

# PARENT/STUDENT HANDBOOK



REYNOLDS MOUNTAIN  
CHRISTIAN ACADEMY

**REYNOLDS MOUNTAIN CHRISTIAN ACADEMY  
20 REYNOLDS MOUNTAIN BLVD.  
ASHEVILLE, NORTH CAROLINA 28804  
WWW.RMCACADEMY.ORG**

August 1, 2025

***Mission:***

***Reynolds Mountain Christian Academy seeks to glorify Jesus Christ  
by partnering with parents in educating students to lead our  
community and fulfill the Great Commission.***



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## **Introduction and Welcome**

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### **Welcome from Head of School and Principal, Mrs. Hepler and Mrs. Bolick**

Dear Reynolds Mountain Christian Academy Family,

We would like to personally welcome you to RMCA. We invite you to share in the vision that God has given to us for Christian Education on this mountain! It is truly an exciting time to be part of the RMCA mission. We are extremely honored that you have chosen RMCA and trusted us to partner with you to provide an excellent educational opportunity grounded in Biblical principles. The spiritual growth and academic success of your student will always be a priority to us. We take the responsibility seriously to prepare students to live a life of significance.

As we embark on this new school year, we look forward to the Kingdom Work that God has called us to. We promise to strive daily for the safety and health of your students as well as excellence in education. We covet your prayers and support.

You and your family will be in our prayers as we partner together. Our doors are always open to you as we work together for our good and His glory!

In Christ,

Susie Hepler, Head of School

Sarah Bolick, Principal

### 1.1 History of Reynolds Mountain Christian Academy

The institution of RMCA is a direct result of persistent prayer and a sustained vision for Christian Education here on Reynolds Mountain. The school originated as a ministry of North Asheville Baptist Church, now Brookstone Church, in 1999 and for 17 years operated under the leadership of Pastor Jim Dykes. During those 17 years as North Asheville Christian School, the school became fully accredited with ACSI and built a reputation of excellence in our community. Over a thousand students have been educated with academic rigor and thirteen classes of graduates have gone on to higher education and into the workplace.

When Brookstone Church relocated to northern Buncombe County in 2017, the school transitioned to a private independent Christian Academy, Reynolds Mountain Christian Academy. The school is now under the leadership of a Board of Directors and the shepherding of not only Brookstone Church, but several other Affiliate Churches. RMCA currently leases our eight acre campus from Brookstone Church with the intent to purchase in the near future.

### 1.2 School Affiliations

Reynolds Mountain Christian Academy is a fully accredited member of the Association of Christian Schools International, an organization of Christian schools across the country and around the world with similar philosophy and direction. During the 2022-2023 RMCA earned reaccreditation from ACSI and Cognia. The current accreditation is valid through 2029. The school is registered with the North Carolina Department of Non-Public Instruction.

It is by these associations that we can further teacher development and remain abreast of current methods and best teaching practices. Our students also benefit by varied opportunities to cooperate with other private and Christian schools around the state.

Athletically, RMCA is a member of the Western Piedmont Athletic Conference.

### 1.3 RMCA Board of Directors

RMCA is governed and guided by a group of spiritual and professional leaders. Each person on the board of directors agrees to lead the school in a manner that not only glorifies God but enhances the growth of the school ministry. It is ultimately responsible for the management of the corporation and all schools operated by it.

The Board of Directors shall be composed of 7-10 individuals with the exact number determined by the Board. The Board shall always include two ordained ministers, (one of which is from the Shepherding Council) and at least one parent of a current RMCA student. For meeting the above requirements, any one Board member can only be considered as filling one of the requirements. New board members are recommended by current board members and affiliate churches. All Board members are required to support and follow the corporation's statement of faith and mission.

#### RMCA Board of Directors for 2025-2026

Pastor Jim Dykes – Board Chairman

*Senior Pastor Brookstone Baptist Church*

Nathan Hawkins

*RMCA Parent, Executive Pastor Trinity Baptist Church*

John Hensley

*Attorney, Hensley Cloninger & Greer P.A.*

Jonathan Szucs

*RMCA Parent, General Manager Advanced Superabrasives*

Christy Messer

*Former Principal, RMCA*

Susie Hepler (non-voting member)

*Head of School, RMCA*

Jackie Gosnell

*RMCA Parent, Assistant Chief Nursing Officer Mission Health*

**1.4 Administration****Administrators**

Head of School: Mrs. Susie Hepler

Principal: Mrs. Sarah Bolick

Assistant Principal Upper School/Athletic Director: Mr. Sam Whicker

Assistant Principal Lower School/Curriculum Director: Mrs. Ruthie Williams

**Administrative Team**

Director of Admissions and Development: Mrs. Dannah Young

Director of Finance: Mrs. Diane Patterson

Director of Student Support: Miss Taylor Hepler

Assistant to the Head of School/Professional Development Coordinator: Mrs. Michele Hopson

**1.5 RMCA Faculty**

The Faculty of Reynolds Mountain Christian Academy is placed very prayerfully. All faculty members, both teaching and non-teaching personnel are faithful believers in the Lord Jesus Christ. Faculty members hold a degree in the appropriate area of education. Certification through the Association of Christian Schools International is required of all classroom teachers. For an updated list of faculty and support staff, please refer to the school's website.



## FOUNDATIONAL STATEMENTS

### POLICY 2.0

The ministry of RMCA exists so that families in the Asheville community and surrounding areas can choose Kingdom education for their children in grades K3 through 12. Kingdom education is defined as “the life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ.” It involves the integration and application of biblical truths provided in the Bible to areas of Christian worldview, educational programs and activities, and personal developmental and maturity. These Ends are to be achieved and/or maintained at Reynolds Mountain Christian Academy to the glory of God the Father, His Son Jesus Christ, and our Comforter, the Holy Spirit. Students are directed to remain true to the Lord with all their heart, mind, and soul, exemplifying the name “Christian” as they impact their society for Christ. (Acts 11:19-26) The following statements will direct the ministry’s Ends:

#### 2.1 Purpose Statement:

This Corporation is organized for the purpose of establishing, owning, and operating within North Carolina, a school or schools for the instruction, education, training of such persons as may be accepted by the corporation, in its discretion, for enrollment and instruction in such school or schools. The corporation is a charitable or religious corporation as defined in NC General Statutes § 55A-1-40(4).

#### 2.2 Mission Statement:

Reynolds Mountain Christian Academy seeks to glorify Jesus Christ by partnering with parents in educating students to lead our community and fulfill the Great Commission.

#### 2.2a Vision Statement:

At RMCA, we want every student equipped with the tools necessary to lead a life of significance and be a positive force in the world for the rest of their life.

#### 2.3 Core Competencies:

As RMCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following core values:

**Spiritual Formation:** Each student must seek to demonstrate the knowledge and skills necessary to pursue an authentically Christian way of life, manifested by trust in God, obedience to Christ’s commands, and love of God and neighbor.

**Biblical Exposition:** Each student must seek to demonstrate the ability to properly and effectively interpret, apply, and communicate the Scriptures.

**Theological Integration:** Each student must demonstrate the ability to understand apply the doctrines of Christianity to life and service.

**Academic Excellence:** Each student must demonstrate the knowledge, skills, and Christian disposition necessary for service and leadership in institutes of higher education, the church, and the community.

**Critical Thinking and Communication:** Each student must demonstrate the ability to think critically, argue persuasively, and communicate clearly.

#### 2.4 Statement of Faith:

We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and are the supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death, which is eternal separation from God; that all humans are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word and deed.

We believe that the Lord Jesus Christ died for our sins according to the Scripture, a substitutionary sacrifice, and that all who receive Him by faith are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.

We believe in “that blessed hope,” the personal and imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost.

### **2.5 Final Authority for Matters of Belief and Conduct:**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Reynolds Mountain Christian Academy’s faith, doctrine, practice, policy, and discipline, our Board of Directors and Shepherding Council is RMCA’s final interpretive authority on the Bible’s meaning and application.

### **2.6 Sanctity of Life Statement:**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

### **2.7 Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutable creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor 6:18, Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality including adultery, fornication, homosexual behavior, bisexual or transgender conduct, incest, and use of pornography is sinful and offensive to God. (Matt 15:18-20, 1 Cor. 6:9-10.)

We believe that to preserve the function and integrity of Reynolds Mountain Christian Academy, and to provide a biblical role model to RMCA students and families, it is imperative that persons employed by RMCA in any capacity, or who serve as volunteers agree to abide by this Statement.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21, Romans 10:9-10). We believe that every person must be afforded compassion, love, kindness and respect. Hateful or harassing behavior or attitudes any individual are not permitted and are not in accord with the doctrines of RMCA.

**2.8 Expected Student Outcomes:****2.8.1 Spiritual Formation**

At Reynolds Mountain Christian Academy, our Christian faith is the foundation for all school decisions and goals as we seek to put Christ first in all that we do. We believe that God's word should guide us in all goal making for our students. It is our first and primary goal that as a Christian school that all of our students receive salvation and become good disciples. If our students have a lifelong commitment to Christ we will have succeeded in our goal as a Christian school.

**Students will:**

1. know Jesus Christ as their Lord and Savior
2. live as disciples of Christ
3. show growth in their personal relationship with Christ

**Faithful**

- commit to a personal relationship with Jesus Christ
- surrendered to a life of discipleship
- know, understand and apply God's word in daily life
- to be empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness and brotherly kindness, and love
- pursue ongoing spiritual growth

**Apologetic**

- possess apologetic skills to defend their faith
- able to communicate and defend the Gospel
- awareness of false teachings that may look like Christianity
- articulate and defend their Christian worldview while having a basic understanding of opposing worldviews

**Disciplined**

- have a personal sense of responsibility to be all God wants them to be
- embrace a biblical walk through life full of integrity
- embrace a humble life

**Missional**

- to live a life that personally carries out the Great Commission
- to desire to live a life that creates disciples for Christ
- actively involved in a church community, serving God and others

**Integrity**

- exemplify Christ-like character, leading lives according to biblical standards or virtue and ethics
- empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love
- evidence of the fruit of the Spirit in attitudes and actions
- report behaviors around school that are not filled with Christlike behaviors (cheating, plagiarism, unkind acts towards others)
- good stewards of finances and time

**2.8.2 Social/Relational**

Reynolds Mountain Christian Academy desires for its student body to live lives of significance filled with justice, charity, love, compassion and service towards others. We want our students to be connected to the community and the Church and have the ability to communicate their relationships through both written and oral communication.

**Students will:**

1. see others as created in the image of God

2. build relationships in and out of school that are spiritually healthy
3. participate with a servant's heart in the community for diverse groups
4. engage in learning in an environment that is physically and mentally safe

### **Personal Relationships**

- discover the worth in oneself and others as those who are created in the image of God
- have a sense of responsibility as a Christian and as a citizen in the community
- continually uphold positive relationships with peers as by honoring and respecting that they are made in the image of God
- identifies healthy versus unhealthy relationships
- relates well to others, modeling the fruits of the Spirit
- develop an appreciation of all cultures and people of all faiths, origins and ages
- honoring God's design for relationships
- does not slander or defame others in person or in their digital life
- respect with integrity the people with whom we work, play and live

### **School and Civic Responsibility**

- have a sense of responsibility as a Christian and as a citizen of the community
- accept opportunities of service willingly
- agree to exercise sound judgment and live a lifestyle that is consistent with biblical guidelines both on and off campus
- reach beyond their peer groups to include others
- accept my responsibility in support the school and its guidelines through my attitude, actions, and prayer

### **Safety**

- understand that "see something, say something" helps keep the campus safe and secure for all  
be willing to hold peers accountable for unsafe actions

## **2.8.3 Mental/Physical**

Reynolds Mountain Christian Academy desires all students to live healthy lives. We desire students to live balanced lives between physical health and mental/spiritual health.

