

Richards Christian Academy

Official Student/Parent Handbook



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Welcome

Welcome to the RCA family! We are delighted that you are here. Just a couple words about what makes us unique. First, we want to thank you for choosing us to partner with you and your child's education. We recognize that it is tough helping your student find an educational fit that represents good values, moral character and teaches the importance of being a contributor to society. As teachers and administrators fulfill the academic requirements necessary to choose an educational direction, we hope that the occupation they choose will not only provide for their everyday needs, but be a direction that helps them meet their dreams.

Lastly, we are here to help you through the process of meeting your student's academic needs, but that means you will need to participate in the day to day homework and preparation of tests and projects. The Parent and Student Handbook contains the tools necessary to help your student be a success here at RCA and we ask that you read through it carefully, page by page to make sure you understand what is being asked of both you and your student. In its pages, you will find the rules and procedures that govern our community and enable us to provide a safe, successful environment for all of our students. It is important that, following review, you sign the acknowledgement form and return it to school.

We see bright futures in all our students and we eagerly look forward to the school year.

Michelle Richards, Principal

School Staff

Administration

Michelle Richards Principal

Austen Luckie

Cindy Austin

Teachers

Robin Freeman

Kayla Guidry

Grace Cohn

Melissa Clarke

Corinne Lampley

Jessica Liete

Rebecca Schmidt

Austen Luckie

Kathryn Watkins

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Philosophy

Richards Christian Academy is a private school that has proudly served the local community and exemplified excellence in education since 2001. Richards Christian Academy currently provides an all- inclusive and well-rounded educational experience for students in grades Kindergarten-12th Grade. The program focuses on the intellectual, emotional, and social development of all its students. Richards Christian Academy provides its students with a strong moral background and teaches personal responsibility. While Richards Christian Academy is a Christian school, our doors are open to students and families of all faiths and backgrounds.

Educational Program

The educational program at Richards Christian Academy is developed with the expectation of high standards for achievement. We are fully accredited from Kindergarten-12th grade by the Georgia Accrediting Commission. We teach religious moral values within the educational process. We provide our students with the necessary knowledge and skills to excel in the areas of Mathematics, Reading/Language Arts, Science, Social Studies, Physical Education, and Religion.

The Christian faith is integral in everything we do- within the classroom, the school, and the community. We firmly believe that Christ is the foundation of the whole educational experience at Richards Christian Academy.

Purpose of Handbook

The Student & Parent Handbook lays out the values, programs, and policies of our school for our parents, guardians, and students. The handbook is part of our ongoing efforts to foster a healthy partnership with parents, based upon our mutual interest in the educational and personal development of students while they are enrolled at our school. This handbook describes our partnership in terms of what parents can expect of our school and what our school as an institution expects of parents and students.

The Family's Role in Education

We at Richards Christian Academy consider it a privilege to work with families in the education of children. We believe that parents/guardians are the primary role models for the development of their student's life. Your choice of Richards Christian Academy involves commitment and responsibility.

Once you have chosen to enter into a partnership with us at Richards Christian Academy, we trust you will be loyal to this commitment. During these formative years, your student needs constant support from both the family and faculty in order to develop his/her moral, intellectual, social, cultural, and physical aptitude. Neither the family nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach his/her potential. It is vital that the family and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect of all authority. Evidence of mutual respect between families and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, the student may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for all assignments. This includes homework, long-term assignments, quizzes, tests, and all other assigned work. This responsibility also extends to times of absence.

Together, let us make a commitment to partnership as we support one another in helping your student become the best person he/she is capable of becoming.

Parents/Guardians as Partners

As partners in the educational process, we ask parents/guardians to do the following:

- Set rules, times, and limits so that your student(s) get enough sleep on school nights, and have a nutritious breakfast, snack and lunch every day. A healthy diet can greatly influence the student's ability to complete work and concentrate.
- Assure students are completing assignments on time. A study calendar is being provided in the Appendix part of this book to help your student organize their homework and projects each week.
- Make arrangements so your student(s) arrive at school on time and are picked up on time at the end of the day.
- Ensure that your student(s) dress according to the school uniform/dress code.
- Actively participate in school activities.
- Ensure that your student(s) pay for any damage to school books or property due to carelessness or neglect on the students' part.
- Notify the school of any changes to address, phone number(s), emergency contacts, or persons authorized to pick up your student(s).
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding a student's well-being, safety, and health.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat faculty and staff with respect and courtesy.
- All members of our school community need to be good role models of our Christian faith to our students. Therefore, it is our expectation that all written and verbal communication between parents, guardians and school staff will be respectful.

