are a vital part of the success of **Refuge Christian Academy**. Assistance is always needed in areas such as fundraising, construction, teaching, mentoring, field trip chaperones, transportation, and social functions. An opportunity will be presented at the beginning of the school year for each family to sign up in their area(s) of interest.

PARENT ORIENTATION

It is imperative that parents thoroughly understand the philosophy of education and methodology of instruction. Therefore, all parents are required to attend the Parent Orientation before their child's enrollment is finalized. The day and time will be listed on the School Calendar.

PARENT-TEACHER FELLOWSHIP



The Parent-Teacher Fellowship is an essential link in communication between staff and parents. PTF meetings provide a forum for the discussion of current issues

and the

strategic development of future goals. **With this in mind, Parent-Teacher Fellowship is a required function for each parent in the home.**

PARENT-TEACHER CONFERENCES

At the end of the first and third quarters, all parents will be scheduled for a parent-teacher conference to discuss the academic and social development of their child. Both parents are required to attend. Additional conferences are welcomed at any time. Parents should call the school between 8:30 a.m. and 4:30 p.m.

LEGAL CUSTODY POLICY

1. A single parent, grandparent, or a foster parent must provide written documentation of the legal custody of the child enrolled, such as a court decree or private settlement agreement.
2. Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share legal custody of a child and release written documentation to the school, both parents must agree on decisions relating to matters of education and medical care.
4. Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational decisions for the child enrolled.
5. If a grandparent who is the caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparent.
6. Enrollment will not be complete until permission to enroll the child is given, in writing, by the parent named in the official custody papers as having authority to make decisions regarding the child's education.
7. All legal custodians must sign the school enrollment contract.

CHILD ABUSE POLICY

Our staff is obligated by law to follow the laws regarding child abuse. The reporting policy is on file in the school office and is available for any parent to inspect.

STUDENT CONDUCT

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would treat the Lord."

This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (II Peter 1:3,4). Therefore, the following are examples of principles set forth as a standard for student behavior: Faithfulness, Honor, Harmony, Honesty, Purity, Order and Stewardship.

At ***Refuge Christian Academy***, the staff's goal with God's help is to maintain its standards of behavior through kindness, love, and a genuine regard for the student. Any disciplinary action that is taken is designed to be firm and consistent. It will be tempered with love, grace, and understanding.

If a child complains to his parents about a certain discipline, policy, or other situation at school, parents should remember that their child's reporting may be emotionally biased; please give the staff the benefit of the doubt. If you would like clarification about an incident, please contact the school without delay.

STANDARD OF CONDUCT

Every student of **Refuge Christian Academy** is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, gambling, listening to secular music, dressing indecently, attending secular concerts, drinking alcoholic beverages, using narcotics or illegal drugs, using tobacco, secular dancing, any pornographic activity, using vulgar language, any occult activity, or any sexual involvement with like or opposite gender.

Other types of behavior which are not permissible by any student are: incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness. Every student of **Refuge Christian Academy** is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality, honesty, and modest dress. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with their teacher. This is NOT tattling! It has been said, "All it takes for evil to triumph is for good men to do nothing." *"to him that knoweth to do good, and doeth it not, to him it is sin."* James 4:17

CLASSROOM CONDUCT

Students are to show honor to others at all times. "May I...," "please," "thank you," and "Yes, sir" are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Brown, Mrs. Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.



BOOKS AND MAGAZINES

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher.

BOY/GIRL RELATIONSHIPS

Refuge Christian Academy is an educational ministry, with an emphasis on the development of Godly character. There will be opportunity for boys and girls to cultivate friendships, however anything more than passing friendships will be discouraged for the protection of our entire student body. Students will not be permitted to display a public show of affection during the school day, on school grounds, or while attending any school-related function. All students should give no occasion to have evil spoken against them. "...give none occasion to the adversary to speak reproachfully." (1 Timothy 5:14) In an effort to provide a healthy, wholesome environment without temptation, our activities or seating arrangements may not be co-ed.

SEARCH POLICY

Refuge Christian Academy reserves the right to search a student's person and belongings if the school the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in **Refuge Christian Academy** constitutes parental permission for such searches. The following items may be searched:

- ☞Automobiles
- ☞Backpacks, purses, pockets, etc.
- ☞Lockers, desks, etc.

ILLEGAL DRUGS/ALCOHOL/TOBACCO POLICY

Refuge Christian Academy is a zero tolerance school in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. **Refuge Christian Academy** reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products. Any student who violates this policy will be turned over to the appropriate law enforcement agency, when applicable to illegal drugs, and immediately expelled from school. There will be no exceptions to this policy.

SEXUAL CONDUCT POLICY

Refuge Christian Academy is a zero tolerance school with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. This includes homosexual activity. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that homosexual activities are an abomination — sinful perversions of God's gift of sex. (See Genesis 19:5-7, 13; Leviticus 18:22, 20:13) The Bible is our rule of faith

VIOLENCE PREVENTION POLICY

Refuge Christian Academy is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., Sports)
 - Includes boy/girl, boy/boy, girl/girl contact
 - Includes siblings
2. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.

3. Fighting between students while in the classroom or on the church/school premises will result in immediate suspension.

WEAPONS POLICY

Refuge Christian Academy is a zero tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus or in vehicles. Any student who violates this policy will be turned over to the appropriate law enforcement agency and immediately expelled from school. There will be absolutely no exceptions to this policy.