### **Students will:**

1. use spiritually healthy habits
2. understand that the events of the world, good and bad, are a part of God's plan for us
3. apply healthy choices to their life to create a healthy lifestyle
4. create goals for physical health improvement and use equipment and facilities available on and off campus

### **Mental**

- take responsibility for ones actions
- use strategies to manage stress and other distractions from a Christian worldview
- reflect and determine ones strengths/weaknesses
- ability to think for oneself and understand and prioritize healthy mental choices and the consequences that may come with some decisions

### **Physical**

- treat one's body as a temple of the Holy Spirit
- practice principles of healthy, moral family living
- have a desire to care for one's physical health, including but not limited to nutrition, exercise, and self-control
- display modesty in appearance
- uses equipment to measure improvement in physical health goals

### **2.8.4 Academic**

The Reynolds Mountain Christian Academy mission states that the school will partner with parents to educate students to lead our community and to fulfill the Great Commission. Therefore, all subjects are taught through a biblical worldview. We desire our students to be engaged in their academic studies and that it will lead to the acquisition of wisdom to use throughout their lives. We believe this acquisition of wisdom and knowledge will be helpful to students in meeting the challenges they will face in the future.

#### **Students will:**

1. use a variety of approaches to obtain skills that will assist students in viewing their studies through a biblical worldview
2. competently use oral and written communication skills
3. use the courses offered to prepare for college, careers, and life
4. practice a safe approach to their digital/technology life

### **Communication**

- communicate with orally and in writing ideas with solid reasoning and support
- present material through various forms of polished presentation
- write essays, poems and research papers with unity, coherency, and completeness

### **Curriculum**

- embrace a biblically integrated curriculum
- prepared in all academic disciplines and skilled in reading, writing, speaking, listening, research, and thinking
- Proficient in mathematics and science
- Knowledge and understanding of people, places, events, and movements in history (including church history) and the cultures of other peoples and places

### **Approach to Learning or Metacognition**

- commitment to lifelong learning
- apply what has been learned to a higher order of thinking
- become an active learner both independently and in groups
- evaluate sources for a Christian worldview
- evaluate sources for reliability
- understand and accept that the absolute truth of scripture is superior to the relative truth of current culture

### **Technology**

- utilize technology responsibly and effectively
- use technology to find, analyze, and evaluate information to solve problems
- proper use of all technology that does not slander or cause harm to another person
- create presentations that show mastery of academic concepts

## **2.9 School Verse, Mascot and Colors**

**2.9.1** The school verse for Reynolds Mountain Christian Academy is:

"You shall love the Lord your God with all your heart and with all your soul and with all your might." Deuteronomy 6:5

**2.9.2** School Mascot is the Eagle

**2.9.3** School Colors are Navy, Gray, and Lime Green

## **ADMISSIONS POLICIES AND PROCEDURES**

### **Policy 3.0 Admissions Policy and Procedures**

RMCA is committed to excellence in every aspect of Christian Education. We believe that Christian Education should not be a luxury, but a valid educational opportunity for every student. Student selection is based on a personal interview with parents/guardians and the student, individual educational needs and the availability of classroom openings. RMCA does reserve the right to deny admission based on the inability to meet student needs.

#### **3.1 Non-Discriminatory Policy as to Students**

Reynolds Mountain Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and athletic and other school-administered programs. All students must adhere to the foundational statements set forth.

#### **3.2 Admissions Procedures**

Parents who would like to enroll their children in RMCA for the first time should contact the school office and schedule a family visit. After the visit, parents will be given all application materials. Acceptance at RMCA is based upon the availability of student space, the ability to meet the student's needs, and the family visit with the parents and students.

Students in grades 7-12 must attend the family visit and meet with the Head of School or designee. These upper school students must complete the Upper School Application, sign a Code of Conduct, and provide personal references.

Students and their parents must be in agreement with and supportive of the policies of the school and must sign the Statement of Cooperation and the Tuition Agreement. A non-refundable deposit is also required to ensure the student's enrollment.

Once a student has enrolled at RMCA, except for the early education classes, he/she is considered enrolled year after year until graduating as a senior. If parents chose to not have students enrolled for the upcoming school year, they must officially withdraw the student through the office (please see withdrawal procedures.) Each March, students will be charged with registration fees for the upcoming year ensuring their place on the school's roster.

#### **3.3 Transfer Students and Transfer Credit Policy**

RMCA welcomes transferring students into our academic program. All transferring students must provide complete information on the reasons for leaving the previous school, as well as references from that school. Parents must agree for RMCA to request all records from the transferring school.

Students in elementary school must provide a copy of the last report card issued from the previous school. If the transferring school recommends retention, RMCA will follow that recommendation. Students with learning or behavior needs must also supply all test information and documentation from the previous school. If appropriate, a copy of the current IEP is required. Students in grades 7<sup>th</sup> and 8<sup>th</sup> grade will provide a report card as well as a transcript if possible.

All students entering grades 9-12 will meet with the Dean of Students prior to finalizing admission to review credits needed for graduation. Students will be required to also undergo admission testing to ensure proper grade placement. RMCA may require an end of course proficiency test to determine placement as well.

Parents should bring the most recent school transcript issued. It is the Dean of Students' and administrators' discretion as to how transfer credits will be applied. RMCA reserves the right to scrutinize the course content and competencies to discern the awarding of credit. Courses transferred to RMCA will be listed on the transcript but will not be used for the computation of the student's GPA at RMCA. Only the final grades in courses taken from the time the student is enrolled at RMCA and that carry high school credit will be used to compute a student's internal GPA. Students must be enrolled at RMCA for a minimum of two years on the high school level to be eligible for



valedictorian or salutatorian. All honors, including valedictorian, salutatorian, junior marshals and/or graduation honors, are based on the GPA earned while a student at RMCA.

Please see the list of graduation requirements for required classes. RMCA will not admit transferring students in grades 9-12 after the beginning of the third quarter.

Current RMCA Students: RMCA will accept dual enrollment credits from regionally accredited institutions such as Southern Wesleyan or AB Tech, local high schools or regionally accredited online high schools. The credit awarded will be determined by the administration and guidance office. All courses for each individual student must be approved in advance through the Upper School Guidance Office.

### 3.4 Withdrawal Procedures

If during the school year it becomes necessary to withdraw your child, the following procedures must be followed to complete the withdrawal process:

- Contact the school office and schedule a student withdrawal interview.
- Complete a withdrawal form including statement of reasons for withdrawal.
- Return all textbooks, library books, and academic materials.
- Return all athletic uniforms and/or equipment.
- Collect all personal belongings from desks, lockers, etc.
- Settle any outstanding balances with the business manager. Tuition and fees are not refundable.
- Provide RMCA with transfer information for new school.

Students withdrawing from RMCA will not be eligible to participate in any school events including extracurricular activities and athletics from the date of withdrawal. **Families that voluntarily withdraw from RMCA during the school year are obligated to the remainder of the school year's tuition. Please note that student records will not be transferred to a new school if the family owes a balance to RMCA.**

Families that desire to re-enroll at RMCA must go through the original application process including all application fees.

### 3.5 Parent Concerns/Conferences

A chain of command exists for the orderly administration of the school. It may be used to expedite attention to areas of concern. When there is a situation or suggestion relating to the school, the most effective channel to take is in this order: 1) Teacher, 2) Principal 3) Head of School for any policy concerns. There is a proper procedure to be followed to resolve any problem a parent may have related to the school. It is based on the Biblical principle in Matthew 18:15-17.

- First Step: The parent makes an appointment with the teacher and attempts to resolve the problem at the classroom level. In most cases, this is successful. (The principal does not normally sit in on parent-teacher conferences.)
- Second Step: If the issue remains unresolved, the parent makes an appointment with the principal. The teacher will attend this conference.
- Third Step: If the Principal cannot resolve the issue, then and ONLY then is it appropriate to request a meeting with the Head of School. The Head of School and the Principal will meet with the parent.

**Please do not contact any of the affiliate churches for school concerns or problems.**

Parents who display anger or lack of self-control toward any of the school staff are asked to remove their child from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

## BUSINESS PROCEDURES

### Policy 4.0 Tuition Agreement/FACTS Management

RMCA offers all students a yearly tuition rate. All families will be asked to sign a tuition agreement each school year. As a convenience to families twelve-month, bi-annual, and single payment plans are available. Families opting for the twelve-month plan begin payment in August of each year. RMCA uses FACTS for all tuition billing and payment information. Please refer to your current tuition contract for school id information and log-on information for your personal tuition account.

#### 4.1 Financial Guidelines for Tuition Payments

##### **We Plan for Families to be With Reynolds Mountain Christian Academy for the Entire School Year:**

Due to the nature of education, much of the planning required to run an effective school must be done on an annual basis. Significant financial commitments are made annually: teachers are hired, capital assets are purchased, programs are developed, and a host of other plans are created to function for the entire year. As such, by enrolling your child at RMCA you are committing to partner with the school for the entire year. Families entering the school mid-year are committing to partner with RMCA for the remainder of the school year.

##### **Key Financial Guidelines:**

**New Student Applicants:** A non-refundable registration deposit of \$200 is due upon receipt of a new student application. Applications received without the deposit will not be considered until the deposit is received.

**Enrolled Students** are considered automatically re-enrolled for the upcoming school year as of March 1<sup>st</sup>. **Your registration deposit of \$200 per student will be billed through FACTS with your March tuition payment.** The balance of your registration fee will be billed with your August tuition payment. If you are not planning to return for the upcoming school year, you must notify the school by February 15 to avoid paying the \$200 deposit with your March payment.

Students will not be enrolled until all financial obligations from the previous year are met. Families with an outstanding balance as of August 1<sup>st</sup> will cause their students' names to be removed from the class lists for the upcoming school year.

Families who enroll their student with Reynolds Mountain Christian Academy are obligated to pay the entire school year's tuition and fees unless officially withdrawn prior to August 1<sup>st</sup>. Families who enroll after August 1<sup>st</sup> and voluntarily withdraw during the school year are obligated to the remainder of the school year's tuition.

All tuition payments will be made through FACTS our online tuition processing service. ***There is a yearly per family enrollment fee of \$50 for 12 month tuition plans and a \$20 fee for bi-annual and single payment tuition plans.*** If you are not currently enrolled, upon receipt of your application, an account will be created for your family which you will need to activate and verify/provide billing information and payment option.

**Enrollment in FACTS is mandatory.**

If an account becomes 30 days past due, the student will not be allowed to return to school until the account has been made current or arrangements have been made/approved through the school administration.

Consistent failure to meet the financial obligations of the chosen payment plan may result in dismissal of the student.

If a student is suspended, expelled, or asked to withdraw for disciplinary reasons, tuition for the balance of the year remains due to the school. Student records will not be forwarded to the new school until all balances are resolved.

Inability to comply with ANY of the above Financial Guidelines must be communicated immediately to Diane Patterson, the school's Business Manager.



## **SCHOOL DISCIPLESHIP, SPIRITUAL FORMATION AND DISCIPLINE POLICIES**

### **Policy 5.0 Spiritual Growth and the Study of Scripture**

Spiritual growth is fostered in students by exposing them to the Word of God, and by involving them in the study of it. For spiritual growth to be fostered, spiritual regeneration must first take place. It is understood that the gospel is the power of God unto salvation. By exposing the students to the Word of God, it is His Word that convicts, changes, conforms, and challenges the students. The teacher is responsible for guiding the students through their study of the Bible by answering questions and being an example of spiritual growth that could and should be imitated. An emphasis is placed on Christian service and conformity to His image. One way teachers determine if students show fruit is by observing peer interaction. Through an emphasis on Servanthood, the students' level of spiritual growth is assessed by their willingness to help others.

### **5.1 Chapel Services**

A vital aspect of Kingdom Education is the opportunity we have to worship together. Each Wednesday morning our elementary and upper school students come together to celebrate praise and worship and to hear instruction from God's Word. Guest speakers from our local church community are invited to speak each week as well as our own teaching faculty. Early education students (K3-K5) meet at 8:30, elementary students 1<sup>st</sup>-3<sup>rd</sup> meet at 8:30, 4<sup>th</sup>-6<sup>th</sup> grades at 9:20, and upper school students meet at 10:30 am each week. Several special chapels are planned each year as well. Parents and grandparents are always welcome to join us for our chapel services.

### **5.2 Spiritual Emphasis Week**

At the beginning of each school year, the faculty of RMCA sets aside the majority of academic instruction for one week of intense spiritual emphasis. Guest speakers will join our faculty in guiding students to a place of worship, instruction and self-reflection. Activities vary year to year across grade levels but are always hands-on, engaging and will challenge each student to evaluate their own personal walk with the Lord.

