

# PARENT/STUDENT HANDBOOK

REVISED AUGUST 2017



**ROOTED IN FAITH. GROWING IN KNOWLEDGE.**

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## Introduction Section

### ***Letter from the School Administrator***

What a privilege we have at River Oak Christian Academy to serve the Lord, Jesus Christ, by being part of Christian education. I believe the opportunity to offer quality education to children based upon a Biblical foundation within a Christian environment is one of the most rewarding ministries. I want to thank you for allowing our staff to be an important part of your child's life.

I believe the parent and school together, as a Christ-centered team, can accomplish great things for our children that will impact His kingdom here on earth. Together, as partners, we can lead our children in a growth process that will help them stand firm upon God's Word throughout their life while achieving academic excellence. As the children grow, their decisions will reflect what God wants and not what the world would have them do.

My prayer is that our children see the teachers, administration and parents working in unity to impress those upon their hearts to follow God's commandments and values. As a spiritually maturing, well-qualified staff strives to give the best possible education to our children, we will always be seeking His will and direction to develop River Oak into the best that we can be for the Lord.

For River Oak to be successful we will need much volunteer assistance. We will need all parents coming along side and using their talents to assist the school. Parents can set a great example for their children by using their time and talent in service to God. We hope and pray that all children will, in turn, use their Spirit given gifts to honor Jesus just as they have seen modeled by the adults in their life.

Working cooperatively, as we start this Spirit-led adventure of educating your child in a Christian school setting, we covet your daily prayers for your child, his/her teacher, administration, support staff, and school board. Without the power of prayer reaching up to the Almighty God of the universe, we cannot make a God-sized difference, but with prayer and by the grace of God, we can deliver a Christian education that will impact you, your child, and the world for Jesus.

## **School History**

In July of 2001, a Christian School Feasibility Study Committee was formed at Concord Baptist Church to evaluate starting a Christian school in Jefferson City. After compiling data for three years, the committee determined that it would be beneficial to establish a non-denominational, evangelical, conservative Christian school in our community. In June of 2004, a school Board of Directors was formed. In November of 2005, two businessmen generously agreed to purchase land and to provide a building for lease to the school.

The doors of the school opened in the fall of 2006 under the name of Concord Christian School. Paul Young was the first administrator of the school. The school hired two teachers and offered a kindergarten classroom and a primary grade classroom. Since that time, the school has grown, offering individual classes for grades Pre-K through 5th grade, with the desire to continue to add more grades in the future.

In the spring of 2016, the Board of Directors' request to rebrand the school as River Oak Christian Academy was approved. With a student body comprised of families from over twenty area churches, the new name more accurately represented the school as a non-denominational, community Christian school.

For the last ten years, the Lord has blessed the school with the opportunity to minister to children in our community. River Oak Christian Academy is committed to continuing to provide a strong, Biblical foundation and academic excellence within a Christian environment that will prepare students to impact the world for Christ.

## **School Sponsorship and Affiliation**

River Oak Christian Academy is a ministry of Concord Baptist Church and was established as a separate non-profit organization. River Oak is a member of the Association of Christian Schools International.

## **School Leadership**

The River Oak Christian Academy Board is a nine-member board that exists to set policies and provide direction and oversight so River Oak may accomplish its goals and fulfill its mission. Board meetings are held monthly at River Oak Christian Academy. Parents and staff are invited to attend, but must have prior permission from the board president to have a voice at the meeting. Before permission is granted all subject matter should first be discussed with the school administrator. The school board may call upon parents and staff members to become involved in subcommittees to accomplish tasks regarding board policies and school business.

The daily activities of the school are led by the School Administrator. Other staff members include an Office Manager and classroom teachers. Support staff includes a teacher for the special classes (Art, Music, PE, and Library) and an After Care Supervisor.

## Identification Section

### ***Vision Statement***

The education of children and youth must have as its primary goal the salvation and discipleship of the next generation. Therefore, it is of the utmost importance to River Oak Christian Academy that our students acquire the qualities of a devoted follower of Jesus Christ exhibiting wisdom and knowledge within a biblical worldview.

### ***Mission Statement***

River Oak Christian Academy exists to "provide a strong, Biblical foundation and academic excellence within a Christian environment that will prepare students to impact the world for Christ."

### ***Statement of Purpose***

The educational philosophy of River Oak Christian Academy is based on the Bible as the sole authority of the contents of our curriculum, for evaluating truth, for determining practices and as the basis of our faith. The purpose of Christian education is to glorify God by teaching children about God, His laws and His love. Our goal is to teach a Biblical Worldview and to train children for a life of service within a school environment of academic excellence.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop a Christian mind within each student, and to instruct the student in godly living. The faculty, teachers, and staff, as born-again believers, must model the life of Christ as revealed in the Bible and develop personal relationships with their students. Students must be taught God's Word in order to fully know Him, thereby recognizing Him as the only source of truth. As a result of this teaching, the student will be able to interpret and integrate biblical foundations and truth, honorably applying his or her own God-given abilities and personality. Students will be taught the value of citizenship by understanding biblical concepts of freedom, human dignity, and authority. These skills will better equip the student to live and work with others at home, school, church, and in a changing society, thus becoming a committed servant and leader within the body of Christ.

### ***Philosophy of Education***

The educational philosophy of River Oak Christian Academy is an extension of our Mission Statement and Statement of Faith.

We believe that the foundation of Christian education is the Bible. "All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work". (2 Timothy 3:16-17)

Every child is "a heritage...a gift from the Lord" (Psalm 127:3). We believe that the primary responsibility for education and character development lies with the parents. The school will partner with the home to impress God's commandments and values upon children's hearts. "And you shall love the Lord your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." (Deut. 6: 5-7)

Our teachers are the embodiment of our school's beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially and physically as it says in Luke 2:52. Our teachers live their lives as full time role models to students and their families.

“So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God” (Col. 1:10).

Our curriculum is academically excellent and honors our Christian heritage. It helps prepare students for higher learning and to impact the world for Christ. “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you” (Matthew 28:19,20).

