

River Christian Academy

Exploring God's World Through Christian Education

Student-Parent Handbook FLOCS Certified

State License #: CO3PU0049

River Christian Academy

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A Ministry of First Assembly of God

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The RCA Student/Parent handbook is not a contract and should not be considered one. The Administration reserves the right to make revisions as necessary. Should any changes become necessary, parents will be notified of those changes and asked to sign in acknowledgment.

RIVER CHRISTIAN ACADEMY

SCHOOL CALENDAR

2009 - 2010

August 20, 21, 24, 2009	Pre-Planning
August 24, 2009	Open House
August 25, 2009.....	First Day for Students - ½ School Day
September 7, 2009.....	Labor Day - Student/Teacher Holiday
October 2, 2009	½ Day School / RCA Teacher In-service
October 29, 2009	End of First Nine Weeks
October 30, 2009	Teachers Planning Day / Student Holiday
November 11, 2009.....	Veterans Day - Student/Teacher Holiday
November 12-13, 2009.....	FLOCS Teacher's Conference - Student Holiday
November 24, 2009	½ Day School
November 25, 26, 27, 2009.....	Thanksgiving Holiday - Student/Teacher Holiday
December 18, 2009.....	Last Day Before Christmas Holidays - ½ School Day
December 21 - January 1, 2010.....	Christmas Holidays - Student/Teacher Holidays
January 4, 2010.....	School Resumes
January 13, 2010.....	½ Day School
January 18, 2010	Martin Luther King's Birthday - Student/Teacher Holiday
January 22, 2010.....	End of First Semester
January 25, 2010.....	Teacher Planning Day / Student Holiday
February 15, 2010.....	Presidents' Day - Student/Teacher Holiday
March 24, 2010.....	½ Day School
March 30, 2010	End of Third Nine Weeks
April 2, 2010.....	Good Friday - Student/Teacher Holiday
April 5, 2010.....	Teacher Planning Day / Student Holiday
April 12-16.....	Stanford Achievement Testing
April 16, 2010.....	½ Day School
April 19 - 23, 2010.....	Spring Break
April 28, 2010.....	Progress Reports
May 31, 2010.....	Memorial Day - Student/Teacher Holiday
June 11, 2010.....	Last Day For Students - ½ School Day
June 14 - 15, 2010.....	Post-Planning

1st Nine Weeks

Progress Reports	September 30, 2009
End of 1 st Nine Weeks	October 29, 2009
Report Cards	November 4, 2009

3rd Nine Weeks

Progress Reports	February 24, 2010
End of Third Nine Weeks	March 30, 2010
Report Cards	April 7, 2010

2nd Nine Weeks

Progress Reports	December 16, 2009
End of First Semester	January 22, 2010
Report Cards	January 27, 2010

4th Nine Weeks

Progress Reports	April 28, 2010
Report Cards	June 11, 2010
<u>Last Day for Students</u>	<u>June 11, 2010</u>

Table of Contents

Mission Statement.....	7
Purpose Statement.....	7
Statement of Faith.....	8
Educational Philosophy.....	7

Admissions & Enrollment

Admissions Statement.....	9
Records.....	9
Health Form and Certificate of Immunization.....	9
Medical Information.....	10

Financial Information

Tuition & Fees.....	12
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Academic Information

Grading Scale.....	13
Report Cards	13
Withdrawals.....	12

General Information

Dress Code.....	14
Conferences.....	15
Attendance.....	15
Tardies.....	15
Early Release.....	16
Absences.....	15
Daily Arrival & Dismissal Procedures.....	16
Weather and Emergency School Closings.....	18
Lunch.....	18
Book Bags.....	18

Table of Contents

General Information

Toys.....	18
Personal Property.....	18
School Parties.....	11
Visitors.....	11
Accident Reports.....	11
Photographic Release.....	11
Termination of School Policy.....	11
Blank Change of Address Form.....	20

River Christian Academy

July 2009

Dear Parents and Students:

Welcome to River Christian Academy. As we enter our sixth year, we are thankful to God for those He has used to bring the school to this point.