### **5.3 Missions Opportunities**

At Reynolds Mountain Christian Academy, students are taught to live out the word of God by participating in missions and community service. This is accomplished at all grade levels through classroom teaching and opportunities to serve. All grade levels participate in at least one off-campus mission opportunity each school year. Our youngest students enjoy walks to Emerald Ridge Nursing Facility to sing and share the love of Christ with the residents. Over the summer each year, RMCA students participate in mission opportunities. RMCA also serves Operation Christmas Child each year by packing hundreds of boxes. In the spring, we welcome missionaries from all over the world to share with our students their calling to go and spread the Gospel message. Our year is filled with opportunities for our students to learn to serve.

### **5.4 Discipleship Groups**

Understanding that building discipleship relationships is vital to spiritual growth and that as Christians, we are called to be ambassadors of the gospel message, (2 Corinthians 5: 17-20). We have made it a priority to pour our lives into our students. Each week, upper school students gather in Discipleship Groups, to study God's Word and His Truth, building relationships that will last throughout their school years and beyond. Faculty, parents, and ministry leaders serve as our discipleship group leaders.

### **5.5 Building Disciples Philosophy**

RMCA is committed to understanding that God uses His Word to bring about obedience expressed in biblical conversion and ongoing sanctification. It is our deep desire to effectively teach God's Word to our students in context, with both clear interpretation and practical application, therefore developing a biblical worldview. We know that people cannot rightly respond until they properly understand God's Word. Our desire is that students would clearly understand the high cost of aligning themselves with Jesus Christ (in both conversion and sanctification) and that they would gladly submit to the call of Jesus to be a disciple and make disciples of the nations.

Vital to our discipleship strategy is the partnership with the home in order to have the most substantial impact on the lives of our students. We believe that discipline and discipleship are both ultimately the parent's responsibility. In order for these efforts to be maximized, God has graciously called RMCA to assist our families in raising godly children who have hearts that beat for the things of God.

Parents may not agree always with every disciplinary decision or policy. However, we seek the prayers, cooperation, and loyalty of each family in upholding the specific standards contained within this handbook. May the Lord lead each of us to reflect in words, actions, and motives the mind of Christ. (I Corinthians 2:16)

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each student is encouraged and guided to become internally governed through example and precept. Biblically modeled goals of discipline for discipleship help our students understand how the impact of their actions has negative and positive consequences upon others and themselves. Outward actions and hidden motives behind choices and decisions are carefully examined in light of scripture. We discuss with students how to strengthen our walk with Christ by steps of confession, repentance, forgiveness and restoration. Discipleship means choosing to do the right thing because it brings honor to the Lord.

We make stringent efforts to provide clear expectations for every facet of our student body. We understand that students will make wrong choices and our goal is to help them recognize their sinful actions and avoid this action in the future. Students must conference with teachers, administrators, discipleship group leaders, our pastors and or with parents to discuss repentance, reconciliation with God and others, and consequences for repeated wrong choices.

### **5.6 Early Education Discipleship and Discipline Policy**

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each child is encouraged and guided to become internally governed through example and precept. Children by nature need to be guided in how they act and relate to others. Vital to the discipline process is the relationship that teachers will have with the home. Parents will play a key role in teaching their child to practice self-control and to respect others. Together the teacher and parent will focus on the communication of expected behavior, consistency in expectations and consequences and follow-through with consequences.

In the Early Education classroom, very clear boundaries will be established early in the school year. Children will sense security and care with clear limits set for them. Teachers will communicate expectations of classroom behavior by establishing classroom rules and reinforce those daily. Classroom management systems in early education classes will include stickers for daily good choices leading to an opportunity to pick from the prize box.

Most of the daily classroom behavior will be managed easily with positive reinforcement redirection or short time-outs. Occasionally children become harmful to themselves or others. Children will always be removed from the situation or classroom when behavior escalates to this point. A plan to handle harmful behavior will be determined by the parent, teacher and administration. Children that consistently harm others in the classroom will be asked to withdraw from RMCA until the behavior is resolved.

Above all, our young students will know that they are loved and accepted for the child that God created them to be. Early educators at RMCA will convey their love of each student and celebrate with them as they grow not only academically and physically, but as they grow in the knowledge of Jesus Christ.

### **5.7 Character Expectations for RMCA Students**

1. Love God, Love Others  
*Matthew 22:37-40*
2. Be Kind, Compassionate and Humble; Always Considering Others First  
*Ephesians 4:32, Philippians 2:3*
3. Be Prepared for the Day; Work More, Talk Less  
*Colossians 3:23, 1 Thessalonians 4:11-12*
4. Be Respectful and Obedient; Submitting to Authority at all Times  
*Romans 13:1-2, Hebrews 13:17*
5. Be Honest and Pure in Thoughts and Actions  
*Ephesians 4:24, Ephesians 5:3-4*

## **5.8 Disciplinary Policies**

The administration, faculty, and staff strongly desire to work in partnership with families and students to make each person feel welcome and safe at RMCA. Because we serve many students, there are necessary standards, values, and rules that must be upheld.

Each class will follow the Classroom Management and Character Expectation Guidelines. These guidelines are posted in every classroom space in the school and they follow Biblical principles.

The teacher is the first line of discipline in any classroom setting. Teachers and administrators will use a variety of discipline intervention methods to maintain a positive, safe school environment. A teacher may need to refer a student to an administrator for cases of unsafe, disruptive, or habitually negative behaviors. Decisions regarding follow up consequences for discipline infractions will point the students to scripture as a part of the process.

If a student is responsible for a disciplinary infraction, he/she will be expected to cooperate with the school to arrive at a solution. The student will also be expected to be accountable for the consequences of his/her actions. A student who is unable to meet these expectations may be asked to withdraw from the school.

### **Classroom Management Guidelines**

#### **Pre-K – Grade 2**

Daily – each student starts with a sticker in his/her binder. If a student loses his/her sticker a note must be written in the binder to explain the reason for the loss of the sticker. A parent or guardian should sign the binder each night.

Rewards – Students that have a sticker in the binder for each day of the week will earn a trip to the prize box, Bykota, recognitions and awards.

Consequences – students can lose an appropriate amount of time at recess (time out), referral to administration for more severe actions (ex. fighting/language)

#### **Grades 3 – 6**

Daily – students will receive a punch on their punch card for each day of good behavior. Students not receiving a punch in their card should have a note home or phone call home.

Rewards - After 10 punches the student earns a trip to the prize box, after 20 punches the student earns a trip to larger prize box. After 20 punches a student starts with a new card. Bykota, recognitions and awards may be given at any time.

Consequences – Time off from recess (students walk laps during missed recess time), phone calls home, think sheet and referral to office. Referral should be for serious matters or students repeating the same behavior more than 3 times.

#### **Upper School**

Daily – students are expected to follow all schoolwide rules at all times. Teachers will track student warnings in each class. All warnings must be tracked in FACTS.

Rewards – classroom awards, random coupons from administration, t-shirt Fridays, celebrations

Consequences – warnings, referral to office, detentions, suspension

## 5.9 Behavior Violations and Consequences

Students that do not follow the Character Expectations may receive additional consequences outside of the classroom. When a student has had more than three consequences in the classroom for the same behavior, he/she will be referred to administration. Students will also be referred to administration immediately for more serious violations.

**Serious Violations** are serious infractions including but not limited to fighting, possession and/or use of alcohol, firearms, illegal or non-prescribed drugs. Behavior of an unethical or immoral nature, whether on or off campus, also falls under this category; included are sexual immorality, homosexual behavior, pornography and illicit use of internet communications. Serious Violations will result in suspension or expulsion from school.

### See Detention Policy 8.4

## 5.10 Policy on Bullying

RMCA is committed to a Christ-honoring educational environment for all students, employees, and volunteers that is governed by Ephesians 4:31 and 32: "Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another..." (ESV). Thus, bullying behaviors, including harassment and intimidation, are prohibited. This policy defines prohibited behaviors, describes expected conduct, and enumerates procedures for reporting and investigating alleged incidents of bullying or harassment.

### Definition

Bullying is "unwanted, aggressive behavior...that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time" (U.S. Department of Health & Human Services, 2017). Bullying may take many forms, including but not limited to: making threats (including threatening gestures), spreading rumors, attacking someone physically or verbally, deliberately damaging private property, and intentionally excluding someone from a group. According to North Carolina state law, "Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics" (§ 115C-407.15). Bullying may also involve the use of electronic technology, i.e., cyberbullying. Cyberbullying employs devices such as cellphones, computers, and tablets to disseminate unkind or denigrating messages, rumors, threats, embarrassing images, or fake profiles via platforms such as text, email, chat, or social networking sites. Whether bullying is committed verbally, physically, or electronically, such intentional behaviors result in some or all the following:

- Physical harm of a person or their property
- Emotional harm
- A threatening or intimidating environment
- Interference with the educational process
- Disruption of the orderly operation of the school

This policy applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, on a school bus, or, in the case of cyberbullying, are committed by an RMCA student.

### Expected Behavior

RMCA students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities, with a Christ-like regard for the welfare of other students, school staff, and volunteers.

Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future. The staff should encourage students not to be part of the problem; not to pass on a rumor or derogatory message; to walk away

from acts of bullying, harassment, or intimidation when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target.

### **Consequences and Appropriate Remedial Action**

Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, in keeping with guidelines specified in the student handbook. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. They may include corrective instruction, counseling, restitution and restoration, rebuilding a positive climate, and support for victims and others impacted by the violation.

### **Procedure**

All school employees are required to report alleged violations of this policy to the principal or head of school. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to any staff member. Reports may be made anonymously, but formal disciplinary action *may not* be based solely based on an anonymous report. The principal or head of school shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within five school days after a report or complaint is made. All details of the event will be documented in the students' FACTS account. Additional documentation may be created from the school administration if necessary.

If the reporting party does not accept the decision, an appeal may be submitted in writing to the RMCA Board of Directors. RMCA prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

RMCA also prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their rights and responsibilities under this and other school policies. Parents shall be provided with copies of this policy and procedure, and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying.

### **5.11 Off-Campus Behavior**

Students enrolled at Reynolds Mountain Christian Academy are expected to portray their Christian witness both on and off campus. Actions and attitudes that may be detrimental to the nature of a Christian school often occur off campus. While it is not the role of the school to intervene in all incidences of behavior infractions after school hours, the administration does reserve the right to hold students accountable for those actions as they relate to the promotion of illegal and/or immoral activity. This includes communication posted on social networking sites, within text messages, and within other forms of written or recorded communication.

### **5.12 Social Media**

All students will be held accountable for what is posted on blogs and social-networking websites such as Facebook, Snapchat or TikTok. Student sites will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members. Any evidence of "illegal or inappropriate" behavior posted on the Internet will be grounds for appropriate disciplinary action.



### 5.13 Drug and Alcohol Policy

#### Use or Possession of Drugs or Alcohol

The RMCA Board of Directors strongly believes that drug and alcohol abuse is detrimental to the body, which is God's temple. I Corinthians 6:19 says, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own;"

The purpose of RMCA Board Policy is to help students, not to be punitive in nature. Possession and/or use of alcohol, illegal or non-prescribed drugs is prohibited. The following policy addresses steps that administration may make to protect the school regarding alcohol and illegal or non-prescribed drugs.

#### 1. POLICY

##### a. Narcotics, Alcoholic Beverages and Stimulant Drugs

- i. No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall a student possess, use, or transmit drug paraphernalia or counterfeit drugs. No student shall use any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.
- i. Use of a drug authorized by valid medical prescription from a registered physician shall not be considered a violation of this code when the drug is taken by the person for whom the drug was prescribed.
- ii. Any student using any drugs prescribed by a physician or over-the-counter medication, including aspirin and cold medicines is required to leave the medication with school office personnel or other designated personnel and to come to the office or other designated area at the required time(s) to take the required dosage. A note from the parent (guardian) and/or physician must be sent with the medication to authorize its use.
- iii. Any of the substances which may lawfully be possessed by students may be brought to school with the prior permission of school personnel and used for an approved school project under supervision of school personnel.

