



**RADCLIFF
CHRISTIAN
ACADEMY**

**PARENT/STUDENT
HANDBOOK**

**Radcliff Christian Academy
is a ministry of**



**The Crossroads, UPC
182 W. Vine St.
Radcliff, KY 40160
(270) 351-6060**

Revised - June 26, 2010

Parent / Teacher Correspondence and Conferences

Verbal messages brought by a student cannot be accepted by a teacher. SEND A WRITTEN NOTE. Likewise, the teacher will not send any verbal messages, but will give a note to the child or directly to the parent. It is important to keep the line of communication open between teacher and parent. All appointments for parent / teacher conferences will be made after school hours.

Policy Notice of Distribution of Information Contained in Student Files by Academy

All information contained in student files may only be disclosed to that student's parent or legal guardian. Written consent must be provided by the student's parent or legal guardian for each occurrence that requires disclosed information be given to someone other than the student's parent or legal guardian. All student file information provided to a parent, a legal guardian or an approved recipient is subject to inspection by the Academy Office prior to release of information. The academy also reserves the right to withhold any sensitive information regarding a student, as deemed necessary, from the approved recipient without prior notice or consent to the parent or legal guardian.

Weapons and Drug Policy

No knives, guns, weapons of any kind, fireworks, matches, tobacco products of any kind, lighters, or any other non-prescription drugs are permitted on church and school property. Any student with these items will be subject to immediate expulsion. Depending on the severity of the offense, local and/or state police will be notified.

Table of Contents

Introduction

Our Purpose.....	4
Our Curriculum.....	4
Our Statement of Faith.....	5-6
Accreditation.....	7
Mastery.....	7
Standard of Conduct.....	7
Insurance.....	7

Enrollment

Admissions Policies.....	8
Church Attendance	8
Health Requirements.....	8
Corporal Discipline, Suspension and Expulsion.....	9

Beginning the School Year

Individualization.....	10
PACEs.....	10
Diagnostic Testing.....	10
Scripture Memorization.....	10
Special Supplies.....	10
Dress and Appearance.....	11
Boys' Uniforms.....	11
Girls' Uniforms.....	12
Atmosphere.....	13
Social Networks.....	13

Non-PACE Subjects

Physical Education.....	13
-------------------------	----

Daily Procedures

School Days and Hours.....	13
Absences.....	14
Weather Delays or Cancellations.....	14
Illness.....	14
Goal Setting.....	14
Progress Reports.....	14
Demerit System.....	15
Honor Roll.....	15
Athletic Eligibility.....	15
Elementary.....	15
Junior High and High School.....	16
Grading System.....	16

Student Services

Visitors.....	17
High School Diploma.....	17
Graduation Criteria.....	18

Parent / Guardian Responsibilities and Other

Tuition and Fees.....	19
Financial Responsibilities.....	19
Transportation.....	19
After-School Care.....	19
Lunch.....	20
Attendance.....	20
Phone Calls and Cell Phones.....	20
Parent / Teacher Correspondence and Conferences.....	21
Distribution of Information.....	21
Weapons and Drug Policy.....	21

Lunch

Students are to bring their own lunches. Students are to bring their own eating utensils to school. Utensils may be purchased from the school. There are soft drinks and snacks available to buy from the school if the students are interested. When selecting a lunch container for your child, please ensure the decorations are not contrary to Christian and R.C.A. standards. No containers, drinks or food of any kind will be left overnight. All food or material left will be thrown away.

Visitors wishing to eat with students must send a note from home and abide by the rules of the school. They must not interfere in any way with the teacher working with the students.

Attendance

A written excuse signed by a parent or a guardian must be presented to school staff when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other non-emergency appointments should be made after school hours. Students will not be dismissed early from school without a written request by a parent or guardian. A student is considered tardy if he is not in the Learning Center or classroom by 8:30 A.M. If a student is tardy three times, it will be considered a full day's unexcused absence. Consistent tardiness, as determined by the school staff, will lead to revocation of student privileges.

Phone Calls and Cell Phones

Students will not be disturbed during class to receive phone calls, except in an emergency. There will be no calls made by the student during school hours, except for emergencies. A message may be left for a student. The message will be given to the student during break. Students must have all cell phones approved by the Academy Office. Cell phones may not be used during school hours. Cell phones may NOT be used on any school activity without academy approval.