We believe that God’s promises are true as Proverbs 22:6 says, “Train up a child in the way he should go and when he is old he will not depart from it”.

### ***Doctrinal Statement/Statement of Faith and Statement on Marriage, Gender and Sexuality***

River Oak Christian Academy subscribes to the following Fourteen Historical Beliefs of the Christian Faith. 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 purposes of River Oak Christian Academy’s doctrine, practice, policy, and discipline, the River Oak Christian Academy Board is the school’s final interpretive authority on the Bible’s meaning and application (Hebrews 13:17).

1. We believe the Bible is the Holy Word of God. (2 Timothy 3:15-17; 1 Thessalonians 2:13)
2. We believe in the omnipotent, omniscient and eternal God of creation, existing in three persons. (John 1:1-14, Colossians 2:8-9)
3. We believe that Jesus Christ is God's Only Son. (John 3:16; Colossians 1:17; Isaiah 7:14)
4. We believe in the Holy Spirit. (John 14:16-26; 16 7-11)
5. We believe that all people are sinners (Isaiah 53:6; Romans 3:23; Ephesians 2:1-4)
6. We believe that salvation is available to all through Jesus Christ alone. (Ephesians 2:8-9; Romans 10:9-10)
7. We believe in the reality of Heaven. (Revelation 21:10-17; Hebrews 12:22-24)
8. We believe in the reality of Hell. (Revelation 20:11-15; Matthew 25:41; Mark 9:43)
9. We believe in the reality of Satan. (2 Corinthians 11:14; Isaiah 14:12-17)
10. We believe that Christians have the Holy Spirit living in them, empowering and enabling them to be what God wants them to be. (Galatians 2:20; Ephesians 5:18; Acts 1:8)
11. We believe in the local Church. (Acts 2:41-47; Matthew 16:18; Hebrews 10:25)
12. We believe that Baptism and Communion are Church ordinances but are not required for salvation. (Romans 6:1-5; 1 Corinthians 11:23-24)
13. We believe in giving back to the Lord. (Luke 6:38; Malachi 3:10; Leviticus 27:30)
14. We believe in local and world evangelism. (Matthew 28:18-20; Mark 16:15-16; Acts 1:8)

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

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.
2. 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. (Genesis 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.
3. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

4. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)
5. We believe that in order to preserve the function and integrity of River Oak Christian Academy, and to provide a biblical role model to students, parents and the community, it is imperative that all persons employed by River Oak Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality.
6. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
7. We believe that in order to preserve the function and integrity of River Oak Christian Academy, and to provide a biblical role model to the students, parents and the community, it is imperative that all students enrolled in River Oak Christian Academy shall be from families living in compliance with this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
8. 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; 1 Corinthians 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.)

### **Agreement With Statement Of Faith And Statement On Marriage, Gender And Sexuality**

As River Oak Christian Academy partners with parents and students, it is essential for families to be in agreement and supportive of the vision, mission, purpose and beliefs of River Oak Christian Academy. During the application and interview process, parents are asked to review the Statement of Faith and the Statement on Marriage, Gender, and Sexuality and are given an opportunity to discuss any doctrinal statements that may pose a question. The Admissions Committee ensures that applicants understand that River Oak Christian Academy is very open about preaching the gospel and is committed to including Bible integration into all aspects of the curriculum. Applicants are asked to sign the Statement of Cooperation which includes the Statement of Faith and Statement on Marriage, Gender, and Sexuality agreement. (The signature form is included in the Admissions Application Packet.)

### **Parent/Student Handbook Review and Revision**

The River Oak Christian Academy Board of Education and/or administrator will review the Parent/Student Handbook on a minimum of one time per year at which time there may be revisions made. At any time during the year, the Board and/or the Administrator with Board approval, can change the policy, procedures, and other information outlined in this handbook without notice. Parents/guardians are required to review the Parent/Student Handbook and **sign a statement** indicating that the handbook has been read, reviewed with the student to the extent that is age-appropriate, and that the responsible party is in agreement with the guidelines outlined in the handbook.

### **Admission Philosophy and Guidelines**

There are many different types of Christian schools. For example, there are college-prep, university-model schools, Christian reform, parochial, discipleship and evangelistic schools. The desire of all of these is to see God glorified through providing children with a Christian education and strengthening the family, church and community. However, each type has unique objectives and areas in which they work. River Oak Christian Academy is designed to be a primarily discipleship Christian school with the emphasis being mentoring and training students to change their world for Jesus Christ. We believe this type of school offers the greatest opportunity for teaching spiritual truths to individual students and seeing growth as believers.

River Oak Christian Academy is open to anyone interested in securing a Christian education, from pre-kindergarten through the oldest grade offered, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by River Oak rules.

Students who wholeheartedly apply themselves and “study to show [themselves] approved by God” (2 Timothy 2:15) will offer the highest potential of testimony to the community and the highest potential for evangelism on the part of the students and the school. Therefore, we hire only Christian faculty and staff, combined with the use of Christian curriculum which uses the Bible as the sole authority in evaluating truth, determining practices, and as the basis of our faith.