##### b. Search and Seizure

- i. RMCA reserves the right to search the locker, automobile, and/or person of any student, provided that reasonable suspicion exists. Any illegal materials or materials not permitted according to RMCA regulations or board policy will be seized and disciplinary action taken when appropriate. Proper authorities will be notified.
- ii. Random searches of lockers and automobiles may be conducted when deemed appropriate by the Head of School or his/her designee.

### 5.14 Student Relationships

Students at RMCA are encouraged to not engage in dating relationships at any grade level. We encourage students to have friendships and to focus on their relationship with Christ and His purpose. Our goal is to come alongside parents to disciple and guide students. We will consistently present to them appropriate lifestyle choices and model these choices.

### 5.15 Plagiarism

According to Miriam Webster online dictionary, to "plagiarize" means: to steal or pass off another's ideas or words as one's own, to use another's production without giving credit, to commit literary theft, to present as new an original idea or product derived from existing source. Miriam Webster states that in other words, plagiarism is an act of fraud.

At RMCA will take plagiarism very seriously. Students that plagiarize papers, projects and presentations will receive a 0 for the specific assignment. The teacher will meet with student and parent/guardian to explain the plagiarism. Students who continue to plagiarize will receive additional consequences that may result in suspension and/or expulsion from the school. All students in grade 5 – 12 will receive instruction during the first few weeks of school on how to avoid plagiarism.

**POLICY TYPE: ACADEMIC AND INSTRUCTIONAL PROGRAM****Policy 6.0 Academic Program**

Each year the faculty and staff of RMCA strive to provide a challenging, rigorous academic program that continues to equip students for the plan that God has called them to. Textbooks are researched and prayed over before becoming part of the academic program. Curriculum goals are not textbook driven, however are focused on appropriate student progress. The Standard Course of Study from the State of North Carolina is reviewed and integrated into the scope and sequence of the RMCA curriculum. All textbooks are reviewed on a five-year cycle by a textbook review team within the faculty.

**6.1 Academic Structure of RMCA**

While the entire student population resides on one campus, the school is divided into three distinct units. Each unit is considered a “team” and led by faculty that are team leaders. The head of school and school administrator work closely with each team leader and the faculty within that team, assuring excellence within those grade levels.

Early Education:        Three Year Preschool (K3)  
                                  Four Year Preschool (K4)

Elementary School:    Kindergarten through Grade Six

Upper School:         Middle School- Grades Seven and Eight  
                                  High School – Grades Nine-Twelve

**6.2 Early Education Program**

RMCA serves children three and four years of age with highly trained, dedicated teachers in a happy, positive, and structured atmosphere. Consequently, students enjoy learning and growing. The curriculum is designed to promote social growth, to properly develop gross motor skills and fine motor skills. A readiness program for phonics, reading and mathematics is an important part of the curriculum. Classes are very theme oriented allowing students to have the opportunity to explore and understand God’s creation.

Our preschool and pre-kindergarten classes meet for three and half hours each day. While this allows us to be exempt from North Carolina state daycare licensing regulations, it is vital to us to remain in compliance with those regulations. We carefully monitor all health and safety standards as well as suggested appropriate teaching practices. Our early education faculty attends both ACSI conferences and county childcare professional development seminars.

All students in the preschool program must be three years of age on or before August 30. Students in the K4 program must be four years of age on or before August 30.

**6.3 Early Education Academic Overview****Three-Year-Old Preschool****Basic Readiness Skills**

Recognition of numbers 1-10	Counting 1-10
Matching objects with correct numerals	Physical Development
Basic Readiness Skills	Recognition of letters
Small Motor Skills	Holding a Crayon Properly
Cutting with scissors	Holding a Large Paint Brush
Manipulating a computer mouse	
Recognition of colors: red, green, orange, brown, blue, purple, pink, yellow, black and white	
Recognition of shapes: circle, triangle, square, star, rectangle, heart, oval, and diamond	
Begin to match letters with corresponding sound	

**Large Motor Skills**

Climbing  
Hopping (both feet and on one foot)

Running  
Skipping

**Social Development**

Getting along with others  
Manners  
Awareness of others' feelings

Sharing  
Following Directions  
Problem Solving

**Christian Values**

Character development  
Attitudes

Bible Stories

**Thematic Unit Approach to Learning**

Theme Examples Include:

Four Seasons, Animals, Weather, Making Friends, Stranger Danger, and Street Safety

**Four-Year-Old Program****Basic Readiness Skills**

Shapes  
Numeral recognition 1-20  
Letter recognition (upper and lower case)  
Beginning letter sounds  
Nursery Rhymes  
Right/Left hand

Colors/Color Words  
Number Writing 1-12  
Letter Writing  
Rhyming  
Opposites  
Age Appropriate Monthly Units of Study

**Physical Development**

Large and small motor skills  
Coordination  
Personal Development  
Emotional and social development  
Working with others

Independence  
Responsibility  
Decision-making  
Problem Solving

**Social Development**

Work and play habits  
Following directions  
Completion of work  
Awareness of Others' Feelings

Sharing  
Treating Others with Respect  
Participation

**Christian Values**

Character development  
Attitudes

Bible Stories and Truths

**6.4 Kindergarten Overview** (Must be five years of age on or before August 1st)

Teachers and educational assistants guide learning through a curriculum that includes language arts, math, science, and social studies. Each day, these subjects are taught along with a Bible lesson. A combination of structured teaching time, hands-on activities, and freedom of movement and choice is offered. Some of the skills learned are as follows:

**Reading and Phonics**

Word Recognition Skills  
Phonograms and Digraphs  
Age-appropriate Literature and Poetry  
Reading short sentences and simple books

Over 50 Sight Words  
Recognition and Use of Alphabet  
Recall Details From a Story  
Blending of Short Vowel Sounds

**Language and Writing**

Writing First and Last Name  
Daily Journaling  
Simple bookmaking  
Building Vocabulary  
Forming all upper and lowercase letters  
Create 3 and 4 letter words

Letters  
Creative Writing  
Expressing Ideas Clearly  
Three Sentence Stories  
Dictate Sentences



**Mathematics**

Counting from 1 – 100	Beginning Addition
Recognizing ordinal numbers 1 – 30	Beginning Subtraction
Introduce money and value	Classification
Sorting	Measurement
Time	

**Bible**

Thirty-three week survey of the Bible in chronological order.

**Science** is integrated through reading, read alouds, and interactive exploratory labs and thematic studies.

**Heritage Studies** is integrated through geography, community helpers, children and customs around the world, introduction to the U.S. monuments, introduction to U.S. presidents.

**6.5 Elementary Academic Overview****First Grade**

First grade is a very special time for children. At the beginning of the year, the children are young and dependent. They still need nurturing. However, by the end of the year, there is an amazing amount of growth which takes place. They become independent students who are excited about their accomplishments. Children at this age are eager to learn and willing to embrace new challenges. First grade is a pivotal year. They start with basic phonics and math and must build a good foundation for the years to come. Some of the skills learned are as follows:

**Reading and Phonics**

Read Sentences	Identify types of sentences
Recall Facts and Details	Identify Details
Sequence Sentences in Story Order	Letter sounds, phonograms, digraphs
Use of Adjectives and Vivid Verbs	Word Families
Identify Rhyming Words	Identify Prefixes and Suffixes
Summarize a Story	Classify Words

**Language and Writing**

Punctuation	Transitional Words
Capitalization	Weekly spelling tests
Paragraph formatting	Book publishing
Research Project	Book Reports
Sentence structure and letter formation	

**Mathematics**

Customary and metric measurement	One and two-digit addition facts
Time and calendar	Subtraction facts
Money	Multiplication and Division Readiness
Fractions	

**Science**

Animals and Insects	Seasons and Space
Movement and Machines	Respiratory System
Bones, Muscles, Teeth	

**Heritage Studies**

Maps, Routes, Trading and Transportation	Natural Resources
Christopher Columbus	Wants and Needs
Native Americans	Colonial Times and Settlers

**Bible**

A study of the Bible from Creation to the Promised Land.

**Second Grade**

Second grade is a year characterized by confidence. Second graders really enjoy what they are doing because they believe they can do it. They become more secure in their education. The concepts they learn in second grade may not all be new, but what they do with these concept changes.

**Reading**

Read Pages and Correct Errors	Decode New Words
Match letter sounds to words	Sequence Story Events
Separate fact and opinion	Recall Main Idea, Facts and Details
Build Vocabulary	Complete Short Novel Studies with Competency
Reading comprehension strategies and making predictions	
Read chapters and answer comprehension questions	

**Oral Language and Composition**

Punctuation	Letter Writing
Antonyms and Synonyms	Book Reports
Creative Writing	Book Publishing
Weekly Spelling tests	Research Project
Cursive and Manuscript handwriting	Begin Cursive Writing

**Mathematics**

Classifying, Graphing, and Patterns	Regrouping
Place Value	Fractions and Estimation
Addition and Subtraction	Multiplication and Division
Geometry	Time and Money
Problem Solving	Measurement

**Science**

Vertebrates and Invertebrates	Motion
Habitats	Natural Resources
Matter	Human Body
Energy, Light, and Heat	

**Heritage Studies**

Communities and Farming	Countries
People From All Over	War and Freedom
Colonies and Shopkeeping	Kings and Queen

**Bible**

A study of the Gospels

**Third Grade**

Third grade is a challenging year which demands that children begin to assume some responsibility for their education. Third graders become more independent. The children are using cursive handwriting and multiplication tables. Homework levels increase, and organizational skills must be developed. Concepts are presented in the classroom and require extra practice at home to master the skills.

**Language Arts**

Demonstrate Skill development in Reading	Cursive Writing
Identify and illustrate character traits	Book Reports and Book Publishing
Use graphic organizers as writing tools	Write a Short Report
Continue to build vocabulary and spelling skills	Multimedia Presentations
Make oral and written presentations	Identify Parts of Speech
Write creatively to include letter writing	Compare Elements of Stories
Read fiction, nonfiction, fantasy, folk tales, mysteries, poetry, and plays	
Compose complete sentences, paragraphs, and stories with correct punctuation, capitalization, beginning, middle, and end	

**Mathematics**

Addition and subtraction regrouping  
 Multiplication and division facts  
 Fractions  
 Long Division

Measurement  
 Time and Money  
 Place Value  
 Geometry

**Science**

Ecosystems  
 Life of Plants and Plant Variety  
 The Earth's Surface

Rocks and Soil  
 Solar System, Stars and Constellations  
 Musculoskeletal and Nervous Systems

**Heritage Studies**

World Regions  
 Culture  
 Overview of US Geography

Civics  
 Economics

**Bible**

Old Testament study of the events in Israel.