Tuition and Fees

A tuition and fee schedule will be given to all enrollees prior to the beginning of the school year. Each enrollee will receive a packet of information that must be filled out completely before he is accepted. Please Note: No reductions in tuition fees will be made for absence, withdrawal or dismissal from R.C.A. Tuition fees are based on a student's acceptance for a full or half year. Annual tuition may be paid in full in advance or on a 10-month payment plan.

Financial Responsibilities

Parents who elect to pay tuition in monthly installments will have an auto-debit set up to automatically the payment by the 10th of each month. Failure to make payment for any reason will result in the assessment of a late payment fee, and if not corrected will cause the student to be considered withdrawn.

Transportation

R.C.A. does not provide student transportation to and from school. Parents must bring their child or make arrangements for transportation. If other arrangements are made, we must have a letter on file reflecting the names of people who may pick up the student. Although we will do our best to ensure that only authorized people pick up the student, it is ultimately the responsibility of each student to only leave the school with people approved by parents.

Students may not leave the campus without adult supervision, unless they drive their own vehicles. R.C.A. is not responsible for any vehicle that experiences damage or loss of property.

After-School Care

Pick up will be at 3:15pm, After school care will begin at 3:30pm and last until 5:30pm. The cost will be \$2.50 per child for every 30 minutes. Contact the R.C.A. office for further information if needed.

Radcliff Christian Academy

Our Purpose

The goal of Christian education is to develop the mind of Christ. Paul the Apostle wrote, under inspiration of the Spirit of God, "Let this mind be in you which was also in Christ Jesus..." (Phil. 2:5). Our purpose is to aid parents with their responsibility to "Train up a child in the way he should go..." (Proverbs 22:6). We believe that with Christ at the center of our teaching, our students will have the opportunity to grow up to serve Him.

Radcliff Christian Academy is a private, non-profit, independent Christian school sponsored and supported by The Crossroads, United Pentecostal Church of Radcliff, Kentucky.

Our Curriculum

R.C.A. uses self-instructional, independent-study material published by School of Tomorrow, Inc., called Packets of Accelerated Christian Education (PACEs).

We also use A Beka Curriculum. The A Beka Curriculum is an excellent curriculum which emphasizes phonics and memorization.

This curriculum is currently being taught in the Elementary levels of R.C.A. Some classes in the Junior High and Senior High will eventually use some of this curriculum as well.

Radcliff Christian Academy

a ministry of The Crossroads, U.P.C.

STATEMENT OF FAITH

Our Beliefs:

God

There is One God (Deuteronomy 6:4); Who as Father, is the creator and source of all things (Genesis 1:1); in the Son was made manifest to the world (I Timothy 3:16); and as the Holy Ghost, dwells in mankind by His Spirit (John 14:17, 18).

The Bible

The Bible is inspired by God, and is the infallible and authoritative written Word of God (II Timothy 3:16-17; II Peter 3:2).

The Gospel

The Gospel, or the "good news of Jesus Christ," is that He has suffered the curse of sin once (and for all men), thus providing deliverance (salvation) to all who receive by faith what He has done (Romans 1:16, 17; Acts 2:37-39).

Salvation

Salvation for mankind is only provided through the shed blood of Jesus Christ. (1 John 1:7-9). Salvation is the gift of God (Ephesians 2:8). When one accepts the message of Christ by faith, they will be "obedient to the faith" (Romans 16:26) is what the believer does in appropriating the fullness of Christ's death, burial, and resurrection to their own life. Christ died and we "die to the old life" through repentance (II Corinthians 5:17). Christ was buried and we are buried with Him in water baptism in Jesus name (Romans 6:4). Christ was resurrected and we are resurrected with Him through the infilling of the Holy Spirit with the evidence of speaking in tongues. (Romans 6:5, 8:10-11, I Corinthians 15:45). The Apostle Peter taught this very message on the day of Pentecost (Acts 2:38).