**Admission Guidelines:**

1. Students primarily will be accepted who are already Christian or those who have at least one custodial Christian parent and/or guardian.
2. At least one or both parents/guardians must fully agree with and strive to live by River Oak Christian Academy Statement of Cooperation which includes the River Oak Christian Academy Statement of Faith and the Statement on Marriage, Gender, and Sexuality. In addition, all custodial parents and/or guardians must be in agreement with our Statement of Cooperation.
3. Admittance into River Oak Christian Academy is determined by the Admissions Committee consisting of the following: River Oak Christian Academy (River Oak) Administrator, River Oak Classroom Teacher (rotating position), or River Oak Board Member (rotating position).
4. Prior to admittance, each student’s custodial Christian parent/guardian is requested to provide a completed pastor’s letter of reference from the Bible-believing church he/she is actively involved in and two character references from non-family members, and testimony of salvation.
5. Prior to admittance, the student will be screened for academic strengths and weaknesses.
6. It must be understood that attendance at River Oak Christian Academy is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not conform to the school’s standard of conduct and/or who is unwilling to adjust to the environment.
7. River Oak Christian School admits students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and non-discriminatory in its policies and practices.
8. River Oak Christian Academy reserves the right to select students based on religious commitment, academic performance or readiness, lifestyle choices, volunteer capabilities, and a willingness to cooperate with River Oak Christian Academy’s administration and policies.
9. All students must be convinced they want to attend *River Oak Christian Academy* and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV).
10. Students must also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

## **FINANCIAL AGREEMENT & STATEMENT OF COOPERATION**

To educate students in accordance to biblical truths, it is necessary, as part of the admission process, for parents to sign a **Financial Agreement & Statement of Cooperation** (Amos 3:3). The Cooperation Agreement which includes the Financial Agreement, Statement on Faith, and Statement on Marriage, Gender, and Sexuality is included in the Admissions Packet.) Cooperation between the parents and school is so important that River Oak Christian Academy reserves the right to remove a child based on the parent(s) conduct and action.

Following is the **Statement of Cooperation & Financial Agreement**:

1. I have read, understand, and agree with River Oak Christian Academy's Philosophy of Christian Education, Statement of Faith, and Statement on Marriage, Gender, and Sexuality.
2. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.
4. I understand the standards of River Oak Christian Academy in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
5. I agree to partner with the teachers and administration in the teaching and training of my child/children to do what is right according to God's word. I understand that at times discipline actions may be taken but the consequences will be weighed by the seriousness of the offense, the age of the student, frequency of the misconduct, and the attitude of the student. (Proverbs 22:6)
6. Realizing that my attitude toward the teachers and policies of River Oak Christian Academy affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)
7. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the President of the Board to set up a private meeting to discuss the issue with the School Board as indicated in Matthew 18:15. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.

To educate students in accordance to biblical truths, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation** (Amos 3:3). Cooperation between the parents and school is so important that River Oak reserves the right to remove a child based on the parent(s) conduct and action.

### **Financial Agreement**

1. In making application for my child, I fully understand that River Oak Christian Academy does not accept children on a month-to-month basis, nor on a one-semester basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. It is my understanding that the school's policy is to make no refund on reenrollment fees, new application fees, book/activities fees or tuition. (2 Corinthians 8:21)
2. I pledge to pay tuition and fees in a timely manner. I understand that my child **may be dismissed** when the past due tuition and fees balance exceeds 20% of the family's annual responsibility. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.
3. A spot for the upcoming year will not be held for a student if any tuition or fees are past due by 30 days or more. A student may not begin school in the fall until all amounts due for the prior year are paid in full by May 30.
4. I understand that there will be no reduction in tuition for time missed by our child due to illness or other reasons.
5. I understand that if our child is dismissed or withdrawn during or at the end of the school year, student records **will not** be released to anyone until the school account is **paid in full**.

### **Tuition Payment Options**

Financial arrangements for tuition must be made with the school office.

- 1. Full Tuition with One Payment to River Oak**  
This option allows families to directly pay River Oak the full tuition before August 1.
- 2. Part Tuition with Two Payments to River Oak**  
This option allows families to directly pay River Oak by semester; first payment by August 1, and second payment by the first day of second semester.
- 3. Part Tuition with Monthly Payments to SMART**  
River Oak Christian Academy participates in the SMART Tuition Management Program which allows families to make monthly installments. For those choosing to utilize the SMART payment program, there will a \$50 administration fee. Monthly installments can be made to SMART, from June through April. Parents will have the option of making payments on the 10<sup>th</sup> or 20<sup>th</sup> of each month. Payment method may include check or money order for which a statement will be sent to the parents each month. Also, automatic deduction (ACH) will be another option. A late fee of \$45 will be added when a full payment is ten days late. **Enrollment forms for the SMART Tuition Management Program should be completed and returned to the school office by April 30 prior to the school year start date.**
- 4. Part Tuition with Quarterly Payments to SMART**  
Quarterly payments can be paid to SMART with due dates of June 10, September 10, December 10 and March 10.

A late fee of \$45 will be added when payments are 10 days late.

The enrollment fee is due with the application. The Book and Activity Fee is due by June 30.

All responsible parties **must** sign and return the **Financial Agreement & Statement of Cooperation** at the time of enrollment.

# Procedures Section

## Admissions

River Oak Christian Academy has the goal of offering classes KinderPrep- grade 8. Therefore, River Oak accepts students entering KinderPrep and higher upon completion of registration requirements and availability of classes based upon student numbers. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose. Once open enrollment begins and requirements for admissions are met, applications will be taken on a first-come-first-served basis.

### Enrollment Options

KinderPrep – Families may choose from the following enrollment options:

Full Days for 3 days/week (Tuesday, Wednesday, Thursday)

Half (mornings only) or Full Days for 5 days/week (Monday-Friday)

Kindergarten – Families may choose from the following enrollment options:

Half (mornings only) or Full Days for 5 days/week (Monday-Friday)

Grades 1 and higher – Families may choose from the following enrollment options:

Half Days with parent's choice Morning or Afternoon 5 days/week

Full Days for 5 days/week (Monday-Friday)

**For current families who have children already attending River Oak Christian Academy, you may enroll any siblings as soon as the Current Family Packets are sent home. You do not need to wait until the open enrollment date.**

### Tuition and Fees

**For current rates please contact the school office or visit the school's website.**

### Registration

A child is not officially enrolled until all of the following requirements have been met:

**1. The following forms must be completed and received by the school office:**

- \_\_\_ Application/Reenrollment Fee
- \_\_\_ Signed Financial Agreement and Statement of Cooperation
- \_\_\_ Signed Statement of Parent/Student Handbook Review
- \_\_\_ Signed Student's Health History
- \_\_\_ Student Records from Previous School (if applicable)
- \_\_\_ Birth Certificate
- \_\_\_ Immunization Records
- \_\_\_ Student Screening or Testing Results (if applicable)
- \_\_\_ Parent Interview with the Admissions Committee
- \_\_\_ Pastor's Reference Form Completed (if applicable)
- \_\_\_ Letters of Recommendation (2) from Non-Family Members
- \_\_\_ Financial Aid Packet completed (if applicable)

**2. Meet the following admission requirements:**

Upon entering our KinderPrep program, the child must be four years old **before August 1** of the current school year. All students will be assessed using a developmental readiness screening to determine readiness for the KinderPrep program.