**Fourth Grade**

Fourth graders see themselves as the "Big Kids," and yet, they are still eager to please their teachers. They enjoy school and their friends. Academically, it's a year of polishing and strengthening skills in both reading and mathematics. Some of the skills learned are as follows:

**Language Arts**

Recognize Cause-Effect Relationships	Recognize an Author's Point of View
Correct use of reference resources	Read and Create Poetry in Various Form
Write and present a researched report	Write Creatively in Various Formats
Spell with accuracy and consistency	Letter Writing
Book Publishing	Master Cursive Writing
Recognize and accurately use parts of speech	
Identify the following genres; i.e., mystery, fiction, nonfiction, and biography	
Write and orally present a non-fiction book report	
Analyze character actions to determine character traits and motivation	

**Mathematics**

Place Value	Equivalent Fractions
Multiplication one and two-digit multipliers	Statistics and Graphing
Long Division	Geometry
Common Fractions	Probability
Addition and Subtraction of Fractions	

**Science**

Stability and Order of Life	Body Systems
Life Systems	Matter and Its Uses
Balance the Lithosphere	Force and Motion
Universe	

**Heritage Studies**

North Carolina – Then and Now	U.S. History
Cherokee and Native Americans	U.S. Environment
U.S. Regions	

**Bible**

A study of Acts and the Early Church

## Fifth Grade

Fifth graders are learning to become responsible, independent students. They are delving deeper into organized sports and enjoying more independence with their assignments and homework. Some of the skills learned are as follows:

### Language Arts

Recognize an author's point of view	Use Readable Cursive for Assignments
Infer outcomes based on story events	Focuses Writing Across the Curriculum
Compare and contrast items	Identify and Locate All Parts of Speech
Determine the main ideas of a paragraph	Write and Present Book and Other Reports
Identify and write in complete sentences	Use Print and Digital Resources When Writing
Demonstrate correct usage of punctuation and capitalization	
Demonstrate correct sentence structure	
Write creatively; including the writing of poetry and plays, research papers	
Use graphic organizers to organize thoughts and analyses	

### Mathematics

Problem Solving, Numbers & Algebra	Algebra: Investigating Integers and Equations
Multiplying & Dividing Decimals	Geometry: Understanding Area and Volume
Using Number Patterns, Fractions, & Ratios	Exploring Ratio, Proportion and Percent
Multiplying and Dividing Fractions	

### Science

Natural Cycles	Earth's Processes
Life Cycles	Resources
Cells	Circulatory System
Ecological Succession	Electricity and Magnetism

### Heritage Studies

The War to End all Wars	World War II
Cultures of the World	Economics
States	Roaring Twenties

### Bible

A study of the Divided Kingdom

## Sixth Grade

At RMCA, Sixth Grade is the culminating year of elementary school. These young men and women lead our elementary students in many ways throughout the school year. They are quickly changing in these preteen years and we treasure this last year with them in the elementary school. Their minds are sharp and eager to learn, yet they are truly ready to move on the independence of Middle School. Concepts covered in Sixth grade include:

### Language Arts

Follow steps of the writing process	Use Narrative Techniques
Make inferences	Focuses Writing Across the Curriculum
Identify and write in complete sentences	Use Print and Digital Resources
Demonstrate correct sentence structure	Create Readable Documents In Cursive
Write creatively including book reports	Identify and Locate All Parts of Speech
Explain ways in which a character demonstrates positive spiritual qualities	
Read dialogue aloud with expression and clarity	
Demonstrate writing friendly letters, thank you letters, and business letters	
Demonstrate the correct format to write a bibliography for a research paper	
Demonstrate correct usage of punctuation and capitalization	
Draw conclusions and generalize from written material	

### Mathematics

Problem Solving, Algebra, and Geometry	Exploring Discrete Math and Probability
Applying Decimals	Applying Fractions
Algebra: Exploring Equations and Functions	Using Proportional Reasoning

Geometry: Investigating Patterns and Exploring Area and Volume

Geometry: Finding Volume and Surface Area

### Science

Periodic Table

States of Matter

Fluids and Movement

Oceans and Rocks

Astronomy

Interaction of Systems

### Heritage Studies

Mesopotamia

Egypt, Israel, and India

Ancient China

Greece and Rome

Middle Ages

Byzantine Empire

### Bible

A study of the Bible to learn from Jesus as well as studying the Epistles and Revelation

## 6.6 Curriculum Summary

Curriculum at RMCA is not defined as a collection of textbooks or resources, but rather as a plan to meet specific learning goals and objectives. Teachers are expected to follow prescribed curriculum guidelines. RMCA uses a variety of publishers and resources to build our curriculum. Each teacher will have in his/her classroom a completed curriculum guide for the appropriate subject area. Guides will include scope and, course descriptions including instructional objectives and curriculum maps. Teachers should follow the guides closely. Each teacher should also have a copy of the North Carolina Standard Course of Study in your classroom. While this is not required of Christian Schools to meet, RMCA will always refer to this document for guidance.

## 6.7 Upper School Scope and Sequence

	<b>Bible</b>	<b>English</b>	<b>Mathematics</b>	<b>Science</b>	<b>History</b>
<b>7th</b>	<b>Old Testament Survey</b>	<b>Grammar and Literature Composition 1</b>	<b>Integrated Math Standard and Honors</b>	<b>Life Science</b>	<b>World Studies And Geography</b>
<b>8th</b>	<b>Life of Christ New Testament Survey</b>	<b>Grammar and Literature Composition 2</b>	<b>Pre-Algebra Standard and Honors</b>	<b>Earth and Space Science</b>	<b>American Republic</b>
<b>9th</b>	<b>Mastering Bible Study Skills History of the Bible</b>	<b>World Literature and Grammar</b>	<b>Algebra 1 Standard and Honors</b>	<b>Physical Science</b>	<b>Cultural Geography</b>
<b>10th</b>	<b>World Doctrines</b>	<b>World Literary Classics and Composition</b>	<b>Geometry Standard and Honors</b>	<b>Biology</b>	<b>World History</b>
<b>11th</b>	<b>Understanding the Times</b>	<b>American Literature and Composition</b>	<b>Algebra 2 Standard and Honors</b>	<b>Chemistry</b>	<b>United States History</b>
<b>12th</b>	<b>Bible Discipleship/Apologetics Study and Travel to the Holy Land of Israel Biblical Integration Defense</b>	<b>British Literature and Composition</b>	<b>Pre-Calculus Standard and Honors</b>	<b>No Science Requirement</b>	<b>American Government And Economics</b>

## 6.8 Elective Choices for Middle School

- **Study Skills** – This course helps students develop study habits and academic survival skills such as organization, note-taking, essay writing, test taking skills and time management. This class is required for all first-time middle school students. *PLEASE NOTE: This course must be taken 1<sup>st</sup> Semester of 7<sup>th</sup> Grade.*

- **Life Management Skills** – This course helps students learn skills with the biblical view of health and everyday living, including personal development, foods and nutrition, safety and first aid making the Christian a fit servant.
- **Physical Education** – This course is an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, fitness, cardiovascular training and resistance training. *PLEASE NOTE: This course may be taken twice during Middle School*
- **Choir Ensemble**- This course is designed to teach the fundamentals of singing and music theory. Students will perfect good vocal techniques and are required to perform during special school events and programs.
- **Computer Application Skills** – This course is designed to help students learn how computers work and develop keyboarding and word-processing skills. Emphasis may include graphics, databases spreadsheets and telecommunications. *PLEASE NOTE: This is a yearlong course.*
- **Introduction to Art** – This course will explore a variety of art media including drawing, painting and one point perspective in crayon techniques.
- **STEM** - This course is a learning environment where students, irrespective of grade, can come together and actively participate in hands-on or practical STEM learning.

***It is the policy of RMCA that each Middle School student will be required to take at least one Semester of each elective course during the Middle School Academic Years.***

## 6.9 Elective Choices for High School

### WORLD LANGUAGES

#### Spanish I

Course length is 1 year

Spanish I will provide students with a general introduction to the Spanish language and vocabulary related to everyday life, cultural information and basic grammar. Students will be able to have simple conversations as well as read and write simple sentences.

#### Spanish I Honors

Course length is 1 year

Spanish I will provide students with a general introduction to the Spanish language and vocabulary related to everyday life, cultural information and basic grammar. Students will be able to have simple conversations as well as read and write simple sentences. Students in honors will be required to learn additional vocabulary and complete additional projects.

#### Spanish II

Course length is 1 year

Prerequisite: Successful completion of Spanish I

Spanish II builds upon the knowledge of

Spanish I with a deeper emphasis on listening, speaking, reading and writing. Students will expand their Spanish vocabulary as well as learn past and future tenses of verbs.

#### Spanish II Honors

Course length is 1 year

Prerequisite: Successful completion of Spanish I

Spanish II builds upon the knowledge of

Spanish I with a deeper emphasis on listening, speaking, reading and writing. Students will expand their Spanish vocabulary as well as learn past and future tenses of verbs. Students in honors will be required to learn additional vocabulary and complete additional projects.

### FINE ARTS

#### Art I

Art I is an entry level elective art class for students who want to explore the visual arts. This class will combine art history with studio art time. Students will engage in drawing, painting, mixed media, sculpting, and more. Students will gain an appreciation for the arts and a deeper understanding of God's truth and beauty in our world.

**Art I Honors**

Art I is an entry level elective art class for students who want to explore the visual arts. This class will combine art history with studio art time. Students will engage in drawing, painting, mixed media, sculpting, and more. Students will gain an appreciation for the arts and a deeper understanding of God's truth and beauty in our world. Students in the Art I Honors class will be required to participate in at least one regional art competition. This may require additional art work to be completed.

**Art II**

Prerequisite: Successful completion of Art I

Art II builds upon the skills learned in Art I. Students will continue to learn about art history and the Elements and Principles of design. Students will also be exposed to contemporary art. Projects will be using the same techniques as Art I but the assignments will be different.

**Art II Honors**

Prerequisite: Successful completion of Art I

Art II builds upon the skills learned in Art I. Students will continue to learn about art history and the Elements and Principles of design. Students will also be exposed to contemporary art. Projects will be using the same techniques as Art I but the assignments will be different.

Students in the Art II Honors class will be required to participate in at least one regional art competition. This may require additional art work to be completed.

**Yearbook and Visual Media**

Yearbook is a class to expose students to journalism, graphic arts, editing and digital media. Students in this class will produce the school's annual yearbook. Students will be exposed to desktop publishing, graphic arts and various digital media. Students in yearbook will take pictures for the yearbook, design yearbook pages, and sell yearbook ads. Students in this class are exposed to real life working situations and must learn to work as a team to meet deadlines.

This course may be taken more than one year.

**Worship Team**

This course is designed for students that would like to participate in weekly chapel services. Students will learn the process for worship song selection. Students will experience the joy of leading worship for the student body and others. Students may be required to attend extra practices outside of school hours.

**Chorus I-IV**

Students in chorus will work on voice technique and skills need for performance. Students will participate in several competitions and performances throughout the school year.

**Performing Arts I**

Students enrolled in this course will begin enjoyment of the performing arts. This course will help the beginning actor create believable characters using improvisation, imagination, and observation in non-scripted scenes. Play participation and attendance are required.

**Performing Arts I**

Prerequisite: Performing Arts I

Students will continue to develop the skills learned in Performing Arts I. Students will add to their skills by working on duet scenes. Development of monologues is introduced to students in this class. Play participation and attendance are required.

**Performing Arts III and IV**

Prerequisite: Performing Arts I and II (III)

Performing Arts III and IV are advanced performing arts courses. These courses are designed for students with a passion for performing and a love of the theatre. Topics in this course include improvisation, audition processes, monologues, duets, group scenes, voice and diction, playwriting, and theatre history. Play participation and attendance are required.



**STEM I and II**

Students in this course will participate in hands-on or practical STEM learning. In this class, students can develop their science, engineering and mathematics skills by using technology to create, collaborate and complete projects.

**6.10 Dual Enrollment with Southern Wesleyan University.** RMCA is blessed to enjoy a strong academic relationship with Southern Wesleyan University, located in Central, SC. Each year, Southern Wesleyan partners with our faculty to offer junior and senior students the opportunity to participate in college level classes under the instruction of a college professor. The professors are all pre-approved through both Southern Wesleyan and RMCA administration. Students have the opportunity to take two college level classes their junior year and four classes during their senior year. Classes are all under the heading of general education allowing them to be transferable to the college of the student's choice. Each class is a semester long class earning the student three college credits per class. Most RMCA graduates will leave us with eighteen hours of college credit completed. The classes are all taught online and taken during the regular school day during the third period elective. Students must maintain a cumulative High School GPA of 2.75 to be eligible for dual enrollment classes. The cost of the dual enrollment classes is included in our high school tuition; however, students must separately purchase their required textbooks for these classes. **Students that fail a college level course must reimburse the school for the tuition. Students that receive a D or F as a Junior will not be permitted to take courses as a Senior unless paid for by the student's family.**

**6.11 RMCA Graduation Requirements*****Minimum High School Requirements for Graduation***

<b>Bible</b>	<b>4 Units</b>
<b>English</b>	<b>4 Units</b>
<b>Mathematics</b>	<b>4 Units</b>
<b>Science</b>	<b>3 Units</b>
<b>Social Studies</b>	<b>4 Units</b>
<b>Foreign Language</b>	<b>2 Units</b> (Must be in same language)
<b>Health &amp; Physical Education</b>	<b>1 Unit</b>
<b>Fine Arts</b>	<b>.5 Unit</b>
<b>Introduction to Public Speaking</b>	<b>.5 Units</b>
<b>College &amp; Career Development</b>	<b>.5 Unit</b>
<b>Computer Technology</b>	<b>.5 Unit</b>
<b>Electives</b>	<b>3 Units</b>

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<b>Total Graduation Requirements</b>	<b>27 Units</b>
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**\*These requirements are based upon recommendations from the Association of Christian School International and the North Carolina Board of Education.**

**6.12 Grading Scale****Grading Scale for Grades K5-2**

E+	98-100	S+	78-79
E	93-97	S	73-77
E-	90-92	S-	70-72
G+	88-89	N+	68-69
G	83-87	N	63-67
G-	80-82	N-	60-62

**Grading Scale for Grades 3-12**

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62



**Grading Scale for all Non-Academic Classes K5-6**

E+	98-100	S+	78-79
E	93-97	S	73-77
E-	90-92	S-	70-72
G+	88-89	N+	68-69
G	83-87	N	63-67
G-	80-82	N-	60-62

**6.13 Periodic Assessment of Students:**

Each quarter families receive feedback on assessment of their students through midterm progress reports and end of quarter report cards. Both the midterm report and the quarter report card will be posted to FACTS only. Printed copies of reports are only issued at the end of the school year unless requested. Parents may view student grades at any time through your student's gradebook on FACTS.