We are in the process of doing all the mountains of paper-work that is required to run the school. We also have a number of repair and sprucing-up projects that we would like to complete before the beginning of the school year. We invite you to volunteer some time to enable us to complete the work in a timely manner.

Pray with us as we trust God to give us another great year.

In Christ,

Rev. W. Perry Rollins
Director

*Nothing has a better effect
upon children
than praise!*

Sir Philip Sidney

Mission Statement

River Christian Academy is dedicated to the mental, physical, social and spiritual development of children. The goal of our school is to provide a quality educational program that challenges and encourages children to achieve their fullest potential. We recognize each child as a unique gift from God to his or her parents and we pledge to always show God's love by our words and deeds. Therefore, each teacher and teacher's aide has been chosen to reflect the ideas and goals of the school. Our school teaches Christianity, not doctrine. We admit students of any race, color, nationality or religion.

Purpose

The purpose of our school is to provide a high quality, affordable education. The Pre-school program offers a well-balanced program in motor coordination and flexibility, music, art, drama, and the development of cognitive skills. The elementary program covers all academic and social subjects using the best in Christian curriculum and meeting all educational standards set forth by the State of Florida. An individualized multi-sensory "hands-on" approach ensures that each child's learning style is nurtured. Our professional staff is committed to integrate fine arts with a multi-faceted academic program resulting in a unique educational experience.

Education Philosophy

The goal of River Christian Academy is to prepare students with the skills necessary to become productive and responsible citizens. We want students to realize that God's ultimate purpose for man is to develop each individual to his/her fullest capacity physically, mentally, emotionally, and spiritually (I Corinthians 10:31; Ecclesiastes 12:13).

Parents and teachers will work together in the process of educating a student's mind and heart (Deuteronomy 6:1-9; Ephesians 6:4). To achieve these goals, we will rely on the Bible as the spiritual guide. High educational standards and building a personal relationship with the Lord (Philippians 3:10) will be a by product of a Christ-centered atmosphere.

Statement of Faith

River Christian Academy is a ministry of First Assembly of God. First Assembly is a full gospel church with a Pentecostal distinction. We do not seek doctrinal agreement in all areas but desire respect in areas of difference. On the essentials we desire unity, in the nonessentials understanding, and in all things, love!

1. We believe the Bible to be the inspired and infallible word of God. We believe that not just the ideas of the Bible were inspired but that even the choice of words was inspired as the original writers were moved by God to write what He wanted them to say. (II Timothy 3:15-17, I Thessalonians 2:13, II Peter 1:21)
2. We believe there is one true God eternally existent in three persons, God the Father, God the Son and God the Holy Spirit. (Matthew 28:19, Luke 3:22)
3. We believe that the Lord Jesus Christ is fully God. We believe in the virgin birth, sinless life and atoning death of Jesus. We believe in his resurrection and in His soon return. (Hebrews 7:26, I Corinthians 15:3; II Corinthians 5:21; Matthew 28:6, Hebrews 1:3))
4. We believe in the fall of mankind. We believe that man was created by God in a good and upright state and through a willful choice ignored God's instructions and as a result, fell from innocence. The punishment of this act of disobedience to God was not only physical death but also spiritual which is separation from God. (Gen. 1:26-27, 2:17, 3:6, Romans 5:12-19)
5. We believe that every man must be saved. Salvation is received as a person repents before God of his sinful nature, and believes in the fact that the death and resurrection of Jesus Christ removes and brings forgiveness of sins. (Matthew 27, Mark 15, Luke 23 and John 19)
6. We believe in the ordinances of the church, baptism by immersion in water and holy communion. (Mark 16:16, I Corinthians 11:26)
7. We believe in the baptism in the Holy Spirit. (Acts 8:12-17, 10:44-46, 11:14-16, 15:7-9)
8. We believe in the church and it's mission, and that the local church is the primary place of fellowship and growth of believers and for the evangelization of the world with the gospel. (Ephesians 1:22-23, 2:22; I Corinthians 12:28, 14:12)

Affiliation

River Christian Academy is affiliated with the Florida League of Christian Schools (FLOCS) and is certified through them for K3 and K4.