Upon entering kindergarten, the child must be five years old **before August 1** of the current school year. All students entering kindergarten must satisfactorily pass the developmental readiness screening to ascertain their readiness for the kindergarten program.

All students entering the first grade must be six years old **before August 1**. The student's kindergarten records will be reviewed to determine first grade readiness, at which time an achievement test and/or screening administered by River Oak Christian Academy staff may be used to assist in determining final grade placement. All final grade placements will be made by the administrator.

Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement test, which will be administered by River Oak Christian Academy staff at the time of interview. All final grade placements will be made by the administrator.

3. When the application file is complete, the school office will contact you to schedule an interview. (Note: Most parent interviews will be scheduled during the child's screening time for the parent's convenience).
4. An interview will be conducted, and students may be tested before placement.
5. The books and activities fee must be paid in full for all grades by June 30. This fee includes the costs for books, field trips, bus rentals and other classroom/school activities. **Children, whose books/activities fees aren't paid by the first day of school, will not be allowed to start school.**
6. Financial arrangements for tuition must be made with the school office.

**Parents will have a choice of payment methods. See page 11 for options.**

### **Discounts and Tuition Breaks**

Some families may qualify for a 20% discount on their children's River Oak Christian Academy tuition if a parent is currently employed as a pastor in an evangelical church. The River Oak Board continues to review the budget and provide discounts for eligible families as enrollment allows. Any additional discounts that are approved will be passed along to qualifying families. Families may choose to participate in the Shop with Scrip program that earns money for the school as well as earns the family 50 cents off tuition for every dollar that is spent through Scrip.

### **Referral Program**

The River Oak Christian Academy Board is also offering to assist parents with tuition cost with a **referral program**. For each child (this does not include siblings) you refer to River Oak Christian Academy that officially enrolls and attends River Oak this fall, you will be given a \$300 discount toward your child's tuition. You must complete a referral card or **make sure that when a family you have referred to River Oak enrolls, that they share your name at the time of enrolling their child**. The \$300 for each officially enrolled and attending child referred will be subtracted from one or more of your monthly tuition payments in the fall.

### **Scholarships (need-based)**

River Oak Christian Academy's Board is offering a program that may assist parents with their child's tuition cost. The program consists of **funding that is need-based**. With goals of excellence and affordability in mind, the River Oak Christian Academy's Board has agreed to utilize the services of Family Financial Needs Assessment (FFNA) to **confidentially** evaluate the financial status of a family that may need help in paying tuition.

FFNA has found that a family's income is the best indicator of need. Therefore, the general rule of thumb for those who should apply for aid is as follows:

**Income under \$42,000** – If your family's adjusted gross income is under \$42,000, you will probably qualify for aid. There are some exceptions. Families that own businesses with losses that cause their AGI to fall below \$42,000 may be an exception, but you should submit an application to see if you qualify. Families that have assets, such as rental property or a farm, may also be an exception.

**If your income is over \$42,000** – If your adjusted gross income is over \$42,000, then your tuition must be at least 10% of your income before you would qualify for aid (i.e. an income of \$60,000 would require a total family tuition of \$6,000 or more to qualify for aid). Aid could start at \$300 or go up to 40%, depending upon FFNA's assessment of need.

Please note that the adjusted gross income minus contributions that can be verified give FFNA the effective income. Information on contributions can be verified through tax returns as well as church giving records if they are enclosed with your application to FFNA.

If a family qualifies for financial aid the minimum assistance will be \$300 and the maximum will be 40% off of the tuition. When a family qualifies, the percentage off will be for each child.

To use FFNA there is a fee which the parent will pay directly to that company. The cost to utilize FFNA ranges from \$20 to \$40. The cost difference is based upon the length of time requested to have the evaluation completed and the results returned to River Oak Christian Academy.

River Oak Christian Academy requests that parents who are interested in applying for financial aid **contact the school office by May 15 of the current school year**. Applications and more detailed information are available upon the parent contacting the office. Students enrolling later than May 15, need to make request for financial aid applications at the time of enrollment.

## **Academics**

### **Curriculum and Instruction**

*River Oak Christian Academy strives to provide a student-centered learning environment guided by qualified and resourceful teachers for students to achieve their academic goals from a biblical perspective. River Oak primarily uses textbooks and resources from BJU Press publishers. Currently, River Oak is using educational materials from BJU Press for Communications Arts (including Reading, Language Arts, and Spelling), Math (grades K-5), Social Studies, and Science. BJU Press integrates academic development (with God at the center of each individual course) with Christian character building (to obey, to do right, and to love God and country). Classroom materials will be evaluated annually by the administration and teachers, with input from parents and board members.*

River Oak will provide an education that gives students a biblical worldview. Students spend time each day in prayer, study, and the memorization of Scripture. Curriculum published by BJU Press will be used as the foundation for Bible class. Students will participate in chapel each week. Chapel is a time for students to worship through music and hear testimonies or receive lessons from guest speakers, teachers, or fellow students.

River Oak Christian Academy believes that sex-education falls under the parent's/guardian's domain, and is not the responsibility of the school. Teachers will not insert any form of sex-education, including but not limited to homosexuality and transgender issues, into their classroom studies. If a student asks a question regarding sex, it is the teacher's responsibility

to direct the child to speak with his/her parents, and inform the student's parents of the conversation. The teacher will also contact the parents of any additional students who overheard and/or took notice of the question.