The Name of Jesus

The authority of God is vested in the Name of Jesus (Philippians 2:9-11, Mark 16:17, John 14:14, Acts 4:12). All that a believer does in "word or deed" is to be done in Jesus Name (Colossians 3:16-17). The name of Jesus becomes our new "family name" (I Corinthians 1:12-15, II Corinthians 5:17-21), replacing the old "family name" of "Adam" (I Corinthians 15:45-50).

5

Graduation Criteria

Students that have met the requirements for graduation will receive a diploma from R.C.A. The diploma will be received after all financial obligations, including all graduation fees, are met. The state of Kentucky requires a total of 22 credits for graduation.

Minimum Requirements for Graduation

Subject Language Arts Credits 4

Courses English I, II, III, IV

Subject Social Studies Credits 3

Courses Credits to incorporate U.S. History, Economics, Government, World Geography and World Civilization

Subject Mathematics Credits 3

Courses Including Algebra I, Algebra II, Geometry, and (1) elective as provided in the program of studies

Subject Science Credits 3

Courses Including life science Biology, physical science, chemistry, and earth and space science as provided in the program of studies

Subject Health Credits 1/2

Subject Physical Education Credits 1/2

Subject History & Appreciation of Visual & Performing Arts Credit 1

Courses History and appreciation of visual and performing arts or

another arts course which incorporates such content

Subject Foreign Language Credits 2

Courses Spanish I, Spanish II

Total

: (15) required credits plus (7) electives (22 credits)

Visitors

All visitors MUST have permission to enter the Learning Center or any other school room. There is no exception to this. All visitors must adhere to school appearance and conduct standards. When a guardian comes to pick a student up, he MUST wait for the student outside the Learning Center. If a child is being picked up by someone other than his guardian, there must be a note given to the office the morning of the pick-up. No student will be picked up or dropped off by the opposite sex without a legal guardian or adult in the vehicle. This applies to any school-related activity, including sports practices.

High School Diploma

There are four types of diplomas for graduation candidates:

1. Honors 2. College Preparatory 3. General 4. Vocational Preparatory Unless determined otherwise, all students entering high school (ninth grade level) will be prescribed a college preparatory program. When a student graduates, it is determined by achievement, not chronology.

The PACE program is designed to enable a student to complete requirements on a schedule commensurate with his ability. Some students may complete requirements earlier than others. Time is not the factor; learning is.

Some transfer students, and even some students experienced with the A.C.E. curriculum, may not be able to complete an honors, college preparatory, or even general program due to lack of ability, late transfers, etc. Such student will be prescribed a course of study to meet his individual graduation needs with the involvement of parents, staff and student.

As a general rule, the following criteria must be met in order to receive a diploma from R.C.A.:

1. Meet the minimum course and credit requirements for the prescribed diploma.
2. Be at least 17 years old during the graduation year.
3. High school transfer students must complete a minimum of 60 PACEs at R.C.A., including at least one Bible course.

The Second coming of Christ

Jesus will return to the earth to catch the church away (I Thessalonians 4:16-17), and shall, after a time, return to set up His kingdom on earth (Matthew 24:29-31, Revelation 19:22).

Personal Devotion

We believe that every believer must have a personal and intimate relationship with Jesus Christ, for apart from Him we can do nothing. Each person has a ministry from God that no one else can fill. (John 15:1-8, Hebrews 13:5-6). We believe that we are to wash and renew our minds daily by the Word of God. (Titus 3:5, Ephesians 5:26) We must learn His ways and exchange our way of thinking for His. We are to be conformed to the Kingdom of God by the molding and shaping of His hands (Romans 12:1-2, Ephesians 4:20-32, Philippians 4:8). We believe that in Godly living and the pursuit of a holy life should be the goal of every believer. (Hebrews 12:14, Philippians 3:14)

Worship

In our services we play musical instruments, sing, dance, clap, and raise our hands to the Lord. (Psalms 47:1, 134:2, 150:1-6, John 4:24).

Communion

We believe that Christians should partake of the communion elements, which represent the Lord's body and blood. It is by participating in the Lord's Supper that we proclaim His death until His return (Mark 14:22-25, John 6:53-58, I Corinthians 11:23-34).