ATTENDANCE

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

ABSENCES

If a student stays home from school for any reason, the parent is requested to phone the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. Students who have been absent must present a signed and dated note from their parents the day they return to class, or the absence will be considered unexcused. Absences are excused in case of illness, death in the family, and emergency

situations. Absences for trips or medical appointments will be excused if prearranged with the administration. If an extended absence is anticipated, the student may be assigned work to maintain his academic progress.

Any unexcused absence is considered an unauthorized absence and may result in suspension. Every attempt will be made to notify a parent whenever there is an unauthorized absence.

Attendance: Attendance for school day is defined as present more than fifty percent (50%) of the school day. Attendance will also be kept in individual classes for grades 7-12. If a student misses eight (8) or more days in a semester, the credit is automatically withheld. Parents will be informed that they have the option of going before the Board of Trustees to petition for reinstatement of credit.

Perfect Attendance: A student will have been kept in perfect attendance for a school year when he or she has not been absent, tardy, or checked out before 50% of the school day.

Pre-arranged Absence Policy

Although we ask all families to make every effort to plan vacation and travel within the school holidays, we do realize that there are times when this is not possible. When parents and students know of a planned absence (e.g. mission trip, vacation), they should send a note at least one week (two weeks is preferred) in advance explaining the future absence to the teacher (or teachers in secondary) outlining the dates missed. All students should complete a “Pre-Arranged Absence Form” one week prior to their trip. Teachers will do their best to prepare materials ahead of time for the student to complete. This will be easier the further notice we are given. Teachers will not be expected to prepare extended work assignments with less than one week’s notice. All work provided to the student prior to pre-arranged absences must be submitted upon return from the absence. In these cases, the three-day absence turn-in policy is voided. Work is due the day of return.

All work provided to the student prior to pre-arranged absences must be submitted upon return from the absence.

Because in-class time cannot be duplicated outside the classroom, there may be material or activities missed that cannot be completed and grades may be affected by missed time. Please note also that failure to obtain material ahead of time may have grade ramifications.

Excuses for Absences:

A parent of guardian must give explanation for the cause of each absence. Every student, upon return to school following an absence, must bring a written excuse that is signed by the parent or guardian. Concerning check-ins and check-outs, parents must provide written notes for the absences to be excused. Refuge Christian Academy will accept a maximum of five parent notes per quarter. Upon this amount being exceeded the administrative staff will meet with the Refuge Board of Directors in order to determine disciplinary actions which could include academic probation.

An excused absence will be designated when a written excuse is provided for one of the following:

1. Personal illness
2. Inclement weather
3. Legal quarantine
4. Death in immediate family
5. Emergency conditions as determined by principal
6. Parent and principal permission prior to absence
7. Absence due to medical appointments which cannot be scheduled after school. In this case, a written excuse from the doctor or dentist is required.

STUDENT CHECK IN AND CHECK OUT PROCEDURES

Students can check in or out of school only with the permission of parent, guardian, or previously authorized person. Anyone who checks a student in or out of school must do so through the school's approved plan, which may include a phone call verifying the parents' written permission. Check-outs are done in the school office. Individuals should not go to the classrooms unless they are given permission from the office. Check-ins and check-outs are excused for the same reasons as excused absences. Students must make-up missed classroom time for unexcused absences to receive credit for the course by staying after school. This service includes a \$5 dollar after school fee.

TARDINESS

Students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the teacher upon the student's arrival. (A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; Running out gas, failure to set an alarm clock, etc., are not considered legitimate excuses.) Any three unexcused tardies will be considered an unauthorized absence.

Truancy (Tardies): According to Refuge Christian Academy

regulations, a parent, guardian, or other person having charge of any child officially enrolled in Refuge Christian Academy (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the return to school. If a child checks in or out of school, the parent may provide a written excuse at that time. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined to be unexcused based upon the Refuge Christian Academy regulations as follows. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with RCA Board of Trustees.

- a. Parent/guardian shall be notified by the school that the student was truant and the date of the truancy.
 - b. Parent/guardian will be referred to truancy policy found in the Parent/Student Handbook.
 - c. Truancy cases will be reviewed by School Administration and the Board of Trustees to determine a course of action for the student and family moving forward.
 - d. Truancies could result in the student not being promoted to the next grade level or being dismissed from RCA completely.
2. No earlier than the fifth unexcused absence (conference)
- a. The parent, guardian or person having control of the child shall attend a conference with the school officials.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - c. Failure to appear at the school conference and/or appear at the early warning program shall result in a petition to the Board of Trustees to decide on the continuing attendance of the student at RCA.
3. No earlier than the seventh unexcused absence, but within ten (10) school days the Board shall be notified of the truant students situation.

4. Child under probation
 - a. At this time, the parent, guardian, or person in charge of the student and the student must appear before the Refuge Christian Academy Board of Trustees to be notified of further disciplinary actions, which could include retention of student in current grade, academic, athletic, and mission probation, or expulsion from the school with *No Refund of Tuitions paid*.

Policies for Absences Due that will effect Extracurricular Activities (Mission Trips, Ministry Trips, Conferences, Student Council Representatives, Sports, etc).

1. [Academic Probation Policies](#)

Academic probation is used to provide motivation to a student whose academic achievements are not up to his capability. If implementation of this policy would be counter-productive to the objective, the Secondary Principal may decide not to place a student on probation. A written record explaining this decision will be placed in the student's file and signed by the Secondary Principal. The following guidelines apply only to secondary students.