### **Achievement**

The River Oak Christian Academy faculty understands the need to differentiate instruction based on an individual student's learning style, temperament, intelligence, and abilities. With this in mind teachers also have expectations and academic standards which students should meet. At the end of the school year each teacher may award an Honorable Character Award to a girl and/or boy for each class.

### **Academic Issues**

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

#### **Academic Probation and Dismissal**

A Student may be placed on academic probation for the following reasons:

1. Two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the principal to discuss the student performance and to devise a plan for improving their performance.

Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

1. Factors that are negatively impacting the student's academic performance e.g. extra-curricular activities, learning problems
2. Steps will be outlined for dealing with each of the factors identified
3. Goals will be established to measure the student's progress

As a result of this discussion, an academic contract will be written, which the student/parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he or she will be removed from academic probation. If they do receive two D's or an F, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from River Oak or held back a grade. Individuals will be dealt with on a case-by-case basis.

### **Student Retention**

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Requirements may include student level of reading, regular attendance, satisfactory social, emotional, spiritual, and physical development.

### **Standardized Testing**

Students in all grades (except Pre-K) will participate in standardized testing each April. Testing schedules will be made known as soon as possible to both the staff and parents. The test is used to check progress in our curriculum improvement and for measuring individual achievement.

### **Activity Eligibility**

All students participating in school sponsored activities who have below average grades in two or more subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

## Parent/Teacher Conferences

Parent/teacher conferences will be held at the end of the first quarter (October) and in the middle of the third quarter (February) to discuss each student's progress. Conferences are scheduled on a Thursday evening from 4pm – 8 pm and on the following Friday from 8 am – Noon.

## Grading Scale

For KinderPrep and Kindergarten the students are evaluated based on learning objectives and target behaviors.

The reporting key for KinderPrep and Kindergarten will be as follows:

1-Outstanding      2-Developing    3 – Beginning

The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

<b>Excellent</b>		<b>Satisfactory</b>	
100-98%	A+	79-77%	C+
97-94%	A	76-74%	C
93-90%	A-	73-70%	C-
<b>Superior</b>		<b>Improvement Needed</b>	
89-87%	B+	69-67%	D+
86-84%	B	66-64%	D
83-80%	B-	63-60%	D-
		<b>Unsatisfactory</b>	
		59-0%	F

In addition to academics, students are evaluated for their Character Traits. These traits are evaluated on the following scale:

**O-Outstanding      P- Progressing      N-Needs Improvement**

## Report Cards and Progress Reports

River Oak Christian Academy uses an online school management and student information system called Sycamore Education. Sycamoreeducation.com is where teachers will post assignment scores and test grades. This system allows parents to stay informed about your student's grades throughout the quarter. Quarterly grade reports will be generated at the end of each quarter. Mid-term reports will be sent home each quarter. Report cards and mid-term reports need to be signed by a parent and returned to the teacher.

## Incompletes

Students having incomplete work at the end of a grading period are to make up work in accordance to the makeup work procedure. If possible the report card will be issued on schedule, but if not possible the parent is to be notified and the report card sent as soon as possible. If only one subject area is incomplete, the grade card is to be issued on schedule with a note to the parent that a grade will be issued as soon as possible for the incomplete grade.

## Homework

Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable

environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school.

## **Attendance**

Regular attendance is a critical component for success in school. School begins each day at 8:30 am and concludes at 3:30 pm. Students who are not in before care may arrive as early as 8:10 am. Students needing supervision prior to 8:10 am may arrive as early as 7:15 am.

If students are enrolled in classes with half-day options, then the morning hours are 8:30 am to Noon and afternoon hours for grades 1- and up are Noon-3:30 pm. School may be dismissed at 12:30 pm on scheduled professional development days. Parents are asked to notify the teacher or school office if your child is going to be absent. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school.

**Absences in the following categories will be handled as indicated:**

### **Excused Absences**

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

1. Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
2. Doctor or dentist appointments – occasional, unavoidable medical appointments.
3. School-sponsored activities
4. Death in the immediate family and/or close family friends.
5. Unavoidable mechanical failure of automobile or accident
6. Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
7. Other approved absences – approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

### **Unexcused Absences**

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

1. Lack of parental notification
2. Oversleeping – either intentional or unintentional

3. Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
4. Birthdays – student birthdays are special events; however, absence from school will not be excused
5. Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval are required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
6. Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

**No student is to leave the school premises without first obtaining permission from the River Oak Christian Academy's office. It is essential that the school be aware of a student's location at all times.**

### **Excessive Absences**

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

### **Prearranged Absences**

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

### **Make-up Work**

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the Attendance Policy, then the work will be collected and available at the end of the day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

### **Tardiness**

Students arriving after 8:30 a.m. will be considered tardy. When a student arrives after 8:30 a.m. the parent must come into the office to sign their child in. **If a student is tardy (unexcused) three times during a quarter, disciplinary action will be taken. If a student is habitually tardy, additional disciplinary measures may be taken.**

## **Student Activities**

### **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

#### **Service -Students will be encouraged to look for ways to help others.**

1. Classes may sponsor a needy family at Christmas
2. Run a school-wide recycle program
3. Coordinate food drives
4. Pack Buddy Packs for the local food bank
5. Participate in special projects around the school such as cleaning, gardening, or helping younger students

#### **Leadership**

1. Students may be paired with younger for reading time
2. Older students may serve as safety patrol for drop off and pick up of students.
3. Students may help lead worship during chapel

#### **Patriotism**

Students will have the opportunity to participate in nationally recognized student led ceremonies such as See You at the Pole (the 4<sup>th</sup> Wednesday in September) and the National Day of Prayer (the 1<sup>st</sup> Thursday in May). River Oak takes time to gather at the flag pole and pray for our leaders at all levels of government and pray for our nation.

#### **Christian Heritage**

River Oak Christian Academy takes time in the fall to reflect on our Christian Heritage and the faith of our grandparents and founding fathers. Students can invite their grandparents to special Grandparent's Day events in September. In November, River Oak takes time to have a special all-school traditional Thanksgiving meal.