**Midterm Progress Reports and Report Cards**

Progress Reports are issued through FACTS midway through the quarter to give feedback to parents on academic or weaknesses or growth in areas previously noted as needing improvement.

**Report Cards**

Report Cards are issued through FACTS at the end of each quarter

**6.14 Semester and Final Exams**

- \* End of Semester exams will be administered to students in grades 7-12 in December and May of each year.
- \* Exams will be cumulative over the semester's instruction. A schedule for exams will be distributed at the beginning of each year.
- \* Senior Exam Policy: Seniors may be exempt from spring exams if they have an 80 or above average in a class at the fourth quarter midterm. This should be a cumulative average from quarters 1-3 and the first half of quarter 4.
- \* Students may choose to take the exam to improve their final grade, but it is not required.

**6.15 Schedule Changes**

Students needing or wishing to make changes in their schedule should contact Mrs. Messer or Mrs. Bolick. Changes will not be made after the first week of classes except for extenuating circumstances.

**6.16 Parent Teacher Conferences**

We encourage effective communication between parents and teachers. It is important to us to discuss your child's progress with you and to answer any questions that you may have. However, appointments should be made so that the conferences will not conflict with teachers' regularly scheduled duties. Conferences should be scheduled with teachers directly on the elementary level. Conferences for students in grades 7-12 should be scheduled directly with Mrs. Bolick. All upper school conferences are done in a team approach.

**6.17 Standardized Testing**

Standardized testing is administered to all students grades K-11 in the spring, giving an objective assessment of student performance in relation to other students in the same grades throughout the United States. Results of the test are supplied to parents and placed in cumulative files. The test is usually administered in the month of April. Students in grade 12 receiving state funding are also required to take the standardized tests.

**6.18 Transcripts**

All ninth-grade students and older will receive transcripts of their high school experience at the end of each school year. Transcripts may be requested at other times during the year for transfer purposes. Graduating students requiring transcripts to be forwarded to colleges or universities must give 48 hour notice to the Dean of Students. The office will prepare two transcripts free of charge. Additional official transcripts will be at a cost of \$5.00 per transcript.

**6.19 Honors Recognitions:**

Each nine weeks teachers of grades 3 – 12 submit a list those students who made the “A” or “A-B” honor roll to administration. Elementary Honor Roll students will be recognized quarterly in a special awards chapel. Upper school honor roll students will be honored each quarter with a special event or privilege.

**Junior and Senior Beta Clubs**

Students entering grades 7-12 are eligible

Must maintain an average of 85 percent in each specific class

Must be a student in good standing behaviorally

**Junior Marshal Requirements**

Maintain a minimum cumulative GPA of 3.5 in grades 9-11

For marshals for 8<sup>th</sup> grade graduation- the top 4 GPA's of 7<sup>th</sup> students will be chosen

For marshals for 12<sup>th</sup> grade graduation – all qualifying 11<sup>th</sup> grade students will be chosen

**Honor Graduate Requirements**

Maintain a minimum cumulative GPA of 3.5 in grades 9-12

Graduating with Honors: GPA 3.5-3.9

Graduating with High Honors: GPA 4.0-4.2

Graduating with Highest Honors: GPA 4.3 and above

**Salutatorian**

Meet all Honor Graduate requirements

Hold the 2<sup>nd</sup> highest GPA in the senior class

**Valedictorian**

Meet all Honor Graduate requirements

Hold the top GPA in the senior class

**Scholar Athlete**

Students maintain a 3.5 or higher GPA while participating on school athletic teams

Should no students meet honor graduate requirements; the Board of Directors will make the decision for Valedictorian and/or Salutatorian

**6.20 Homework Policy**

Homework is always designed to assist the student in reviewing and practicing the material learned in class that day. It is extremely important that our students learn good study habits and the practice of completing homework on time and returning that work to school. Students will be required to complete assignments and return homework as it is assigned. As a rule, we will not assign homework on Wednesday evenings to encourage students to be in Wednesday evening services and youth ministry opportunities.

As teachers, we will always take into consideration extenuating circumstances when a student's family situation affects the student's ability to complete assignments. Please alert your child's teacher when unexpected family situations affect your child's ability to turn assignments in on time. We will make every effort to work with you if we can.

Homework may include the following areas:

1. Nightly Reading – Assignments from textbooks, novels, or grade appropriate reading assignments.
2. Math Practice - Elementary will have 2-3 times a week
3. Unfinished Class work (when appropriate)
4. Review or practice assignments in any content area – Elementary will have spelling 1 time a week.
5. Preparation for upcoming tests and quizzes
6. Projects and Research

**For Upper School Students With Late/Missing Work:**

Detention Policy For Late Work: The purpose of this policy is to teach students the importance of turning in assignments on time. The first and second time a student does not turn in an assignment (class, homework or makeup), a notification will be placed in FACTS as a warning and an email sent to the parents/guardians. The third time a student has this same warning from the same teacher, the student will be referred to the principal and a detention will be assigned. On the fourth offense and thereafter, the student is referred to the principal and a detention is assigned. After three detentions for the same offense, the office referral will lead to a suspension.

Detentions will be served on Mondays from 3:30 – 4:30 PM or during a lunch period as deemed by administration. Students are required to bring all work necessary to complete for any teacher. If all work is complete, the student is required to bring a novel to read. If no work or novel is brought to detention, students will be assigned a written assignment by the teacher.

Each quarter the students will start over with a clean slate for late work detentions. So, if your child had received two warnings the first quarter, when quarter two begins he/she has 0 warnings.

**The same offense process is used for uniform violation and behavior issues.**

**If your child has after school activities at school or off campus, it is the expectation that he/she will be late to those activities or miss them depending on the timing.** For example, if an athlete receives a detention and is late to practice, he or she will also have the consequence of the team for being late.

**A detention may be assigned by an administrator in lieu of other discipline actions. The administration may have students complete a “work” detention around campus if assigned for reasons other than late work.**

**The first day an assignment is late in grades 5-12, there is a 5 point penalty to the final grade. There is a 10 point deduction the second day an assignment is late. The third day an assignment is late there is a 20 point deduction. After the third day, an assignment not turned in will remain a 0. A grade of 0 cannot be reworked because it was not attempted.**

**Students in grades 3 and 4 will receive a 5 point deduction for each day an assignment is late up to 10 days. After 10 days, the assignment remains a 0.**

**6.21 Make-up Work due to Sickness, Travel etc.**

All students will have to miss school from time to time. Students in any grade level are required to make up any work missed while away from school. It is the student's responsibility to seek out the teacher to determine the missed assignments. Students are given two days for every day missed to complete the missed work.

**6.22 Extra Credit**

Procedures for extra credit work may be at the discretion of the classroom teacher. Extra credit may not be given to students to make up for work not turned in originally. Extra credit is an assignment offered to all students in a given class. It should be an assignment that is planned and meaningful to the current curriculum.

**6.23 Incomplete Work**

At the end of each grading period, students that are missing significant amounts of work due to extenuating circumstances may be granted an incomplete for the quarter. All incompletes must be approved in advance by the administration. Incompletes may not be given for students that routinely have missing work. A zero must be given for that missing work.

**6.24 Rework Policy**

Our desire is for every student to comprehend the material for each class. Daily assignments are not reworkable, except for at the teacher's discretion in Math. However, homework/classwork that is a 0 for being more than 4 days late may not be reworked for a grade in any subjects. All quizzes can be retaken (Math) or corrected (all other subjects). Students have one opportunity for quizzes to be taken/reworked again. If retaking (Math only), the student's two grades will be averaged,

however, when reworking quizzes the student can earn 25% of the points back. For tests, students may rework tests for 25% of the points back. Students must complete these requirements before the end of each quarter and in the time frame given by the teacher. Scheduling will be at the teachers' convenience. It may require students to stay after school or to arrive early.

### **6.25 Promotion and Retention Policy**

Students in grades 1<sup>st</sup>-6<sup>th</sup> must pass both reading and mathematics to be considered for promotion to the next grade level. Teachers will make their recommendations for retention based on classroom performance and mastery of skills taught. Parents will be consulted, and a mutual decision will be reached. Students not passing these two subject areas may attend summer school or receive a structured schedule of tutoring to strengthen these skills. Students will be reassessed in August to determine if promotion is warranted.

Students in grades 7 – 12 must pass the core subjects of English and Math to be promoted to the next level. School grades are based upon a 10-point grading system where a 59 and below constitutes a failing grade. High school students must earn their number of required credits that total 27 units to graduate their senior year. In addition, if a student has not scored at or above proficiency levels in any academic course, the school shall provide intervention and assistance for students to be promoted in the form of summer school. Additional information concerning tutoring and summer school opportunities will be provided by staff and administration.

**\*See 7.2 Academic Standards for Grade Recovery and Make-Up Hour Requirements.**

### **6.26 Academic Review**

Students who are not maintaining an appropriate level of academic performance may be placed on academic review.

Students with 2 or more D's or an F in any subject on the progress report or report card will be placed under academic review. The teacher, parent and administration will have a conference to discuss progress for any student in grades 5-12 to develop a plan of recovery for the student. At the end of the next grading period, the student's progress will be re-evaluated.

Students placed on academic review will be given the opportunity to receive after school help and tutoring. There may be an additional fee for after-school assistance/tutoring. Students will be evaluated regularly to ensure that proper interventions and accommodations are being implemented.

In addition, if students at any grade level have not scored at or above proficiency levels in any academic course or on standardized testing, the school will provide intervention in the form of summer school each June. This intervention will be an additional cost to the parent.

### **6.27 Strong Tower Learning Center/Special Needs Identification**

RMCA has been blessed with very gifted special needs teachers and specialists. These teachers will come alongside the classroom teacher and assist in meeting the needs of any student with learning disabilities, tutoring needs, or accelerated learning. Students will be evaluated, and the amount of intervention will be determined. An additional fee will be added to monthly tuition payments based on the number of times that assistance is scheduled per week.

The following procedure will be used to identify and place students in this program:

1. Teacher identifies student with academic or behavioral needs based on classroom assessments and observations.
2. Teacher will submit student's name to the Student Support Team.
3. The Student Support Team will meet to determine interventions to test.
4. Interventions are implemented for a minimum of 6 weeks before meeting again.
5. If interventions are successful, they will continue. If not, permission to screen form is given to parent to sign and return.
6. Screening will be completed by Special Needs Director upon receiving written permission from parent.
7. Recommendations will be given to the teacher and to the parent. The Director or Educational specialist will determine the number of times weekly students will meet with specialists. A copy of the recommendation will be given to the Business Manager for additional tutoring charges. An administrative

fee will be charged annually for all students receiving tutoring, classroom accommodations, testing, or any services outside of the normal classroom environment.

8. Classroom/home interventions accommodations/modifications to curriculum and or additional school tutoring may be started. Outside tutoring may be recommended.