1. Secondary students are required to maintain at least a 2.3 grade point average (average of all subjects) each trimester. A student may be placed on academic probation, at the discretion of the teacher and Secondary Principal, for failing any class during a trimester.
2. Grade point averages (G.P.A.'s) for each secondary student will be calculated at the end of each trimester.
3. If a student's G.P.A. is at or below 2.3 (i.e., a "C" average), that student will be placed on academic probation during the following trimester. A parent/teacher conference will be arranged at this time.
4. Students on academic probation are ineligible to participate in extracurricular activities.
5. If, at the end of the next trimester, the student's G.P.A. has not risen to at least a 2.3, that student will be expelled.

6. Grade point equivalents:

Students participating in extra-curricular activities must have a minimum G.P.A. of 2.3 in the previous quarter, and must maintain a G.P.A. of 2.3 during the athletic season in which they are playing. Students on academic probation for athletics are subject to the following guidelines: Any student whose cumulative G.P.A. drops below a 2.3 during a sports season will be placed on academic probation for a minimum of two weeks.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	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	64-66	1.2
D-	60-63	1.0
F	59 AND BELOW	0.0

7. Students on academic probation may practice with the team, but may not play in games, travel with the team, or sit with the team while on probation.

8. Students are encouraged not to attend games while on academic probation, but to instead spend their time on their studies in an effort to work themselves off academic probation.

9. While on academic probation, grades will be monitored by the Administrator and Athletic Director at least every two weeks. A student is technically taken off probation once he has brought his trimester grades up to the 2.3 cumulative G.P.A. minimum requirement as determined by the athletic director.

10. If, after a month (four weeks), a student still has not met the minimum G.P.A. requirements for athletic participation, the students will be dismissed from the team for the duration of the season.

Student Council Membership Requirements

Requirements for student council membership are the same as the above mentioned groups with the one exception being that all student council candidates and elected officers must maintain a 3.0 GPA as opposed to a 2.5 GPA. We believe that if a student is going to be a leader of the academic student body, they must exhibit grades and academic performance that goes above and beyond that of average student performance.

CONTAGIOUS ILLNESSES



Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations,

redness, itching or discharge from the eye. Note that our Christian School has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit free.

Students should miss school for the number of days indicated if they have: 1) Measles -- four days from onset of rash, 2) Chicken Pox -- six days from the last eruption of new vesicles. 3) Mumps -- nine days from onset or until subsidence of swelling, 4) German Measles (Rubella) -- four days from onset of rash, 5) Respiratory Streptococcal Infections, including Scarlet Fever -- not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

ILLNESS AT SCHOOL

Students developing minor illnesses (e.g., cough, headache) may rest in a designated area. If the student does not feel better in a short time, his parents will be contacted to pick him up.

EARLY DISMISSAL

Should an early dismissal be necessary, a written note must be presented to the teacher upon arrival that day. The person picking up the child must come to the main office to sign out the student. Upon re-entering the school on the same day of an early dismissal parents are to report to main school office for re-entry. In the case of a divorce or separation in the marriage, a student will be released to a non-custodial parent only with written permission from the legal guardian. Additionally, a phone call will be made to the legal guardian to ensure that this permission is valid.

SCHOOL CLOSURES

From time to time, inclement weather will necessitate a school closure. In the event that school will be closed due to weather, we will follow closely to the public school policies and closures. We will monitor weather through local media and notify parents through the Remind101 App and the SchoolWorx App.

ACADEMIC POLICIES

ACCREDITATION

Accreditation was initially established as a government means for determining whether secular, tax-supported schools were providing a uniform education for all children, and also meeting minimum academic and faculty standards.

Today, accreditation signals a voluntary submittal of all aspects of an educational program to an outside team of professional educators. The school will undergo an extensive self-study, which will lead the School Board into deep discussion concerning mission, philosophy, and practices. After the on-site visit from a team appointed by the accrediting organization, the approved accreditation status will mean that all educational programs, services, staff, and facilities meet or exceed essential standards of education quality.

It is the goal of **Refuge Christian Academy** to provide the highest quality in Christian education, and we shall welcome evaluation with the following conditions:

Refuge Christian Academy is not interested in using textbooks or curriculum adopted or approved by the state which contain humanistic principles contrary to our Christian philosophy.

Refuge Christian Academy will choose not to be bound by state curriculum or teacher certification requirements that are often inferior and/or contrary to those of Christian education standards.

Refuge Christian Academy believes it is unreasonable and counter-productive for parents to withdraw their children from a government school with its academic moral ills and place him in an “accredited” institution which most likely utilizes the same curriculum, methods, and objectives. **Refuge Christian Academy** cannot accept the secular school and accrediting criteria as our standard.

Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through college entrance exams. The instructional program of ***Refuge Christian Academy*** is designed and implemented to allow its graduates to stand on their own academic achievements and merits.

The Board shall consider accreditation only if the above named objections are overcome. The school administrator, or another designated person on the Board, will perform thorough research on accreditation options.

Currently ***Refuge Christian Academy*** is accredited with the *National Association of Private Schools*.

CURRICULUM AND INSTRUCTION

The basic student materials utilized in our school is the A Beka Curriculum.

Students who are academically behind can be placed on an accelerated daily schedule so that they may complete extra units during a school year. Students do much of their classroom work independently of each other in a controlled environment, assisted by teachers who discuss, answer questions, and work with the student in a one-to-one relationship. Additionally, other modes of instruction will be used (small groups and lecture) as the teacher determines them to be appropriate.

HOMEWORK

Work assigned and not completed by the end of the day becomes homework. Other assignments, such as research projects, may also be assigned as homework from time to time. Should the student have homework, the student will present a Homework Slip to the parent, which must be signed by the parent and returned the next day. Student homework will also be updated on the “myschoolworx app” for each parent to be aware of what student assignments are due and their due dates.