#### **Music**

Choir programs might be presented at nursing homes, caroling for shut-ins, participate in "Living Windows" or present special music for chapel time. Students may participate in a school-wide music program. Orchestra is offered beginning in grade 4 with instruction scheduled twice a week for 40 minutes per class. Families are responsible for the instrument rental. Students are introduced to recorders during third grade.

#### **Drama**

Students may present a school play utilizing a broad range of talents for drama, music, artistic backdrops, lighting, sound, and direction. Students could do mini-drama presentations during chapel.

## **Athletics**

The school may sponsor teams for various sports through the local YMCA and/or other sporting venues. River Oak participates in the Parochial Athletic League (PAL) with a Cross Country Team comprised of students in grades 4 and higher and an Archery Team comprised of students in grades 3 or higher.

## **ACSI Competitions**

Students in grades 3 and up are eligible to compete in varied ACSI competitions which may include Math Olympics, Creative Writing Festival, Art Festival, Music Festival, Spelling Bee, Speech Meet, and Science Fair. The classroom teachers coordinate these activities.

## **Eligibility and Tryouts**

In order for students to participate in extra activities they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below:

### **Eligibility**

All students participating in school sponsored activities who have below average grade in two or more subjects will be placed on the ineligibility list, will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

### **Tryouts**

Tryout qualifications and schedules will be determined for each activity.

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of River Oak.
6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the commandment of honesty at all times.
9. Students will show reverence toward God's Word during chapel time.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
11. Students will not participate in or view inappropriate websites.

12. Students will not participate in any other conduct that, in the school's discretion, significantly impairs the student's testimony or brings discredit to the school and community.

**Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of River Oak Christian Academy.**

### **Student Discipline Policy**

The disciplinary goal of River Oak is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At times discipline actions may be taken, but the consequences will be weighed by the seriousness of the offense, the age of the student, frequency of the misconduct, and the attitude of the student.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

1. Unexcused tardiness to school and/or class
2. Failure to complete assignments
3. Classroom and hallway disruptions
4. Unnecessary talking in class
5. Disobedience to teacher directives
6. Public displays of affection – inappropriate touching
7. Stealing
8. Selling items at school
9. Possession or use of tobacco, alcohol or other controlled substances\*
10. Fighting
11. Possession of knives, guns or other weapons\*
12. Misbehavior in the restroom or playground
13. Disrespect and/or defiance toward staff
14. Using obscenities or the Lord's name in vain
15. Any form of harassment or intimidation
16. Lying
17. Leaving school without permission from the office
18. Abuse or willful destruction of school property
19. Mistreatment of other students

20. Conduct outside of River Oak Christian Academy which would have an adverse effect on the testimony of the student or school
21. Critical or derogatory remarks
22. Possession of nuisance items, such as radios, CD players, games, personal toys, skateboards, pets, etc.
23. Violation of biblical standards of purity and morality

**Discipline actions that may be used includes, but not limited to:**

1. Warning: Teacher will talk to pupil and explain his/her offense
2. Time-out – in or out of classroom
3. Missing part or all of recess
4. Work details
5. Call Parents
6. After school detention
7. Student conference with the administrator
8. Conference with the administrator and parents
9. Probation
10. Suspension – in and/or out of school
11. Expulsion

NOTE: By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

**\*POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

**Responsibilities** – We believe God has given parents the responsibility for the discipline of their children. The staff at River Oak feels that our role is to assist you as parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no River Oak’s employee will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance to the Matthew 18 principles, and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

**Probation Policy**

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and be held as a student in good standing.

***Student Dress and Grooming***

The purpose of River Oak Christian Academy’s dress and appearance expectation is to enable the student to demonstrate traits of a discerning leader by making appropriate dress

and appearance choices that reflect River Oak's key values of wisdom, integrity, excellence, dignity, and unity.

River Oak Christian Academy students will honor:

**God** - We honor God by making personal choices that glorify Him. You can honor God by choosing modesty for the sake of pleasing the Lord.

**Others** - As Christians we have a responsibility to our brothers and sisters. Romans 14: 12-13 says, "so then, each of us will give an account of himself to God...make up your mind not to put any stumbling block or obstacle in your brother's way."

**Ourselves** - 1 Corinthians reminds us that "You are not your own; you were bought at a price. Therefore, honor God with your body."

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school.

### **Dress Code for boys and girls**

Clothes should be in good condition, clean, and properly hemmed.

#### **Tops:**

1. Solid colors, collared, and tucked in
2. Solid color turtle necks or long sleeve t-shirts may be worn underneath collared shirts
3. Solid color sweaters, sweater vests, fleece tops, sweat shirts, hoodies and jackets with no emblems/logos other than River Oak Christian Academy logo may be worn over collared shirts

Anything listed in the 'tops' section may be worn in the classroom.

#### **Bottoms:** (pants, shorts, cargo shorts, skirts, and skorts)

1. Khaki, navy blue, or black (solid colors, no plaid)
2. Belts with pants with loops for first grade and up
3. Elastic waist pants are acceptable with no belt
4. No shorter than mid-thigh
5. Not excessively tight
6. Shorts should be worn under skirts for modesty

#### **Socks/Tights/Leggings:**

1. Socks must be worn at all times
2. Girls' tights and leggings can only be worn under skirts/jumpers and only in solid colors

#### **Jumpers:**

1. Khaki, navy, blue, or black (solid colors, no plaid)
2. No shorter than mid-thigh
3. Solid colored shorts/leggings worn underneath for modesty

#### **Dresses:**

1. Polo style dresses (solid colors)
2. No shorter than mid-thigh
3. Solid colored shorts/leggings worn underneath for modesty

**Blazers:**

1. Khaki, navy blue, black

**Footwear:**

1. Closed heel and toe, flat sole footwear is permitted, including boots
2. Cowboy boots are not permitted

**Accessories:**

1. Hats, visors, and sunglasses may be worn only on the playground
2. Students are not allowed to wear any jewelry for body piercing, except girls may wear one small, post earring in each ear
3. Boys may not wear earrings
4. Only natural hair colors are permitted

**Not Permitted:**

1. Denim
2. Clothes with holes, tears, rivets
3. Cut-offs
4. Logos/emblems/insignias other than River Oak Christian Academy
5. Flip flops, backless sandals, cowboy boots

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which is considered extreme, distractive, disruptive, or does not follow the intent of the dress code will not be permitted. The administration's ruling in these cases will be final. If exceptions arise due to medical reasons, please provide documentation from a medical professional.