9. Further evaluations may also be suggested:

- Private Evaluations – see director of special needs for options
- Public school evaluations – will be coordinated by Director
- Pediatrician or other health care provider

10. If student is identified as special needs, it will be noted on report card and an accommodation page will be attached. Accommodations may include but are not limited to extra time, limited assignments, seating changes, or one-on-one instruction.

### **6.28 Expulsion from RMCA**

Occasionally students do not have a successful experience at RMCA. These students may have behavioral issues or academic concerns. We desire to continue our fellowship with these families and will take very proactive steps in helping these students to be successful in other school settings.

Students that are asked to leave RMCA or are expelled may re-apply for admission after certain criteria are met. Contact the school office for information concerning re-admittance. Admission is completely under the discretion of the administration.

## GENERAL OPERATIONAL PROCEDURES

### 7.0 School Hours

Office Hours:	8:00 am – 4:00 pm
Early Education Hours:	8:15 am – 12:00 pm
Elementary (K5 – 4) Hours:	8:15 am – 2:45 pm
Upper School and Grades 5/6 Hours:	8:15 am – 3:20 pm

### 7.1 Drop-Off and Pick-Up

Students should not arrive at school before 7:45 am. After 7:45 am students should be dropped off at the designated door for his/her grade level. Grades K3 – 5 should be dropped off at the front doors at the end of the brick building under the carport. All 6-12 grade students should be dropped off at the side entrance to the upper school building. (Please do not use the front doors).

All students arriving after 8:15 must be escorted into the office and signed in by a parent. Students in grades 6 – 12 may be signed in at the upper school building and students in grades K3-5 may be signed in at the brick building.

Dismissal for Preschool students will begin at 12:00 from the carport area of the brick building. Dismissal will begin at 2:45 for students in grades K5 – 4. All K5-4 grade students will be picked up at the carport at the end of the brick building. Students in grades 5 – 12 will begin dismissal at 3:20 pm. Students not picked up prior to 3:15 or 3:30 respectively will be escorted to our Afterschool program. A charge of \$12.00 per day is charged for all students attending Afterschool. If a student is to be picked up by someone other than the parent or previously authorized adults, a written note must be given to the teacher. Students will not be allowed to leave with someone other than parent or authorized person without written permission.

### 7.2 Student Attendance Standards

Good attendance and punctuality are necessary for continuity and the development for all our students. We expect all parents to have their children at school on time and keep absences to a minimum. Students in grades K-6 must be present at least half of the school day to be counted as present. Elementary students must arrive prior to 11:30 am and not be dismissed prior to 11:30 am to be counted present for the day. Upper school attendance is taken by period and students are present and absent by period. A student must be present half the class to be considered present.

All attendance will be done on FACTS for all classes. Elementary teachers should have attendance marked by 9 am each day. Upper School teachers should have attendance marked within the first five minutes of each class period. Should students come to school after attendance is marked, Mrs. Hopson or Mrs. Owens will make the adjustment from absent to tardy.

As well as documenting in FACTS, Mrs. Bassett will create a listing of student absences for the day to assist with keeping track of our students for security purposes. Teaching assistants or classroom teachers will collect the names of absent students and report to Mrs. Bassett.

### Types of Absences

Upper school students are allowed 14 total absences per core class and 7 for electives. Elementary students may have a total of 14 absences per year. Absences due to extended illnesses or hospitalization may be waived and not counted toward the total number of days out of school with a doctor's note. Absences due to a death in the family will always be waived. Students living in more mountainous counties of Yancey, Madison, Haywood or in Tennessee may have absences waived due to inclement weather should that county's public schools be closed.

### Excessive Absences

Elementary students missing more than 14 days will be considered for retention. All elementary school students missing more than 14 days must attend a mandatory Summer School in June of each year to meet the excessive absences. Those students missing more than 25 days of school will be considered for retention and possibly reported for truancy.

Upper School students will make-up hour for hour the excessive classes missed for each core or elective class. The cost of each make-up session is \$10.00 per hour. Students will be required to make up each hour per class after 14



absences. All make-up hours will take place during the months of May or June. Elementary will be charged \$50 per day for attendance recovery.

Middle and High School students have the opportunity to complete grade recovery for failed classes at a cost of \$200 per week. This usually takes 2-4 weeks to complete depending on the number of classes to be completed. Students with more than 2 failed core courses may be retained. Grade recovery requires a minimum of 32 hours to complete the course work for grade recovery. Grade recovery takes place in June and continues into July if needed.

### **Prearranged Absences**

Absences may be scheduled in advance for medical procedures or family travel. Parents should notify the teacher at least a week in advance for student work. Students will be able to take any make-up work with them possible. While these absences will be approved, they continue to count toward the total amount of yearly absences.

### **7.3 Early Pick Up/Tardy Policy**

Tardies will be issued to students who arrive at school after 8:15 am. Students should be signed in at the office and given a tardy slip to take to his/her classroom. Five tardies will be considered one absence. If your student is signed out after 11:30 it is considered an early pick-up. Five early pick-ups will be considered one absence.

Upper School students reporting to any class period late will receive a tardy for that class. Five tardies to any class will be considered one absence. Any student arriving to class unprepared will be issued a tardy if they must leave the class to retrieve materials from lockers.

### **7.4 School Closings/Delays/Inclement Weather**

School may occasionally be canceled, delayed or dismissed early due to inclement weather. Parents will be notified as soon as possible through our Parent Alert system. Closings and delays will also be announced on WLOS, our website, [www.rmccademy.org](http://www.rmccademy.org), and our Facebook page.

School delays will usually be two or three hours. If we are on a delay, our doors will open at 10:00 am or 11:00 and classes will begin at 10:25 am or 11:25 respectively. **Students may not arrive prior to 10:00 am or 11:00 am respectively.**

On days when school is dismissed early due to inclement weather, all afterschool activities including afterschool care will be cancelled.

### **7.5 Student Health, Illness, Injury or Emergencies**

Students should not be in school if they are running a fever, have excessive coughs, infectious runny noses, and diarrhea or vomiting. Students with infections of any kind should be on antibiotics at least twenty-four hours before returning to school. If you have any doubt that your child may be sick, **please keep your student at home.** If a student becomes injured or has a medical emergency while at school or at a school related activity, emergency personnel will be contacted immediately. The parent will then be notified. School personnel will accompany the student to the hospital and wait until a parent arrives or until appropriate to leave. All parents must sign a waiver allowing students to be transported by ambulance and for care to be given.

For non-emergency injuries while at school, (scrapes, bumps, minor cuts,) the school will administer first aid and contact the parent. An incident/injury report will be filed.

### **7.6 Student Insurance**

Each student will automatically be covered by a supplemental accident policy during school hours. It will be the parent's responsibility to file any claims with your primary carrier and then to file with the supplemental carrier. The responsibility for any treatment of a student rests with the parents or insurance company, not with the school. If a supplemental claim needs to be filed through the school's coverage, the school administration will assist the parent in filing these claims through our current insurance carrier.



### 7.7 Immunization Records

The state of North Carolina requires that students entering kindergarten, first, and seventh grades must have the proper immunizations to attend school. Parents must provide a copy of the student's immunization record to be part of the student's school records. Should a parent decide to not have a student immunized, a statement stating the reason for choosing not to immunize must be in the student record.

### 7.8 Medication Policy

In order to assist with the health needs of our students, the school will partner with the parent for medicines to be given at school. All prescription drugs and over-the-counter medications must be left in the office. Parents must complete a medication form in the office for the medication to be given. Medications must be in their original containers with labels intact and will only be dispersed based on the label instructions. Students may not keep medicines in book bags, lockers or purses.

### 7.9 Visitors on Campus

Visitors are asked to go directly to the school office and not to the classroom. All Visitors must sign in and receive a visitor or volunteer badge to wear while they are in the building. Anyone wishing to visit the school will need to make an appointment through the office. This includes prospective students and parents, out-of-town friends and family of current students. Previous students may not visit for lunch or events unless they are alumni or with a parent.

### 7.10 Remote Day Guidelines

Remote Learning Days may be used during severe weather events that can include snowy or icy conditions. In order for a student to be marked present on Remote Learning Days, he/she must be logged into Google Classroom and active in all class activities for the day. Students are required to be sitting at a desk or table during class and not sitting in their bed or under covers. Also, students that are not 100% attentive to the class will be marked absent. (students should not be eating, cooking, doing hair or makeup, playing on a phone/Ipad or driving as examples) All students are required to be in a uniform shirt during class.

### Lower School Schedule

#### Grades K-3

9:00 -9:45

#### Grades 4-6

9:00-10:30

Students may have assignments to complete after meeting with the teacher on Google Classroom.

### Upper School Schedule

#### Grades 7-12

1<sup>st</sup> period – 8:30-8:55

2<sup>nd</sup> period – 9:00-9:25

3<sup>rd</sup> period – 9:30-9:55

4<sup>th</sup> period – 10:00-10:25

5<sup>th</sup> period – 10:30-10:55

6<sup>th</sup> period – 11:00-11:25

7<sup>th</sup> period – 11:30-11:55

## Student Life on Campus

### 8.0 Student Government

Students at RMCA in upper school can lead the student body by serving in student government. Student leaders are elected by their peers each spring for the following year. Student leaders work together with faculty and administration to bring events, activities, and missions' opportunities to the school. Students in leadership are given the opportunity to bring student concerns to the administration and facilitate change. Students must meet specified grade and behavior requirements to remain in leadership. Specific criteria are listed in the Student Government Bylaws.

### 8.1 Student Cell Phone Use

**Only students in grades 7-12 may have cell phones at school. Please do not send cell phones with elementary students. If your elementary aged child needs a cell phone, please contact the school office for arrangements.**

Upper school students are permitted to bring cell phones and smart watches to school but must turn them in at arrival. Each student has a personal place to turn in his/her item in the morning at arrival. Phones and watches will be locked in the principal's office during the day and will be returned during dismissal. Students not carrying a cell phone or smart watch on a specific day are required to bring a note from home stating they do not have their phone/watch that day. Students that do not have a phone or smart watch coming to school should have an email sent to the principal stating they will not be bringing a phone or smart watch to school. This will be filed in the office.

If a student is found with a phone or smart watch during school hours, the consequences will be as follows:

1<sup>st</sup> offense – student phone/watch is collected and kept until the end of day and returned when a \$25 fine is paid. A detention will be assigned.

2<sup>nd</sup> offense – student phone/watch is collected and kept in the office and returned to a parent/guardian when a \$50 fine is paid. A suspension will be assigned.

3<sup>rd</sup> offense – student phone/watch is collected and will be returned when a \$100 fine is paid. A conference will be scheduled with administration, student and parent/guardian and a two day suspension will be assigned.

### 8.2 Student Drivers

Reynolds Mountain Christian Academy is not responsible for theft of or damage to a vehicle or its contents and assume neither direct nor implied liability as a result of providing the privilege of students driving personal vehicles to or having these vehicles parked on campus. A student who operates and/or parks a vehicle on the campus of Reynolds Mountain Christian Academy must possess a valid driver's license (no driver's permits), vehicle registration and vehicle insurance. Each vehicle on the RMCA campus must have a current RMCA parking permit for the current school year. Permits must be purchased at the Upper School office prior to driving to campus or on the first day a student drives to school. Permits cost \$10 and must be placed properly in car at all times. A lost, damaged or destroyed permit may be replaced for \$5.00. Student parking is restricted to the designated Student Parking Lot located at the gravel parking beside the Upper school building. If a student driver's license is revoked FOR ANY REASON, students must notify the school office immediately. To return to your vehicle or leave the RMCA campus during the school day, students must obtain a pass from an administrator or the secretary in the office.

The following infractions will result in the suspension of a student's driving privilege for the rest of the year.

1. Drug, alcohol, tobacco or weapon use in the parking lot
2. Driving over the posted speed limit or any form of reckless driving
3. Refusing to stop a vehicle at the request of any RMCA staff member or dismissal attendant

Loitering in the parking lot or in parked cars before or after school is not permitted. In the morning, students are to depart immediately from vehicles and leave the parking lot. Do not return to the parking lot until you are ready to leave the RMCA Campus. At the end of the school day, students are to leave the parking lot as promptly as traffic and conditions allow them to do so. Loitering in the parking lot will result in loss of driving privilege and may also constitute a school disciplinary offense. During the time, a student's vehicle and driving privileges are suspended from the RMCA Campus, the student will be prohibited from driving or parking ANY VEHICLE on the campus at any

time. A student who fails to maintain adequate academic progress (pass 3 out of 4 classes) or who drops out of school will, by NC state law, have his/her NC driver's license revoked by the state.