Average Homework Time Allotments Per Grade Level

The guide below should be regarded as maximum times for the average student, not as required minimum times, and then only if homework is assigned. In any event of homework normally being assigned, a weekly homework assignment sheet should be used in the grammar grades (see sample in manual) and a student- owned planner should be used in the secondary grades. Homework times depend on many factors, including a student’s ability level in each subject, management of time, and personality factors (e.g. Is the student a perfectionist? Are they particularly interested in engaged in a certain assignment? etc.).

Kindergarten	NONE
First Grade	20 minutes
Second Grade	30 minutes
Third Grade	45 minutes
Fourth Grade	45 minutes
Fifth Grade	60 minutes
Sixth Grade	60 minutes
7 th -8 th Grade	90 minutes
9 th -10 th Grade	120 minutes
11 th - 12 th Grade	150 minutes

Refuge Christian Academy has embraced advanced technology provided by Switched-On Schoolhouse. Every student whose home has a computer and Internet access is able to complete homework through either the synchronization process or remote access. System requirements are: P3, 500 mhz, 256 memory. (Remote Access requires high speed Internet). Parents are able to view detailed reports concerning their student's progress on a daily basis. Students without computers will be given printed copies of their uncompleted lessons for them to complete at home. They must input the answers upon arrival at school the next day.

BIBLE VERSION

The Bible is integrated throughout all subject matter and is considered a fundamental, integral, and principle part of the educational process. **Refuge Christian Academy** has chosen to use the **King James Version** as the primary version in our curriculum. However, the New American Standard Version is also available within Switched-On Schoolhouse. In the case where Parents prefer NASV, they may submit a written request to the administrator.

GRADING/REPORT CARDS

Accurate records are kept of the students' progress. Report cards are given to the parents at our Quarterly Awards Fellowship and Open House. Students are also evaluated on work habits and behavior. The following grading scale is used:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	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	64-66	1.2
D-	60-63	1.0
F	59 AND BELOW	0.0

Final grades are weighted according to this scale:

Lessons = **25%**
Projects = **20%**
Quizzes = **5%**
Test = **50%**

HONOR ROLL

Students who have completed all work and have an overall average of at least an 80% are eligible for the “B” honor roll and a “90” for the “A” honor roll.

ACHIEVEMENT TESTING

All students, 1st-12th, are given the Stanford Achievement Test annually. The CAT is an instrument designed to measure student understanding of concepts, terms, and skills at specific grade levels. The scores are interpreted as follows:

RAW SCORE - Number correct/total possible

SCALE SCORE - Units of a single, equal-interval scale which is applied across all levels of the test regardless of grade or time of year.

NATIONAL PERCENTILE - The percentage of scale scores in the norm group that fall below a given student's scale score. A student with a 67 National Percentile score did better than 67 out of 100 students in the norm group.

STANINE - A standard score related to a scale of 9 and interpreted as follows: 9-Highest level, 8-High level, 7-Well above average, 6-Slightly above average, 5-Average, 4-Slightly below average, 3-Well below average, 2-Low level, 1-Lowest level.

GRADE EQUIVALENT - The grade and month in school of students in the norm group whose test performance was theoretically equivalent to the test performance of your child. CAUTION: This does not mean students achieving a high GE have mastered or are functioning in the higher grade level.

ACHIEVEMENT TESTING (Continued)

The PSAT Test is made available to all students 10th grade and above who plan to attend college. The PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) tests verbal and mathematical abilities.

The SAT and ACT are made available to 11th and 12th graders. The SAT (Scholastic Aptitude Test) is an instrument designed to measure a student's academic ability to perform at college level. The ACT (American College Testing) is another instrument designed to measure a student's academic ability to perform at college level. These tests are usually

administered when a student is within 80 units (8 credits) of graduation. Either test is required for admission to most colleges and universities.



GRADUATION REQUIREMENTS

Refuge Christian Academy offers high school students two choices as to course of study:

<u>Course of Study</u>	<u>Required Credits</u>
Honors	27
Standard	24

Each student receives an Academic Plan which details what courses are needed for graduation. The Plan is updated annually and discussed during with each student.

The minimum diploma requirements are as follows:

HONORS* (Some states assign credits in increments of 10.
For example, 4 credits = 40 credits in California)

Bible	4 credits
Math	4 credits (Algebra, Geometry, Algebra 2, and Trig. or Consumer Math)
Language Arts	4 credits
History	4 credits
Science	3 credits (Physical Science, Biology, Chemistry or Physics)
Keyboarding	1/2 credit
Electives	2 1/2 credit
Health	1 credit
P.E.	2 credits
Fine Arts	1 credit
Foreign Language	2 credits
Electives	_____2/1/2
TOTAL	27 CREDITS

*Student must achieve a 90% average overall and demonstrate the ability to communicate effectively in written and oral presentations, plus score at least a 22 on the ACT or 1000 on the SAT.

GENERAL

Bible	4 credits
Math	4 credits (Algebra, Geometry, and Consumer Math)
English	4 credits
History	3 1/2 credits
Science	3 credits (Physical Science, Biology, Chemistry)
Health	1 credit
P.E.	2 credits
Fine Arts	1 credit
Foreign Language	1 credit
Electives	_____3
TOTAL	24 CREDITS

Academic Procedures – EACH student should:

- Complete all required projects, reports, and supplemental reading, unless otherwise excused by the teacher.
- Request and use all resources when completing all required projects.
- Obtain a 3-ring binder with notepaper or spiral notebook, either with tabs for each subject, in which to take thorough notes for later study in preparation for quizzes and tests.