**Please mark coats, sweaters, and other articles of clothing with your child's name.**

***Dress Code Violations***

If a student comes to school out of dress code, an "Oops, you must have forgotten" note will be sent home to the parents, by the teacher. If a student has already received three notes home regarding dress code, and he/she comes to school out of dress code again, then the administrator will be given the information and will contact the parents.

***Opportunities for Parent Involvement***

Parent involvement is critical to River Oak Christian Academy's overall effectiveness. *"I long to see you, that I may impart to you some spiritual gift to strengthen you...that we may be mutually encouraged by each other's faith...(Romans 1:11-12)*

**Fundraising**

River Oak makes effort to be good stewards of the money that is donated and given through tuition. In order to keep tuition costs at a minimal River Oak participates in several fundraising events throughout the year. The events include but are not limited to the annual walk-a-thon, special nights at area restaurants, summer golf tournament, Jefferson City Pizza Playoffs, and the annual spring banquet.

**Parent/Teacher Fellowship (PTF)**

To encourage and organize participation of parents/guardians in the life of River Oak, the PTF will be formed to help with a variety of activities. There will be regular monthly meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters. The many hours of help to students and teachers are an investment in the lives of our children.

## **Classroom Parties**

Volunteers are needed to plan, coordinate, and host classroom parties for Christmas and Easter. Parties will begin at 11:30 am and will last until the 12:30 pm early dismissal. Check the school's website for specific dates.

## **Volunteering**

Parent involvement is an essential part of your child's education River Oak Christian Academy. In order to help build community and to help keep down the overall cost of operating the school, the Board and staff encourage participation in all school activities. You are vital to the success of our school!

Please prayerfully consider where God would have you serve. Since we are not always aware of the gifts and talents of our families, below you will find a suggested list of opportunities. In addition, we will notify you of opportunities throughout the year through the weekly newsletter and Facebook. Please sign in at the office when you arrive at school to volunteer. Thank you so much for your willingness to serve the Lord and River Oak through your time and talent!

## **Volunteer Opportunities**

### Special Activities

1. Christmas Parade Coordinator & Set-up Help (Parade is usually the 1st Sat. in Dec.)
2. Teacher Appreciation Coordinator & Volunteers
3. Chapel Participation
4. Hot Lunch Friday lunch helper
5. Art Projects for Silent Auction at the spring banquet
6. Lunch Room Host/Hostess

### Fundraising

1. Walk-A-Thon/Fall Festival (Fall)
2. Banquet (Spring)
3. Grant Writing
4. Help serve at Restaurant Fundraising Events

### Maintenance/Outdoor Work

1. General school clean-up (includes scrubbing walls, door handles, etc.)
2. Playground/parking lot clean-up
3. School work days
4. Mowing
5. Painting

### Classroom Help

1. General classroom assistance
2. Recess Volunteers
3. Field trip chaperone and/or driver
4. Home room parent/party assistant
5. Tutoring
6. Art assistance
7. Library assistance

### Miscellaneous

1. Uniform resale coordinator
2. Mailing assistance

3. Computer help
4. Office volunteer
5. Home projects volunteer (this is a great way for people who work during the day and have time at home to work on various projects in the evening)

*“Volunteers do not necessarily have the time; they just have the heart.” (Elizabeth Andrew)*

### **Health and Safety Issues**

It is of utmost importance that River Oak Christian Academy provides a safe environment for our students. Because of this commitment, the following rules will apply:

#### **Allergy Awareness**

It is the responsibility of the parent/guardian to notify the school office regarding a student's allergies. In particular, please make sure the classroom teacher is aware of food allergies so that foods can be monitored closely.

#### **Distribution and Consumption of Medication:**

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

#### **Administering of Medication:**

A **signed permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. The school administrator or school nurse, if one is assigned to the school, will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.

Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student. A signed permission slip will also be required for non-prescription medication.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor.

***River Oak will not administer the first dose of any medication.***

**Student Illness:** (procedures designed to preserve the health of each child and each class)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Persistent cough
- Unrelieved headache
- Excessive sore throat
- Diarrhea
- Nausea and/or vomiting
- Abdominal pain
- Extreme sleepiness
- Excessive sneezing, running nose, or tearing
- Unidentified rash
- Head lice (River Oak has a nit-free policy)
- Red, inflamed eyes with thick mucous discharge
- Listlessness

#### **Responsibilities of River Oak staff:**

The teacher will be the initial judge of the health condition of a child. The administrator, school nurse, or office manager may assist with health issues, as needed. **No school staff will be held responsible or liable for medications of any kind.** River Oak reserves the right to refuse the attendance of any ill child.

#### **Immunizations/Medical Examination**

***Current immunization records must be on file at River Oak for every student by the first day of the school year. If not, the child will not be allowed to attend.***

#### **Outside Play**

**Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately.** Hats, coats, and gloves need to be sent with your child(ren) during cold weather to be used during recess times. When weather is dry and 25 degrees (wind chill will be considered) or above, the children will spend time outside. **If your child is unable to participate in outside recess, please send a note. We would like to keep this at a minimum. A note should be sent from the parent or physician if playground or any other activities should be restricted.**

#### **Emergency Drills**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Tornado** – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well-versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

**Lockdown** – If there is a situation in which the students’ safety requires a lockdown then the staff will be directed to get students to the safe area of the classroom, secure the classroom door, and barricade the classroom door.