Admissions Statement

River Christian Academy is open to academically qualified students without regard to race, religion, creed, color, sex, or national origin.

Records

Please keep the school informed as to any change of address, telephone number, and/or place of employment for both parents/guardians. A Change of Address form needs to be completed and signed by a parent/guardian. They are available upon request. We also require the name, phone number and address of a local person to be called in case of an emergency. All changes which affect your student should be registered with the office before the day the change is to become effective. Student records will not be released if a balance is owed on the family's account.

Health Form and Certificate of Immunization

Florida law requires students to have an original HRS Form 3040 (Florida Student Health Exam) and an HRS form 680 (Florida Certificate of Immunization). The provision in Chapter 232.032 of the Florida Statute states *“all students are required to have on file in the school, proper documentation of immunization or an exemption. Students who do not meet this requirement should be temporarily excluded from school until they comply with the law.”*

Medical Information

Unusual Health Concerns: Special health concerns should be indicated on the Student Application Form. Both the office and student's teacher should also be informed.

Illness: A student who becomes ill at school will rest in a designated area. A parent will be asked to come for the student if circumstances warrant it. A student who has a temperature above 98.6 should remain home for 24 hours after the temperature has returned to normal.

Medicines: All medicines will be kept in a locked cabinet clearly labeled "medicine". A designated staff member will dispense necessary medication. Medication should be clearly labeled, include special instructions, and be in the original prescription bottle. Students should never possess any type of medication during school hours, including aspirin. Parents must complete a medical form before staff will disburse medication.

*Even before they finish
praying to me,
I will answer
their prayers.*

Isaiah 65:24

School Parties

Class parties will be organized periodically throughout the year. Student's may celebrate their birthdays by bringing cupcakes/cookies for snack or lunch. In-school distribution of party invitations, Valentines, or anything of that nature which *EXCLUDES* any student in the classroom is not allowed. We encourage students/parents to be sensitive to the feelings of others when planning off-campus parties which might not include all members of the class.

Visitors

All classroom visits or conferences should be prearranged. Teachers need uninterrupted, quality time to instruct students.

All visitors and parent volunteers need to sign in at the school office. For security reasons office staff and volunteers may question any person/visitor who is unknown to them.

Accident Reports

If an accident should occur at school, a report will be sent home that will include: name of person involved, date, time, place, circumstances of the injury, care given, person supervising and witnesses.

Photographic Release

On numerous occasions throughout the school year, student photographs and video recordings are made of students(e.g. brochures, newspaper ads, website and promotional videos.) We ask parents to sign a release so that River Christian Academy has the right to use any of the photographs and video images and the right to identify your child(ren) by name.

If the form is not returned to the school, photos will be considered available for public use.

Termination of School Policy

In the event that River Christian Academy should have to stop operation, every family served will receive a thirty (30) day written notice. Student records will be available beginning fifteen (15) days before the closing date

Financial Information

Tuition and Fee Schedule

River Christian Academy publishes a new fee schedule each school year and may be obtained from the office or from our website. All tuition payments are due on the first of each month from August 1 through May 1 for a total of 10 payments regardless of the number of school days in a month.

Late Charges

Tuition is due on the 1st of each month. If unpaid by the 5th of each month, a \$10 late fee will be charged. An additional \$15 fee will be assessed if not paid by the 10th of that month. If payment is not received by the 15th of each month, my child will not be allowed to return to class. A \$10 service charge will be assessed on each check returned to the Academy for insufficient funds.

Refund Policy

The registration, supply and book fees are non-refundable should the student cancel or withdraw.

If a student withdraws by the 15th of the month, one-half of the month's tuition will be refunded. There will be no refunds for withdrawals after the 15th, absences, holidays, or emergency situations.

Withdrawal

If your child or children are enrolled for the current school year and it becomes necessary to withdraw during the school year, a withdrawal notice should be given in writing. The notice should reflect the student's last day of attendance as well as the reasons for withdrawal. All school property must be returned at the time of withdrawal, and all tuition and fees must be paid in order for the student's report card and subsequent cumulative records to be released.