Baptism

of the Spirit We believe in the baptism of the Holy Spirit with the evidence of speaking in other tongues. We believe that the Holy Spirit dwelling inside us represents a changed life. (Acts 2:4-11, Acts 10:46, Acts 19:6, Ephesians 5:18, Jude 20, I John 4:11-13)

Gifts of the Spirit

We believe in the manifestation of the gifts of the Holy Spirit. He ministers to His people through tongues, interpretation of tongues, prophecy, words of knowledge and wisdom, discerning of spirits, faith, working of miracles, healing, helps and government. (Mark 16:15-18, Acts 5:16, I Corinthians 12:1-11)

Accreditation

Accreditation of a private Christian academy is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of the schools of graduation. Although we are not interested in being accredited by the state, because we are a Christian school and a ministry of The Crossroads, UPC, we do meet or exceed the states academic requirements and guidelines that are designed to provide a sound education for each student.

Mastery

The biblical value of excellence in all things we do is translated into mastering subject content. This is the foundation upon which all future learning is built. The A.C.E. Model reinforces honest achievement that results in advancement. Students must master a minimum of 80% of the material before advancing.

Standard of Conduct

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in action, courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude. Students are to observe the school dress standards for all school events and activities.

Any use of drugs, tobacco products, or alcoholic beverages, on or off campus, will result in immediate expulsion.

Insurance

All parents are required to purchase blanket accident insurance through the school, even if their children may be covered under another policy.

Athletic Eligibility (Subjective to Availability)

Junior High and High School Students must maintain at least a C average on their report cards to play sports. If a student should get below a C on his report card, that student will be ineligible to play until the next test (not quiz) that brings up his GPA in that particular subject to at least a C. The student must then maintain at least a C average in the class to keep him eligible to play sports. Please note, that even if the student is academically eligible, he may loose his eligibility due to attitude, lack of commitment, or lack of Christian character concerning school work.

Grading System

Equivalent	Percentile	Letter Grade
98-100	A+	
96-97	A	
94-95	A-	
92-93	B+	
90-91	B	
88-89	B-	
86-87	C+	
83-85	C	
80-82	C-	
77-79	D+	
74-76	D	
71-73	D-	
70 and Below		F

Note that in our PACE system, we make no allowances for grades less than 80% (90% in some levels of PACEs). Rather than allowing a student to proceed with a below-average or failing grade in a PACE, the student is required to redo the PACE or take remedial PACEs. This method permits progressive learning by requiring the student to master each level before proceeding on to the next.

Demerit/Merit System

R.C.A. implements a demerit/merit system to encourage students to obey the rules and instruction of the Bible and academy. We stress this system as a positive way to encourage compliance with policies. Nine demerits in one week will result in a parental notification. Loss of privileges will follow. Three demerits in one day will result in a 20 minute detention to be served after school hours. (More demerits in a day will result in more time for detention incrementally.)Fifteen demerits in one week, for any reason, will result in extreme correction. Cheating, stealing, lying or other serious rule violations will result in extreme correction, suspension or expulsion. The seriousness of the offense will be considered, and appropriate action will be taken.

Honor Roll

There are two levels of honor roll:

1. "B" — 88—93%
2. "A" — 94% or higher

The following criteria for achieving honor roll, in addition to percentile requirements, must be met:

1. Complete Scripture memory passages as required within defined time limits.
2. Complete at least three PACEs in each subject per quarter.

Athletic Eligibility

Elementary (Subjective to Availability)

Elementary students who make below a C on their report cards will be ineligible to play sports for three weeks. The student should use these three weeks to bring his grade up in that subject. At the end of these three weeks, the teacher and coach will evaluate the student's progress and determine whether he is eligible to play sports. Please note, that even if the student is academically eligible, he may lose his eligibility due to attitude, lack of commitment, or lack of Christian character concerning school work.

Admissions Policies

R.C.A. is open to all children, regardless of race, color and national or ethnic origin, who:

1. Have a normal capacity to receive instruction.
2. Are willing to abide by the standards of R.C.A.
3. Show evidence, by their conduct and attitude, of a wholesome home environment.
4. Are neither married nor engaged, or promised to be engaged.