## General and Miscellaneous Information

### ***Awards/Recognition***

- **Honorable Character** – Teachers select students to receive recognition for Honorable Character at the end of each quarter.
- **Service Award** – this award is presented to a student who has demonstrated service to his or her school, community, or church. This award is to be given quarterly.
- **Citizenship Award** – this award is presented to a student who has been extremely cooperative in class and school, and outstanding in helping others. One boy and girl from each class will receive this award at the end of the school year.
- **Attendance Award** – this award is presented to anyone who has maintained perfect attendance throughout the entire year. This means no absences or tardiness in the record book. This award is given at the end of the school year.

### ***School Pictures***

Pictures are taken in the Fall and Spring. Fall pictures are used in the yearbook and students are asked to wear uniform attire. Spring pictures are more casual and students may wear clothing of choice within River Oak’s school dress guidelines.

### ***School Business Office Hours***

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

### ***School Hours***

School begins at 8:30 a.m. and dismisses at 3:30 p.m. Unless your child is in Before School Care, they should not be in the school before 8:10 a.m. Students should be picked up no later than 3:45 p.m. If students are not picked up by then, they will be taken to After School Care and be charged according to the After School Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office. Children will only be released to parents/guardians or those specifically designated on the Student Information Card.

### ***Extended Care***

As a service to the families of our school with working parents, the school will offer extended care for the children enrolled in River Oak Christian Academy. Designated staff will be available to care for children from 7:15 a.m. until the beginning of school. Any student arriving to school before 8:10 a.m. who is not enrolled in before school care will be taken to the before school care and charged \$1.50 for that session.

Designated staff will be available to care for children from 3:45 pm to 5:30 pm. Students who are not picked up by 3:45 pm will be supervised in After Care. Fees for this service are separate from school tuition. No extended care is available on Early Release days so arrangements will need to be made to pick up your child when school is dismissed.

All students not enrolled in after school care that are remaining after 3:45 p.m. who are not involved in a school-sponsored and/or adult supervised activity will be taken to after school care and parents will be billed \$5.00 for the session.

### ***Campus Visitors***

River Oak welcomes parents/guardians to visit our school, however insuring the safety of our students and staff is of utmost importance. In an effort to strengthen our security River Oak utilizes a magnetic door security system. The exterior front doors of the north side of the building will be unlocked from 8:10 am - 4:00 pm during office hours, so that visitors may have access to the foyer. When a visitor enters the foyer, the magnetic doors will be released by office personnel and the visitor will be allowed entrance. The visitor will then check-in at the office. If there does not seem to be a school representative readily available, then the visitor may ring the doorbell. The doorbell is located to the right of the exterior doors. The interior side of the doors facing the hallway has a motion sensor so that as someone approaches the doors they will automatically unlock and then relock once the door is shut again.

For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure. Once a visitor has signed in, then the office will notify the teacher and then allow the visitor to proceed to the classroom. Teachers should also notify the office of any guests that are expected and the approximate time of arrival. Students not enrolled in River Oak Christian Academy are not permitted to visit unless accompanied by an adult.

### ***Change of Address***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

### ***Conference Scheduling***

The staff is always happy to discuss a student's progress or address any questions during plan time or during a scheduled before or after school conference time. Also, parent-teacher conferences will be scheduled at the end of first and third quarters for all students.

### ***Delivery and Pickup of Students***

In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. Each family will be given two Family Name Cards. Please mount your family card to the visor of your car for the attendant to be able to read. The attendant will notify a teacher inside the building of your arrival and your student(s) will be escorted out of the building. If drivers do not have a Family Name Card, they will be asked to provide proper identification. Once proper identification has been confirmed and checked with the student's information card then he or she will be released. Families that have a need for more than 2 Name Cards may make a request for more through the school office.

### ***Field Trips***

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend

the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone. **Parent chaperones on a field trip are not to bring other children on the trip.** Transportation for most of the school activities is provided by parental drivers. In order to drive to the events, the following information must be on file: a copy of driver's license, a copy of a current insurance card, and a background check.

### **Safety Restraints**

River Oak Christian Academy places high value on student safety at all times. Therefore, we require that current car seat and booster seat laws be followed while on every school sponsored field trip or activity. The school's car safety policy is available on the school permission form and in the school office. Children that do not have proper booster seats on the day of a field trip or school activity will be unable to attend.

### **Lost and Found Items**

Items that are lost or found can be turned in or looked for in the school foyer. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately.

### **Lunch Program**

Due to facility constraints, River Oak will not provide a hot lunch program. Students will be asked to bring a sack lunch, including a drink, each day. Please send items that do not need refrigeration. River Oak does not have the facilities to accommodate perishable foods. All lunch boxes or containers must have the child's name on them. Milk will be available for our students at a minimal monthly cost to the parent. Students will be able to order hot lunch on designated Hot Lunch Fridays.

### **Snacks**

Students in grades 1 and up may bring a snack from home to eat during their classroom snack time. Students are encouraged to drink water during snack break. Milk will be served each day to KinderPrep and Kindergarten students only. Parents will be requested to pay by the month or semester for the cost of the milk. Parents of students in KinderPrep and Kindergarten are asked to donate snack food items to share with the class.

### **Messages**

Students can receive **important messages** at school by calling the school office at (573) 634-3983.

### **School Closure Information**

Listen to local television stations for the list of closed schools - KRCG, KOMU, ABC-17. If weather conditions appear to be tapering off during the school starting time, the administration may implement a Late Start. Classes will begin at 9:30 am. Early care will be available and students will not be considered tardy if dropped off between 8:30 am and 9:30 am. In case of weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media. However, parents should insure in advance that the child has a procedure to follow for early dismissals. **Each weather situation will be evaluated by the administration, who will make the final determination if circumstances are appropriate for River Oak to be in session. River Oak may or may not follow the Jefferson City Public School's decision.**

If students in Jefferson City Public Schools are released early due to inclement weather, River Oak will not release students early, but parents are welcome to pick up their children. Our aftercare program will still be available for students.