Grading Scale

Students are evaluated in social interaction, support subjects and academic areas based on the following scale:

PreK 3 and 4

E (excellent)
S (satisfactory)
N (needs improvement)
U (unsatisfactory).

Kindergarten through Fifth

A 90-100
B 80-89
C 70-79
D 60-69
F 59-0

Report Cards

Our academic year is divided into four quarters. Each quarter consists of nine weeks. Report cards will be sent home one week after the end of each nine week grading period.

*No act of kindness~
no matter how small
is ever wasted.*

-AESOP

Dress Code

River Christian Academy prescribed dress and personal appearance should be clean, healthy, appropriate, and reflect a standard of excellence. We ask that all family members abide by similar guidelines to set a godly example while on school property.

All students should dress modestly;

Girls: shorts & skirts should be at least mid-thigh length, no hip hugger or low rider jeans will be permitted, shirts should be long enough to cover the mid-drift. Hats are not permitted during school hours.

Boys: shorts & pants should fit appropriately (no oversized/baggy shorts are permitted at school) Hats are not permitted during school hours.

Other dress code concerns:

Shoes: Since students will be involved in outside activities, athletic shoes are preferred. Sandals with a front and back strap are also permitted. **Flip-flops or thong sandals are NOT PERMITTED AT SCHOOL.** Due to several accidents last year this rule will be **STRICTLY ENFORCED.** Your child's safety is our major concern. Shoe closures may include Velcro, zippers, buckles or laces.

Earrings: Boys may not wear earrings
Girls may wear two earrings in each lobe of the ear (no cartilage).
Stud type earrings or small hoops may be worn.

STANDARD DRESS

After much discussion and consideration, the RCA School Board decided to require standard style and color tops and bottoms. The tops will be polo style in red, navy blue and light blue or white. The bottoms may be shorts, slacks, and skorts, in navy and kaki. Each student must have at least one red and kaki outfit for field trips.

The basis for the decision was:

- Cheaper for parents in the long run
- Eliminates pressure to be in-style
- Simplifies decisions about what to wear
- Choice of colors gives some variety
- Students look nicer and learn better
- It is easier to identify our students, especially on field trips
- CTC will cover the cost for their participants if purchased through the RCA office
- K3 and K4 are encouraged to participate, but are not required

Conferences

Parents are encouraged to schedule conferences with teachers or administrator, as the need arises. You may contact them through the school office or via-Email. All conferences should be pre-arranged. Dismissal or arrival time, Open House evenings, and field trips are not appropriate times for individual conferences.

Attendance

Regular school attendance is expected. When students are absent they miss vital information and this could lead to diminished academic progress. Parents should support the schools attendance policy.

School Hours/Bell Schedule

PK3 Half Day	8:00 -11:30 a.m.
PK4 Half Day	8:00 -11:30 a.m.
Full day PK3&4	7:30 a.m. - 6:00 p.m.
K5 - 5th Grade	8:00 a.m. - 2:00 p.m.

Tardiness

Students will be considered tardy after 8:05 AM. Four unexcused tardies are equal to one absence. Doctor's appointment's will be considered excused only with a written note from the doctor's office.

Absences

In the event of an absence from school, a signed note should be brought in from the parent stating the reason for the absence.

Excused Absences

In order for your child to gain the most in school, he or she must be regular in attendance. **ALL STUDENTS RETURNING FROM AN ABSENCE FOR ANY REASON MUST PRESENT THE OFFICE A DATED NOTE SIGNED BY THE PARENT/GUARDIAN EXPLAINING THE REASON FOR THE ABSENCE.**

Maximum Days Missed Policy

PK4: In order for PK4 students to meet their required instructional clock hours per year, students may not miss more than 30 days in a year. This includes excused and unexcused absences. As required by the VPK program, students may not have more than 3 unexcused absences in a month or they may be considered withdrawn from the VPK program. The State of Florida will cease to pay for any days a child misses if they exceed the three unexcused days a month. Parents may be asked to pay RCA for those missing days before the student is allowed to continue in the VPK program at RCA.