Guardians must be willing to uphold the discipline policy of R.C.A. R.C.A. reserves the right to reject any applicant, with or without giving a reason. R.C.A. is not a reform school. We cannot accept "troubled children." Any child that has been dismissed from another school for discipline reasons, need not apply to R.C.A.

Church Attendance

R.C.A. accepts students who attend churches other than The Crossroads, UPC. Although uniforms are not required for church services, students must observe the dress standards of R.C.A. while attending any Crossroads, UPC activities. Student members of the Crossroads, UPC are expected to attend all regularly scheduled services.

Health Requirements

Physical examinations are required prior to any new student entering R.C.A. All immunizations required by the County Health Department must be received before the first day of class. A record of this must be given to R.C.A. to be put on file. Please Note: NO STAFF MEMBER WILL BE PERMITTED TO ADMINISTER ANY MEDICINES OF ANY KIND TO ANY STUDENT. GUARDIANS ARE RESPONSIBLE FOR THIS.

Extreme Correction, Suspension & Expulsion

When the demerit and the merit systems are ineffective, or the student commits serious offenses that exceed the intent of the demerit system, extreme correction, suspension or expulsion may be in order. All students, regardless of age, are subject to extreme correction if warranted. Therefore, parents must grant R.C.A. permission for this to happen. It is not our intent to abuse our right to administer extreme correction. It is only used as a last resort when other methods have failed. Refusal to grant written permission will result in non-acceptance to R.C.A.

Extreme Correction will be as follows:

1. The offense will be clearly discussed with you and your child.
2. A staff member will discuss Spiritual applications and will pray with your child.
3. An essay or Saturday School (\$20 per hour) will be assigned for the child at the discretion of the principal and supervisor.
4. A letter of explanation must be given by the parent(s) to the school in regards to how the offense was handled at home.
5. Because of this stringent policy, if a disagreement arises and it is believed to be in the best interest of the school, the child will be withdrawn from the school with no refund of current months' tuition.
6. After the letter has been received from the school and the child has received the correction for their offense, they will be lovingly and warmly welcomed back into the school.
7. A written record will be made and sent to the parents. A copy will be put in the student's file.

Please fill out the Extreme Correction form completely, and turn it in with the other required forms. No student will be admitted to R.C.A. without parental or custodial signature of extreme correction consent.

Absences

In the state of Kentucky, a student that is enrolled in school may only miss 12 days per year. Six of these may be unexcused; six may be excused with parents' notes. Doctors excuses do not count towards the 12 allowed absences.

Weather Delays or Cancellations

For school delays and cancellations, R.C.A. will coincide with the Hardin County School District unless notified differently. If it is delayed or closed due to weather, R.C.A. will follow suit. If the policy differs in any way from HCSD, a ONE CALL will be made to notify all parents/guardians at their given numbers.

Illness

No student should be brought to school running a fever. If a student is taking medicine to lower his fever, do not send him to school. This will help prevent the spread of any illness that could be contagious. Any student that begins to run a fever or vomiting after he gets to school will be sent home.

Goal-Setting

The students learn through setting daily goals and are challenged by marking their achievement. This key to learning allows the child to visualize and plan daily progress. This unique discipline of A.C.E. places responsibility and accountability on the student for learning, thus establishing a lifetime's appreciation for goal-setting and achievement. This process is monitored closely each day by adult supervision.

Progress Reports

Progress reports are given to the student at the end of each nine-week grading cycle. These reports are to be presented to the parents, signed and returned to the school promptly.

Atmosphere

It is our desire to keep the attention on Christ and to give a quality education. One of the ways we do this is by teaching the students to respect adults.

It is important to maintain a Christ—centered atmosphere. Therefore, students cannot date other students without a parent or legal guardian present. Students of the opposite sex should stay at least six inches apart during school and on all school activities, including church. Students are encouraged not to attend movie theaters, professional wrestling events, rock concerts, rap concerts, country concerts or other worldly events.

Social Networks

The following social networks are approved for students attending RCA: Facebook.com, Twitter.com, and Youtube.com. If a student has an account on these web sites, they must have a member of the school administration as a friend. No student attending RCA may have a myspace.com account. It can be dangerous and harmful to the testimony of the church, family and school for any student to be on this social network.