Teacher Expectations – The teacher will look for the following:

- Correct spelling
- Proper punctuation
- Proper sentence structure 📄 Did the student follow directions?
- Correct use of grammar
- Good penmanship (notes, rough drafts)
- Complete, thorough answers
- Neatness
- Completion of all activities

Projects

- Elementary students, grades 3-6, will first complete rough drafts in their own handwriting. 📄 7th-12th graders on up will complete projects in WordPad. All students are expected to use a dictionary for proper pronunciation and spelling.
- Projects must be completed before moving to the next unit of work.
Projects more than one week past the due date can affect the student's total grade on that unit.



DISCIPLINE

If we are to maintain the proper discipline in our Christian school, then the discipline we use must be based on Scripture. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

The purpose of the discipline policies at **Refuge Christian Academy** is:

1. To assist students in developing a lifestyle that is pleasing to the Lord,
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters.
10. To avoid behavior which may tempt a weaker brother.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Matthew 18 Principle: The discipline at our Christian school is based on the four steps indicated in Matthew 18:15-17:

Step One: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."(vs 15) **Step Two:** "But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'" (16)

Step Three: "If he refuses to listen to them, tell it to the church; (17a);

Step Four: "and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector". (17b).

General Procedures: The three-tiered level of discipline adopted by the School Board of our Christian school has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of our school, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Student Handbook, judgment will rest upon the Administrator and School Board.

LEVEL I

This level of offense includes areas usually addressed by the teacher in the classroom or by aides in the cafeteria or on the playground. This low level violation usually does not involve the Administrator.

Offenses: Repeated Incomplete homework, Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; bringing radios, CD players, tape recorders, pagers, phones, electronic games, or other toys that could be broken, without

teacher approval; tardy to class; public display of affection of minor nature; dress code violations; playing cards; and other such offenses.

Consequences: Assignments given by teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted.

LEVEL II

This level of offense goes beyond Level I in regards to severity or repetition of an offense. It is at this level that the Administrator becomes involved and records begin to be kept in the school office. Teachers must report Level II offenses immediately to the Administrator for discipline.

Offenses: Repeated Level I offense, such as incomplete homework, classroom disruption of more than a minor nature, class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits.

Consequences: In-school suspension(s), detentions, written and/or oral apologies, written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every level II offense committed, and a combination of consequences may be warranted.

LEVEL III

This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the Administrator.

Offenses: Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), stealing or forgery, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), false alarms being called or set off, fighting, any possession of weapons, sexual immorality, any criminal offense not including traffic violations, and threatening remarks made to others.

Consequences: Meeting required between parent and Administrator and or the RCA Board of Trustees; student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted and could include restitution in the event of property damages. Any level III offense may result in immediate expulsion with no refund even without a previous record.

CORPORAL CORRECTION POLICY

Corporal Correction is a last resort active correction. When Corporal Corrective action is taken the parent will be notified and will be required to be in attendance when the correction is taking place.

If you choose to exercise corporal correction, consider using the following guidelines:

1. You, the parent, will be called, and asked to come to the school. You will be present at the time Corporal Correction is administered, unless other arrangements have been made.
2. The offense will be clearly discussed with your child.
3. A staff member will discuss Scriptural applications and pray with your child.
4. A reasonable number of firm strokes, not to exceed 5, will be administered by you, the parent or a same gendered staff member.
5. A staff witness of the same sex as your child will be present.
6. Your child will not be physically restrained. (If he or she refuses to submit to Corporal Correction, you will be asked to discuss the matter, and if it is believed to be in the best interest of the school, the child will be withdrawn from Refuge Christian Academy)
7. After the strokes have been administered, the staff member will pray with your child, assuring him/her of his/her love.
8. A written report will be made of the date, offense, number of strokes, and name of correcting adult (parent or staff member) containing the signature of a witness and the attending parent.

CORRECTIVE COUNSELING

“Every Scripture is God-breathed, and profitable for instruction, for reproof, and conviction of sin; for correction of error and discipline in obedience, so that the man of God may be complete; thoroughly equipped for every good work.” II Timothy 3:16-17

If a child misbehaves, parents and/or staff should ask themselves the following questions:

“Have I clearly stated what I expect?” (**instruction**)

“Does the child understand what he has done wrong?”

“Does he want to make it right?” (**reproof and conviction of sin**)

“Is counseling the best approach in this situation?” (**correction of error and discipline in obedience**)

“Am I setting a Godly example for this child?” (**training in righteousness**) Corrective counseling will be given for all Level II and Level III offenses. If corrective counseling by the principal is ineffective, a conference will be scheduled with the parents to discuss further corrective measures. In some cases, a student may be placed on probation or suspended from school. If the situation does not improve, the parents may be asked to withdraw the child.

GROUNDS FOR SUSPENSION AND DISMISSAL

Refuge Christian Academy reserves the right to suspend or dismiss any student who participates in any activities listed in the Standard of Conduct (Page 23), who commits any Level III offense, or for any other reason the administration deems necessary.

SEXUAL HARASSMENT POLICY

It is the policy of our Christian School to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the church, we can and do make some decisions on the basis of religion.

Any form of harassment between employees based upon any of the characteristics described above, including sexual harassment is absolutely prohibited. Sexual harassment between employees and students, or between students themselves is also prohibited. Our school has adopted formal harassment policies. A copy of our Christian School's harassment policy may be obtained from our Secretary.