K3, 1-5th: In order for the K3, 1-5th grade students to meet their required instructional clock hours per year, **students may not miss more than 10 days in a semester and 20 days for the year.** This includes excused and unexcused absences. Per state law, students may not have absences that exceed the limits stated above or they will be in danger of not being promoted. A conference with the administrator will be required if a student is in danger of exceeding their maximum days.

Early Release

Late sign-ins and early releases should be kept to a minimum. Please try to schedule doctor and dentist appointments after school.

Daily Arrival and Dismissal Procedures

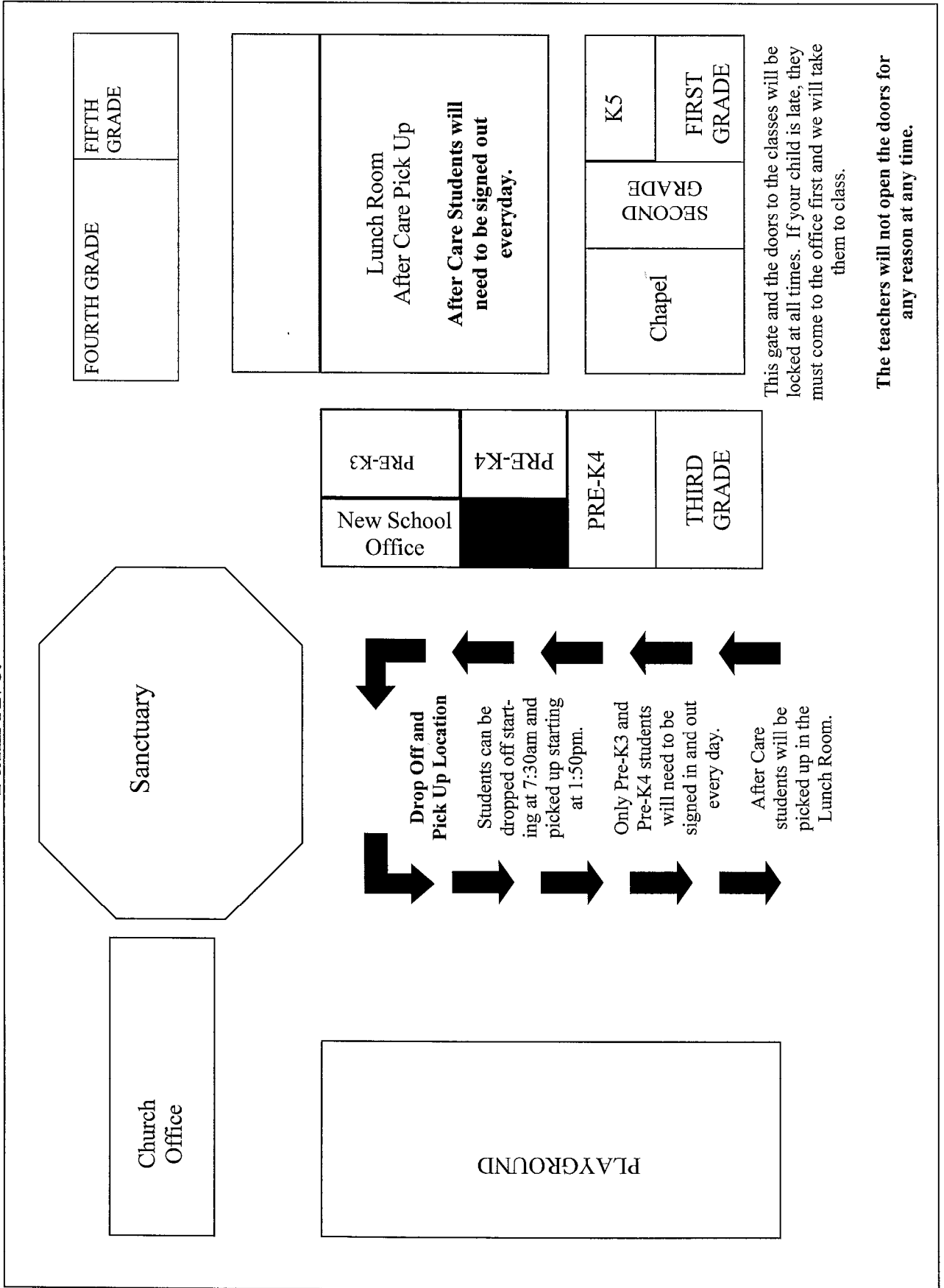
Please see the school traffic layout for the one way traffic pattern that all parents should follow when dropping off or picking up their child from school. This pattern was approved by Putnam County to prevent potential traffic problems on Palm and St. Johns Ave.