Policies

Absences

If a student is absent, the parent must call the office by 8:30 a.m. to report the absence. Absences for illness of 3 or more days require a physician's note. Please make arrangements with the teacher to have your child make up work that has been missed due to absence/illness. A combined absence of 30 days or more may compromise academic promotion.

All Electronics Phone Policy

Cell phones and tablets are not permitted to be used in the classroom or on campus at any time. If students bring these devices to school they will be collected. Violation of this policy will result in a 2-day in, or out of school. It is best to leave these devices at home. Laptop computers will be allowed in class if given permission by the administrator. They will only be allowed if they are needed for a specific class.

Laptop computers will only be used for school purposes. Playing games or visiting non-school related websites will result in a 2 day suspension.

Communication with Staff

All grades will be able to contact their teachers through Jupiter Grades. If you need to schedule a meeting with a teacher, please reach out to them through Jupiter Grades or the School's email. Meetings can be done in person, or Zoom.

Drugs and Alcohol Policy

The Richards Christian Academy drug/alcohol policy is in effect and cumulative throughout the student's entire educational career. Any student, found to have consumed any amount, in possession or control of selling or delivering any controlled substance (vapes, tobacco, alcohol, drugs, drug paraphernalia, intoxicating substances, look-alikes or marijuana) while on school property, during any school sponsored activity shall be expelled. Students can be randomly drug tested at any time. Administration will be able to search through any personal items if drugs of any kind are suspected.

Homework

Homework is included in the grading system set up by the teacher. Continued missed assignments will result in a conference with the student, parents, and teacher. It is strongly advised that an assignment book or log be kept by the student and checked daily by the parent. Homework should reflect the child's best ability and meet the expectations for quality work including accuracy and neatness. No teacher is expected to accept anything less than that and may require the student to redo the work. No phone calls may be made for forgotten homework.

Tardiness Policy

Tardiness is recorded on the child's report card. If you have an issue that is consistently preventing your child/children from arriving at school on time, please schedule a time to discuss your concerns with the principal. Three (3) tardies, whether excused or not, will equal one absence. You will be notified if your child exceeds their tardy or absence count.

Textbooks and School Property

Students are responsible for their textbooks. Students are required to carry books to and from school in an appropriate bag or carrier (*i.e. a book bag*). Students who deface, damage and/or lose books must pay for the materials destroyed or lost. Any student found defacing desks, walls, or any school property will either pay to repair or replace the item(s). In some instances, a student may be asked to repair the damage themselves.

School Day Schedule

The building is open from 8:00 AM to 3:00 PM daily. (This includes After School hours.) When students enter the building at 8:00 AM, they are to report directly to their classroom/1st period class. Students arriving after 8:30 AM are considered tardy and must be walked in by a parent, and signed in.

Elementary School

Student Daily Schedule:

Arrival	Between 8:00 AM and 8:30 AM
Class starts	8:30 AM
Playground	TBD
LUNCH	11:00 AM- 11:30 AM
Dismissal	1:20 PM
After School Program	1:45 PM - 3:00 PM

High School & Middle School

Arrival	Between 8:00 AM and 8:30 AM
1st Period	8:30 AM - 10:00 AM
2nd Period	10:00 AM - 11:30 AM
LUNCH	11:30 AM - 12:00 PM
3rd Period	12:00 PM - 1:30 PM
Dismissal	1:30 P.M.
After School Program	1:45 PM - 3:00 PM

Dress Code

Failure to comply with our dress code will result in being sent home for the school day. Multiple offenses will result in 2-day suspension.

You may order your shirts through Land's End. www.landsend.com then click on school, shop by school and enter the number 900192949

*ALL SHIRTS AND JACKETS MUST HAVE THE RCA LOGO. The RCA logo can be embroidered at Keeping You In Stitches, 2411 Shallowford Rd, Marietta, GA 30066

Ladies:

Collared Shirts	Navy blue, Light blue, White, Grey, Pink with RCA logo*
Pants	Navy blue, Khaki, SKIRTS MUST BE KNEE LENGTH
Jackets/Sweaters	Navy blue, Light blue, White, Grey, Pink with RCA logo*
PE ATTIRE (if applicable)	Athletic capris or pants/ t-shirt

Gentlemen

Collared shirts	Navy blue, Light Blue, White, Grey with RCA logo
Pants	Navy Blue, Khaki, NO SHORTS (Middle/High School)
Jackets/ Sweaters	Navy Blue, Light Blue, White, Grey with RCA logo
PE ATTIRE (if applicable)	Athletic shorts or pants/ t-shirt