Physical Education

No student will be excused from physical education class without a doctor's excuse. Student dress for physical education is found under Dress and Appearance.

School Days and Hours

R.C.A. is in session 180 days each year. Normal hours are 8:15 A.M. to 3:15 P.M., Monday through Friday. A calendar will be given to each student at the beginning of the school year. No student may leave school early unless a note is given to the school office the morning of stating the reason for early dismissal. R.C.A. requires a minimum of six hours of class study per school day. Please note, there will be certain events that will be mandatory.

Individualization

The A.C.E. Model adapts to the learning speed of the student. The A.C.E. Model allows the student to progress independently through the curriculum. Over a million alumni demonstrate that individualized learning produces academic excellence.

PACEs

There are five subjects that each student must participate and progress in. They are math, English, science, social studies and word building.

Diagnostic Testing

The student is given a diagnostic test to determine current academic ability and clearly identify any learning gaps within all subjects. For example, the student's English grammar may be above his grade level. However, his punctuation skills may be below grade level. The student is then placed at his academic performance grade level in each subject, and the learning gaps are then addressed.

Scripture Memorization

Each student is required to have a copy of the King James Bible at school. Each student must memorize Scripture in each PACE. In addition, each student will be required to memorize a different Scripture passage each month. Failure to do so will result in the loss of privileges, or PACEs may be withheld from the student until the passage is recited from memory.

Special Supplies

An information sheet is sent with the school packet detailing the supplies that are needed.

Dress and Appearance

All students must wear approved uniforms during all school hours unless announced beforehand. When uniforms are not required, the same high standards of dress and appearance must be met. Shirts should be white and not discolored. All clothing must be clean, pressed, and not torn. Parents are responsible for securing school uniforms. Shoes with wheels are not permitted at school or any school activity, including sports.

Boys' Uniforms

Boys are to wear solid, loose-fitting, navy blue or kaki casual pants, a solid, white, button-up shirt, a belt, and conservative, dark dress shoes. A white dress shirt and tie should be worn on chapel days. Athletic shoes of any type are not allowed except during physical education and field trips when appropriated by the school administration. "No-show" socks or ankle socks are not acceptable. All clothing must be clean, pressed, and not torn. All shirts must remain and stay tucked in. When needed for warmth, a school-authorized, navy or light blue sweater may be worn indoors.

Boys are to keep a conservative hair cut without decorative clippings. Hair is not to reach the ears, collar, or eyebrows. Students should not shave their heads. If a student comes to school with an unacceptable haircut, the parents will be notified and given two days to comply with this policy. After that, the student will be suspended, effective until haircut standards are met. Facial hair, including a mustache, is not permitted. All boys must be clean-shaven for all church services and activities. Earrings and necklaces are prohibited. Other jewelry, if determined by the staff to be inappropriate, will not be worn. No class rings of the opposite sex should be worn anywhere at school or school activities. Plastic, rubber, yarn, cloth, or beads should not be worn as jewelry on any part of the body.

During physical education, boys may wear modest t-shirts (no tank tops), loose-fitting pants, and athletic shoes. T-shirts depicting any kind of violence or inappropriate symbols, decorations or statements are not to be worn.

Girls' Uniforms

Girls are to wear loose-fitting, navy or kaki jumpers or skirts, a solid, button-up white blouse or shirt, white socks or neutral, navy or white nylons, and a conservative dress shoe. Skirts should cover the front and back of the knee. Skirts should cover the knee when sitting and standing. It is highly encouraged that students have more than one uniform. Shoes should hide toes and cover the heel of the foot and should be dark brown, navy or black. Athletic shoes may be worn during physical education and when approved for field trips. When needed for warmth, a school-authorized navy or burgundy sweater may be worn indoors. Girls' skirt hems (uniform or otherwise) must touch the floor when they kneel. "No-show" socks are not acceptable.

Hairstyles are to be conservative; extreme styles must be avoided. Girls may not wear make-up to school, school activities, or church activities. Excessive or gaudy jewelry should not be worn. No class rings of the opposite sex should be worn anywhere at school or on school activities. Plastic, rubber, yarn, or cloth should not be worn as jewelry on any part of the body.