At 1:45 PM parents may move into the main parking lot keeping in mind the traffic pattern that is to be followed. At 2:00 PM students will be escorted to the covered area in front of the sanctuary and loaded into cars. ***No student will be allowed to walk through the parking lot to a waiting car.*** If parents do not wish to wait in the traffic line they need to exit their vehicle and wait in front of the main sanctuary. Parents, please do not come to the classroom to pick up your child.

SCHOOL OFFICE AND DROP OFF LOCATIONS

Palm Ave.

St. Johns Ave.



FOURTH GRADE

FIFTH GRADE

Lunch Room

After Care Pick Up

After Care Students will need to be signed out everyday.

Chapel

SECOND GRADE

K5

FIRST GRADE

This gate and the doors to the classes will be locked at all times. If your child is late, they must come to the office first and we will take them to class.

The teachers will not open the doors for any reason at any time.

New School Office

PRE-K3

PRE-K4

PRE-K4

THIRD GRADE

Church Office

PLAYGROUND

Poinsettia Ave.

Weather Emergency and School Closings

We will typically follow the Putnam County School closing guidelines because communication can be achieved quickly through the media. In the absence of media instructions, we ask that parents use their best judgment as to personal safety regarding travel in inclement weather.

Lunch

Full day students are required to bring a nutritious lunch to school unless purchasing ala carte selections, when available. Parents are welcomed to eat with the class if you give your child's teacher at least a day's notice.

LUNCH RESTRICTIONS

Please do not send items in your child's lunch that need to be **refrigerated**. No soft-drinks will be allowed in lunches and please keep sweets and candy to a minimum.

"EAT OUT" LUNCH DAYS

We will order lunches from local restaurants and have them delivered to the school on occasion. We will notify you in advance so that you may send money with your child.

Book Bags

For safety reasons, no book bags with rollers will be allowed in school.. Book bags or back packs with logos should be in good taste. The school reserves the right to declare any material objectionable. Please be sure that the backpack or book bag is not too large and that your child's name is on it.

Toys

Students may bring small toys for play with during recess with the teacher's permission. Toys will not be allowed during lunch or chapel. The school accepts no responsibility for lost or damaged toys. Cell phones, I pods or other electronic devices are not to be used at school. They must be given to your teacher until the end of the school day.

Personal Property

The school is not responsible for personal property left in the building or on the premises. Lost and found items may be turned in to the office or claimed there. Labeling personal items will aid in returning the items to the proper owner.

Discipline Policy of River Christian Academy

We believe that discipline is for the purpose of correcting and training and not punishment. We do not believe in using corporal punishment, belittlement, or assigning meaningless tasks.

WE BELIEVE THAT THE PURPOSE OF DISCIPLINE IS TWO-FOLD:

1. To maintain a healthy environment for learning and growing.
2. As a means of building character in our students.

PRACTICAL FORMS FOR OUR PHILOSOPHY OF DISCIPLINE:

1. The student is taken aside and the behavior is discussed. He/she is told that change must take place for the well-being of the group and also for the student's own happiness.

2. If the unacceptable behavior continues to occur, the following steps may be taken:

- a. A classroom discussion on disruptive behavior.
- b. A short period of "time-out" will be utilized.
- c. The child's parents will be notified.

3. If the bad behavior persists, the supervising adult will then consult with the Administrator to determine further action. This may result in an interview by the Administrator with the student and/or the student's parents.

4. When the student's behavior continues to be dangerous or disruptive to the other students of the school, the Administrator may request that the parents remove the student from the school.

5. Spanking is **not allowed**.

Change of Address Form

Childs Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Please fill this out and turn in to the school office if necessary.