### **8.3 Student Lunches/Snacks**

Currently RMCA does not hold the appropriate licensing to prepare food on-site for daily purposes. The school is inspected regularly by the Buncombe County Health Department.

Students will be expected to bring their lunch on Mondays. When packing lunches, please make sure to include everything that your child will need including forks and spoons, napkins and a drink. Please include an ice pack for lunches that should remain cool. Students in grades K5-6 grade may not bring meals to be heated. Upper School students may bring items that can be heated.

We will be serving "Hot Lunch" four days weekly. Hot Lunch choices will be posted on FACTS monthly. To order hot lunch, orders must be placed on FACTS by the deadline. NO orders will be received at school. The cost of each meal is \$7.00. Milk and Tea are available by advanced purchase through FACTS. Hot lunch days will be Tuesday-Thursday. Drinks and all products will be provided on hot lunch days. Parents are invited to join us for lunch anytime. Hot lunch choices may be ordered for parents with advanced notice.

Snacks are served in all grade levels on the preschool and elementary levels. Students are required to bring their own snack each day. Teachers may schedule snack in the morning or afternoon depending on specific classroom needs. Parents are asked to send snacks that are nutritional. Please do not send sugary snacks, candy etc.

### **8.4 Uniform and Dress Code**

All Reynolds Mountain Christian Academy students are required to dress in school uniforms each day. Our belief is that a uniform dress code enhances the educational environment and promotes a unified student body. Conflicts involving inappropriate dress styles, peer pressure and financial status are all removed easily with the uniform requirement.

#### **Uniform Vendors**

##### **Online Vendors**

##### **Lands End**

[www.landsend.com/school](http://www.landsend.com/school)

1-800-469-2222

School Code - #9001-2828-1

##### **Global Schoolwear**

[www.globalschoolwear.com](http://www.globalschoolwear.com)

School Code – REYNO1

##### **Online and Local Store Vendor**

##### **Reads Uniforms**

4 Sweeten Creek Crossing

Asheville, NC 28803

Shop.readsuniform.net

School Code - RMCANC

Students must adhere to the following dress code policies: Please note that all shirts and jackets require an RMCA school logo. Make sure to look at the approved uniform list.

Unless otherwise noted students K5-12 are in uniforms daily. Special dress down days will be scheduled throughout the year.

All students need at least one navy polo shirt with the RMCA logo for field trips and special events.

All polo shirts, fleece, and sweatshirts must have the RMCA logo.

All uniform bottoms must be from a uniform line.

Girls' skirts and jumpers need to be at the top of the knee. Shorts should be no shorter than 3 inches above the knee. Girls will lose their privilege to wear skirts if repeatedly asked to wear longer lengths. Girls that "roll" the skirt waistbands to make them shorter will have the consequences of wearing skirts that are too short.

Shirts for all boys should be tucked in always. Girls' shirts may be left "tucked out".

Boys will wear belts everyday- solid brown, black, and tan. Belts should not have any jewels, studs etc.

Socks, leggings, tights will be solid colors of white, tan, brown, navy, or black. Socks, leggings, tights may not be striped or patterned.

Shoes should be mostly solid colored with no characters, lights etc. Students may wear tennis shoes, sandals, boots, clogs, loafers etc. Students may not wear UGG slippers, flip flops or crocs.

Students may not wear non-uniform sweatshirts, sweaters, coats etc. in the classroom. These garments may be worn to school and placed in lockers prior to 1<sup>st</sup> period for upper school students and placed in the appropriate classroom area for lower school students.

All uniforms must be in good repair with no holes or rips.

**No students** may have hair hanging in the face or covering eyes. No students may have hair dyed a color that is not a natural color. Boys must keep hair cut off the collar.

Makeup and Nail Polish: Boys may not wear nail polish or makeup. The administration has the right to determine if a girl's makeup is appropriate or not.

Girls may wear a small stud in nasal piercing. Boys may not wear any piercings to school. At the discretion of the administration, some jewelry may be asked to be removed.

All students will remain in uniforms after school unless they are on athletic teams or with the approval by the administration for specific activities.

For evening events that the students return to campus for, students must be in modest dress approved by the administration. Students in inappropriate non-uniform clothing will be asked to leave the event.

Any student with a tattoo must always keep that tattoo covered.

### **8.5 Detention for Uniform/Missing Assignment Warnings:**

#### **Uniform Detentions:**

Students in grades 5-12 may receive detentions for repeated uniform infractions.

Students will serve detentions on Monday afternoons for 60 minutes from 3:30 – 4:30.

1<sup>st</sup> offense – student receives a warning, the infraction is placed in FACTS and parents are emailed.

2<sup>nd</sup> offense – student calls home for appropriate uniform item, infraction is placed in FACTS, and parent is emailed.

3<sup>rd</sup> offense – student receives a detention notification to be signed by parents, detention is placed in FACTS and an email is sent to parents.

4<sup>th</sup> and continued offenses – automatic detention and notification in FACTS and by email. Parent conference is required.

Student uniform infractions start over at the beginning of each quarter.

#### **Missing Assignment Detentions:**

Students in grades 5-12 will receive detentions for missing work/assignments.

Students will serve detentions on Monday/afternoons for 60 minutes from 3:30 – 4:30.

1<sup>st</sup> offense – notification is placed in FACTS and parents are emailed. (5 points off)

2<sup>nd</sup> offense –notification is placed in FACTS, and parent/guardian is emailed. (10 points off)

3<sup>rd</sup> offense –notification is placed in FACTS and an email is sent to parent/guardian. (20 points off)

4<sup>th</sup> offense – notification in FACTS and an email sent to parent/guardian. (30 points off) If not turned in the next day it will remain a 0 in FACTS.

Student missing assignments start over at the beginning of the each quarter.

## **8.6 Student Opportunities**

Statistics show that overall student success in school is closely related to a student's involvement in school activities. Students throughout the school year will participate in many ACSI Activities. All faculty and staff will be involved in these activities to some degree. Training for specific activities and events will be coordinated as the year progresses. At the beginning of each year each faculty and staff member will be guided into an area of student activities in which they will lead or advise. Activities may include the following:

### **Service**

Junior and Senior Beta Clubs for grades 7-12

### **Leadership**

Student Council – Student Government for students grades 7-12

Principal's Advisory Council- Grades 7- 12

Principal's Elementary Council – Grades K5-6

Student Ambassadors – Grades 7-12

### **Performing Arts/Music**

Elementary Christmas and Spring Musicals

Dinner Theatre

Special Chapels

Worship Team

### **Association of Christian Schools Student Activities**

Math Olympics

Spelling Bee

Creative Writing

Science Fair

### **Clubs**

National Junior and Senior Beta Clubs

Jr. Tarheel Historian Club

DIY Club

Math Club

Explorers Club

Lego

## **8.7 Eagle Athletics**

Athletics at Reynolds Mountain Christian Academy is an integral part of the total school program. The athletic program has as its purpose to provide experiences, which will encourage young people to mature mentally, physically, spiritually, and socially. The focus is on discipleship through athletics, in addition to the development of the skills necessary to compete athletically. The development of a true spirit of competition as well as the will to win is of prime importance. This is considered to be biblically, educationally, and psychologically sound because of the training it offers for life in a competitive society. Students are motivated toward the achievement of excellence, while good sportsmanship and the maintenance of a Christ-like attitude are always stressed.

Participation in athletics both as a player and spectator is an integral part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to God, team, family, our school and student body, community, and the student personally. In play, in attitude, and in conduct, the student is representing all these groups. Such experiences will contribute to the knowledge, skill, and emotional patterns that students will possess for the rest of their lives. It is our intention, as a result of participation in athletics at RMCA, to raise a righteous generation, a generation of spiritual young people who in turn will have a significant impact on the world for Jesus Christ.

RMCA is a member of the Western Piedmont Athletic Conference.

RMCA fields teams in the following sports:

Boys and Girls Soccer

Girls Volleyball

Boys and Girls Cross Country

Cheerleading

Boys and Girls Basketball

Boys and Girls Golf

### **8.8 Eagle Booster Club**

Parents of athletes are encouraged to become a member of the Eagle Booster Club. This organization drives all fundraising for our athletes as well as supports our athletic events with working concessions, collecting admission, driving to away games, and bringing Eagle Spirit! Contact Sam Whicker, Athletic Director, for more Eagle Club information on how you can be involved!

## **Parent Partner Opportunities**

### **9.0 Philosophy**

RMCA's philosophy of Christian education is based on a proper relationship between the family, church, and school. The family is the basic unit of Christian education. Scripture stresses the responsibility of parents to teach and train their children (Proverbs 22:6 and Deuteronomy 6:7). RMCA does not violate this teaching in God's Word by taking that role and responsibility away from the parents. The church and school are an extension of the educational process of the home, providing a support to the family. RMCA expects parental involvement from each enrolled family. Volunteering provides a basis for understanding and interaction between faculty and parents. Volunteers enhance the human resources of RMCA, free faculty to focus on instruction, and thus improve student achievement and education. In addition, parents are expected to be involved with their child's educational progress by meeting with teachers when requested, assisting their child at home with assignments, attending school meetings, etc.

### **9.1 Parent Teacher Fellowship**

PTF is designed to help parents work with teachers and school faculty in assuring quality Christian education for our students. The role of PTF is one of the most vital roles in the RMCA body. Together parents and teachers partner to meet the ever-increasing needs of a private school. Involvement in PTF by each RMCA parent is necessary and extremely important to the success of our school year. Representatives of PTF will be available early in the school year to help all parents determine an area of service.

PTF has the following responsibilities regarding the volunteer program at RMCA:

- Creates awareness for the need for volunteers
- Promotes the volunteer program to parents and faculty
- Welcomes and trains volunteers
- Provides recognition and appreciation for volunteer services

### **9.2 Volunteer Screening/Background Checks**

Volunteers are screened and receive training in order to provide a safe environment for the students. Background checks must be done for every volunteer that routinely is in the classroom or drives on field trips or athletic events.

### **9.3 Development and Fundraising/Friends of RMCA**

All fundraising efforts at RMCA are coordinated through the administration and the Director of Development. Fundraising activities are planned in a manner that supports the mission and vision of the school. Development strategies are moving our school from being a school that "sells" to more transformational gifts and donations. All Board Members, Faculty and parents are encouraged to support school wide fundraising events by personally participating. It is imperative that we as stakeholders participate in the annual effort and campaigns. Schoolwide fundraisers may include an annual campaign, a fall golf tournament and a spring extravaganza. Teachers, advisors, coaches, or parents may not plan fundraisers without the approval of the Director of Development.

### **9.4 Parent Drivers**

Most field trips will be taken using the school's activity bus. Occasionally a trip will require one or more parents to accompany the class as chaperones or parent drivers. All parents desiring to drive on field trips must complete an approved driver application as well as provide the school with insurance information and a copy of a driver's license. Parents must also agree and pay for a criminal background check to be completed to drive students other than their own.

### **9.5 Parent Tutors**

Each year RMCA encourages parents to become reading and math tutors. Training is provided by our reading specialists. Parents may tutor as few as two hours a week up to several days a week. Please contact the school office if you are interested.



## Accessing FACTS Parent Portal

**10.0 School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the internet!

FACTS is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework, and school calendars as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an internet-capable computer.

Here's how to access our easy-to-use FACTS:

- Make sure that the school has your email address in FACTS.
- In Internet Explorer, Firefox, or Safari, go to [www.renweb.com](http://www.renweb.com) and click Login.
- Type the school's District Code: NA-NC
- Click Create New Parent Portal Account
- Type your email address and click Create Account. An email will be sent which includes a link to create your FACTS login. The link will be active for 6 hours.

Once you have created your FACTS Account, you will need to click on the link to set up your FACTS Management account for tuition and billing payments. **This must be completed before school begins.**