SPECIAL INCENTIVES

■ "GOTTCHA" or Merit Program ■ Privileges ■ Honored Student Status ■ Field Trips ■ Star Field Trips ■ Honor Roll Certificates ■ Reading Awards ■ Cleanest Office Award ■ Up-to-Date Learning Center ice-cream trip

■ Each Learning Center also has their own special incentives each year.

STUDENT AWARDS



The highlight of each school year is our annual Student Awards Ceremony, usually taking place on the morning of the last day of school. Awards are presented to students on the basis of outstanding character development, as well as for academic and athletic achievements.

ATHLETIC AWARDS

Most Inspirational and Improved male and female athlete.

CREATIVE WRITING AWARD

Presented to the top 20% of students who have written at least 10 creative writing projects and have demonstrated excellent creative writing ability.

KINDERGARTEN AWARD

Presented to the student who represents the highest achievement in the Kindergarten class.

LIBRARY AWARD

Students must read and report on at least twenty characterbuilding books at or above their Language Arts curriculum level. Books must be approved by the teacher prior to the student's reading.

HIGHEST GPA AWARD

Daughters of the American Revolution will recognize the senior student who possess the qualities of good citizenship, dependability, service, leadership, and patriotism.

PERFECT ATTENDANCE AWARD

Given to students who are not absent a single day of school throughout the entire school year.

PRINCIPAL'S AWARD

The Principal's Award is presented to one 7-12th grade student and one 2nd-6th grade student, chosen by the principal, who has modeled Christ-like character and spiritual leadership.

HONOR ROLL AWARD

The Principal's Honor Roll Award is given to every student who maintains an average of at least 90% every quarter.

READING AND LITERATURE AWARD

Recognizes students who have read and reported on at least 20 character building books at or above their Language Arts curriculum. Books must be pre-approved.

SCHOLASTIC ACHIEVEMENT AWARD

An award from each class will be given based upon the highest score from the Equitable Achievement Formula. A

student from each classroom will receive one award for Most Units and one for Highest Overall Average.

SPECIAL RECOGNITION AWARD

This award is presented to one 7th-12th level student and one 2nd-6th level student who has shown improvement in character or academics, and has put forth noticeable personal effort to bring about this change.

SCRIPTURE MEMORY AWARD

Every student who successfully recites the assigned monthly Scripture at the appointed times for the entire year will receive a Scripture Memory Award.

VALUED CHARACTER AWARD

The Valued Character Award will be presented to the top 20% of students in each class who have demonstrated the following character traits: *Attentive Dependable. Determined, Diligent. Efficient, Flexible, Honest, and Respectful.*



DRESS CODE

Your School Board must determine your dress code policies. Any information given here is not meant to dictate or suggest. Carefully examine your purpose. Pray that God will give you the answer which will help your Christian school be a shining beacon and strong testimony for Christ in the community. For the purpose of creating a template for a dress code, this Handbook will take the position that uniforms will support the vision and purpose of the school. (See Uniform Sources found in Volume I of the School Development Kit.)



Refuge Christian Academy's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students.

It helps create a sense of school identity and community, and encourages academic excellence. It also communicates the character of the school to the public.

The School Board is responsible for creating a student dress code for clothing, hairstyles and other areas of personal appearance affecting school life and personal and academic growth. The Board supports the administration and staff in the interpretation and enforcement of the dress code.

Christian parents are responsible for teaching Biblical principles of how our dress and personal appearance express our heart and affect our community life. It is understood that there is no one dress code that will please all parents. However, by enrolling their children, parents obligate themselves to support the dress code the school has adopted. The attitude of parents is the primary factor in the attitude of students toward the dress code. The dress code will be successful if parents support the spirit of what it is intended to achieve.

PRINCIPLES FOR DRESS AND APPEARANCE

In a day of constantly deteriorating cultural values, it is important that a school such as ours establish standards that support its vision and purpose. The principles behind our dress code include:

1. ***Our dress should help develop our Christian character and reflect our separation from the world.*** (2 Cor 6:14-7:1, 1 Tim. 2:9,10, 1 Peter 3:3,4) Is it modest, promoting moral purity? Does it overemphasize the “outer person” versus the “inner person”? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
2. ***Our dress should support our witness of the world.*** We are ambassadors of Christ. (II Cor. 5:14 -20, I Peter 2:12) Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him. Is it attractive and neat?

3. ***Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts.*** Dress is a tool in helping our students develop a healthy sexual identity. (Gen. 1:27, 1 Cor. 6:9,10)

4. ***Our dress should strengthen the sense of community among us.*** (1 Cor. 8:9, Phil. 2:1-4) These questions might be asked as parents consider clothing for their children: Does it strengthen or weaken our sense of distinctiveness as a Christian school? Does it promote undue individualism, or does it help create a sense of community? Does it unduly cause one to stand out from the rest?

STANDARDS FOR DRESS AND APPEARANCE

Functional, attractive, modest, and neat clothing is our standard. Faddish, sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable,

UNIFORM GUIDELINES

Refuge Christian Academy requires that all students wear the prescribed uniform. The purpose of the school uniform policy is to promote and develop Christian character and conduct. The policy also insures that all students are dressed appropriately for the work they are doing. There is a definite relationship between good dress habits, good work habits, and proper behavior at school. Good taste in dress is an important part of a wholesome school atmosphere.

The uniform must be worn at all times while on the school campus. Changing into or from the uniform, before or after school, is not permitted, unless permission is obtained from the teacher. Any exceptions to the standard uniform

guidelines will be made known in advance by way of an announcement in writing.

All clothing must be clearly labeled with the student's name. All clothing must be clean, pressed, and in good repair. Any items which are lost or ruined must be replaced immediately.

No make-up. No false fingernails, no colored nail polish on fingernails or toenails. Girls hair should be left the natural length and color. Boys hair should be natural color and kept off the ears and the collar.

School Uniforms

(Call 334-489-4535 for any questions you may have)

Uniforms Tuesday-Thursday

NAVY POLO

RED POLO

SKY BLUE POLO

GIRLS KHAKI SKIRTS 2 INCHES BELOW THE KNEES

(GIRLS CAN WEAR SOLID COLOR LEGGINGS UNDER SKIRTS)

BOYS KHAKI PANTS

Friday Dress Code

Shirts— The students will be allowed to wear a RCA shirt or their uniform shirt

Girls skirts— Must be 2 inches below the knee. Denim is allowed. No holes or frayed skirts.

Boys Pants— Jeans are allowed. No holes or Frayed Jeans

FACILITY POLICIES

CARE OF PROPERTY

Students are expected to take pride in and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Chewing gum will not be permitted on the school grounds in order to protect the school furniture and carpet. Students will be required to restore, replace, or pay for damaged property or equipment at the Administrator's discretion.

EMERGENCY PREPAREDNESS

Refuge Christian Academy has established the following building disaster plan, which shall be implemented as protective measures are taken before, during, and following any natural disaster. Each individual in any building must be aware of emergency situation procedures. At a minimum, all must be familiar with the location of emergency exits, fire alarms, fire stairwells, fire extinguishers, and emergency phone numbers.



Earthquake Procedures:

Expect drills at least quarterly.

1. Stay calm.
2. Move away from windows, storage racks, bookcases, and shelves.
3. Take cover under tables, student offices, desks, or in doorways.
4. Do not use elevators.
5. Use stairways if directed to evacuate your floor.
6. Assist injured persons.

Fire Emergency Procedures:

Expect drills at least monthly.

- (1) Sound the fire alarm [Specify location and method for **Refuge Christian Academy** evacuation procedures practiced in
- (2) Follow drills.

- (3) Do not open hot doors. Check the top of the door for heat before opening it.
- (4) Do not break windows.

Fire Drill Procedures:

Students follow these rules:

1. Stop all activity at the sound of the alarm.
2. Walk immediately toward the exits. (There are both normal and alternate evacuation routes.)
3. The first person to a door holds it open for the rest.
4. Students walk silently, in single file.
5. Leader of the line walks to the edge of the grounds.
6. Students stand quietly while teacher calls roll.

Fire Drill Procedures: (Continued)

Teachers do the following:

1. Check restrooms and privilege areas for stragglers.
2. Take the daily attendance sheet.
3. Follow the students outdoors.
4. Call roll to verify everyone is out.
5. Bring students back inside following the all-clear signal.

Tornado Drill Procedures:

At the sound of the bell, students should proceed in single file to the designated location (see posted map at classroom exit) and get in a crouched position. Sitting with knees up, head between knees, and arms over head, students should remain quiet and in this position until an authorized person gives permission to return to class.

FACILITY INSPECTIONS

Refuge Christian Academy is in compliance with state and local educational and safety standards. The preschool is inspected twice a year by an authorized person from the Early Childhood Division of the State Department of Education. The school has two inspections per year by a representative of the County Health Department. We also receive inspections from the Fire Department, the fire alarm company, and various other City and State agencies.



GENERAL POLICIES AND PROCEDURES

SCHOOL YEAR

The school year consists of two semesters, each being 18 weeks long, divided into two nine-week periods. Report cards will be issued the week following the conclusion of each grading period.

SCHOOL HOURS

School hours are Tuesday through Friday, 8:00 a.m. to 3:30 p.m. Students are asked to arrive no earlier than 7:45 a.m. and leave no later than 3:45 p.m. *It is imperative that parents be prompt in picking up their children after school.* If students are at school beyond these times, it requires the teachers to use valuable planning and preparation time to supervise them. Therefore Extended Day Care will be charged to your school account.

SCHOOL VISITORS

Visits to our Christian school are encouraged and always welcome; however, we do request that you contact the office at least 24 hours in advance so that we might provide a staff member to give you a tour of our facilities. All parents and visitors must register in the school office whenever they are in the building. Items to be delivered to a student should be taken to the school office. Younger children should be accompanied by an adult at all times. Students may not bring friends or relatives with them to school. We provide a variety of programs throughout the school year that are open to the public. We encourage parents and family to support these activities and invite other potential prospective parents to see our school.

School Calendar

To view school calendar, go to www.refugeschool.com and click on the calendar page.

END-OF-DAY PICKUP

Parents may pick up their children Refuge Christian Academy ([1507 E. Park Ave](#)). Please call if unusual circumstances change your daily routine, or if you must pick up your child before the end of the day. We will notify your child and give assurance of your arrival. If students have not departed the school by 3:45 p.m., Extended Day Care will be charged.



TELEPHONE USAGE

The office telephone should be used by students for emergency calls only. The school office will deliver emergency messages to students immediately upon request. Emergencies are generally considered circumstances which involve the health or safety of an individual. The office will not call students to the telephone unless it is an emergency. Please be considerate in this matter.

CONTACTING YOUR TEACHER

Parents/guardians are requested to contact their children's teachers through the school office rather than disturbing them at their homes. If a teacher is unavailable at the time of the call, the secretary will be more than happy to leave a message for the teacher to call back. Parents/guardians are not to enter the classroom during academic studies as this may have a disruptive effect. Thank you.

LUNCH AND SNACKS

Snacks and lunches are to be provided by the parents. We do offer snacks for students to purchase during the day as well as microwavable lunches. Students are not permitted to leave the building at the lunch hour unless permission is given by their parent or guardian. Microwaves are available.

All students will be allowed a morning break for snack. Please do not send sweets or junk food. Chewing gum is not allowed at school. Drinks are offered as well for students to purchase. Other food items may be available during the school year.

RECESS

Parents should send their children to school with outer garments appropriate for recess time and PE time. Students who do not have the appropriate garments at school will not be permitted to go outside. All children are expected to go outside for recess (weather permitting) unless a note is sent excusing them for health reasons. Excuses from outdoor recess for extended periods of time may require a physician's statement. Once a student is outside, he should stay out unless permission is received from the playground supervisor. Children will be supervised by a school staff member or appointed substitute and are subject to their rules at all times.

PHYSICAL EDUCATION

Physical Education is a regular instructional time and therefore will involve all students. If for some reason a child is unable to participate in PE class, a note from the parent is required. For periods longer than two weeks, a note from the family physician is required. Students who do not possess a note will have an adapted PE program assigned to them. This will consist of modified participation or appropriate book work or writing related to the PE class, assigned at the discretion of the teacher.

LOST AND FOUND

All “found” items are to be turned in to the school office. Students are given regular opportunity to claim “lost” items from the Lost and Found. Approximately once a month, all items which have not been claimed will become the property of the school, at which time the items will be disposed of in whatever way the school chooses. **Identifying your child’s belongings will help keep the Lost and Found to a minimum!**

TRANSPORTATION

Parents are responsible for providing transportation to and from school. Parents may arrange car pools; however the parent/guardian must provide written consent for car pool transportation. Parents are asked to refrain from honking their horn to announce their arrival.

STUDENT DRIVERS

Students possessing a valid driver’s license may drive to and from school with parental permission. Student drivers must refrain from going to their cars during the course of the day. Students may drive their cars to offcampus functions only with written parental permission and staff approval. Student drivers who need to leave school during school hours must present to their teacher written permission from their parent before they will be allowed to leave the school grounds.

CLOSED CAMPUS

Refuge Christian Academy maintains a closed campus. Students are not permitted to come and go at will during the school day.

MEDICAL POLICY

A Certificate of Immunization Status must be completed for each student and submitted to the school upon enrollment. (See Enrollment Section.) All children must be vaccinated against smallpox, diphtheria, and mumps.

State law prohibits the school from dispensing any type of medication, including aspirin and Tylenol. If a student needs to take any medication brought from home, it must be turned in to the school office, and a Medication Release Form must be completed by the parent. The medication will be kept in a secure place and will be administered by an authorized staff member. In rare cases, a student's medical condition may require the student to possess a medication. This will be allowed only with a written authorization from the parent and physician.

LEAVING CAMPUS DURING SCHOOL HOURS

At times parents may need to pick up their children during school hours for an appointment or because of illness. In such cases, parents should send a note to school in the morning, notifying their teacher of the time the student will be leaving and when he will return. Parents are required to sign their children out and in at the school office. High School students who drive themselves and need to leave during school hours are also required to sign out at the school office. In those cases, the students must present written parental permission to their teacher and the school secretary when they arrive at school.

OFF-LIMITS

Examples of areas/items that are off-limits to students are:

- Another student's workstation, desk, or belongings
- Principal's/secretary's office, desk, files, and cabinets
- Staff's belongings
- Nursery or supply room
- Sanctuary platform, musical instruments, sound booth

SPORTS ELIGIBILITY

All students are eligible for sports and extracurricular activities during the first month of school. After that time, students must be current in their assignments with no past due notices and must maintain a **70%** average in all subjects.

Eligibility will be determined on a monthly basis and calculated on the last school day of each month.

CHAPEL SERVICES

Chapel Service is conducted every Wednesday as a time to collectively worship God and learn Biblical principles for daily living. Chapel, which includes singing, prayer, memory verses, Bible teaching, and drama is open to parental attendance and involvement. Area pastors are often invited to share a message at the services. At all times the student's behavior should be refined and courteous towards fellow students, their teachers, and the guest speaker. Bibles should always be brought to Chapel. Teachers and students are required to attend chapels and assemblies and shall wear clothing designated for Chapel Day.

FIELD TRIPS

Throughout the year there will be scheduled field trips, library visits, and special class activities. These are carefully designed to be an important extension of classroom learning. Parents will be notified in advance of these activities. Parents will have given blanket permission for their child to attend the field trips by completing the **Authorization to Attend Off-Campus Activities** form.

Students must cooperate with and obey their teacher or appointed leader at all times and must remain with their assigned group. Any student in violation of this principle may be denied participation in upcoming field trips for a period of time determined by the Administrator.

PICTURES

Each year, a school photographer takes individual pictures of the students. Notices will be sent home regarding the time. You are under no obligation to purchase these pictures. Retakes are available.

Signature Page

By signing this page, I am stating I have read and agree with the terms and conditions of this R.C.A handbook. I agree to stand by the rules and regulations of each subject covered by the R.C.A handbook and will work with R.C.A according to this handbook.

Please sign and date in the designated area below and return to school office:

_____ / _____

Father/Date

_____ / _____

Mother/Date

_____ / _____

Legal Guardian/Date