

2024-2025

PARENT/STUDENT HANDBOOK

UPDATED August 2024



ROOTED IN FAITH. GROWING IN KNOWLEDGE.

919 Wildwood Drive, JEFFERSON CITY, MO 65109 | 573.634.3983 | RIVEROAKJC.ORG

Table of Contents

Introduction Section

<i>Letter from School Administrator</i>	4
<i>School History</i>	5
<i>School Leadership and Staff</i>	5-6

Identification Section

<i>Vision Statement</i>	7
<i>Mission Statement</i>	7
<i>Statement of Purpose</i>	7
<i>Philosophy of Education</i>	7-8
<i>Statement of Faith and Statement on Marriage, Gender, and Sexuality</i>	8-9
<i>Agreement with Statement of Faith And Statement on Marriage, Gender, and Sexuality</i>	8-9
<i>Parent/Student Handbook and Revision</i>	9
<i>Admission Philosophy and Guidelines</i>	10
<i>Financial Agreement</i>	12
<i>Statement of Cooperation</i>	11
<i>Tuition Payment Options</i>	12

Procedures Section

<i>Admissions</i>	13
Enrollment Options	13
Tuition and Fees	13
Registration Process.....	13-14
Discounts and Tuition Breaks.....	14
Referral Program	15
Scholarships	14-15
<i>Academics</i>	16
Curriculum and Instruction.....	16
Achievement	16
Academic Issues and Student Retention.....	16
Academic Testing	17
Parent/Teacher Conferences	17
Grading Scale	18
Report Cards, Progress Reports, Incompletes	18
Homework	19
<i>Attendance</i>	19
Absences	19-20
Excessive Absences	20
Prearranged Absences	20
Makeup Work	20

Tardiness	21
Student Activities	21
Student Conduct	21-22
Student Discipline Policy	22-23
Suspension Policy	23
Student Dress and Grooming	24-26
Dress Code Violations	27
Opportunities for Parent Involvement	28
Fundraising	28
Parent/Teacher Fellowship (PTF)	28
Classroom Parties	28
Volunteering	28
Volunteer Opportunities	28
Health and Safety Issues	29
Allergy Awareness	29
Distribution and Consumption of Medication	29
Administering of Medication.....	29
Student Illness.....	29
Responsibilities of River Oak Staff.....	30
Immunizations/Medical Examination	30
Outside Play.....	30
Emergency Drills (Fire, Severe Weather, Evacuation)	31

General and Miscellaneous Information

<i>Awards/Recognition</i>	31
<i>School Pictures</i>	31
<i>School Business Office Hours</i>	31
<i>School Hours</i>	31
<i>Morning Arrival</i>	32
<i>Dismissal</i>	32
<i>Extended Care</i>	32
<i>Campus Visitors</i>	32
<i>Change of Address</i>	32
<i>Conference Scheduling</i>	32
<i>Delivery and Pickup of Students-*</i>	33
<i>Field Trips</i>	33
<i>Safety Restraints</i>	33
<i>Lost and Found Items</i>	33
<i>Lunch Program</i>	33
<i>Snacks</i>	33
<i>School Closure Information</i>	34
<i>Pledge</i>	34

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 volunteer assistance. We will need all parents coming alongside 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.

Serving Him,

Lisa Smith
Head of School

“We destroy arguments and every lofty opinion raised against the knowledge of God, and take every thought captive to obey Christ” 2 Corinthians 10:5

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 nondenominational, 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 of families from over twenty area churches, the new name more accurately represented the school as a nondenominational, community Christian school.

Since its inception, 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 Leadership

The River Oak Christian Academy Board is a ten-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 or board president. 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 Head of School. Other staff members include the Deputy Head of School, an Office Manager, Enrollment Director, Business Development Director, Accounting, and classroom teachers. Support staff includes teachers for the special classes (Art, Music, PE, Middle School Electives, and Library) and a Before School and After-Care Supervisor and workers.

2024-2025 River Oak Christian Academy School Board

President: Caleb Steffen
Vice-President: Grant Shorthose
Secretary: Ronda LePage
Treasurer: Jeff Davidson
Board Member: Emma Bodenhamer
Board Member: Allison Kingsbury
Board Member: Clyde Lear

River Oak Christian Academy Staff

Head of School: Lisa Smith
Deputy Head of School: Jacob Baker
School Secretary: Jenice Payne
Enrollment Director : Casey Te
Accounting: Jenny Davidson

Elementary Staff

Kinder Prep 3-day Stephanie Hartgraves
Kinder Prep 5-day Adri Carlisle
Kindergarten Shelby Holzschuh
First Grade Ashley Boyce

Second Grade Katee Shinkle
Third Grade Lyndsey Reynders
Fourth Grade Lisa Ernst
Fifth Grade Rebecca Harvey

Middle School Staff

Math Ashton Weber
Literature Amy McFarland
Writing Lynsey Wickam
History Brittni Klundt
Science Jacob Baker

Specials Teachers

Art Grace Shaw
Elementary Music Kristen Behrns
Middle School Music Ashton Weber
PE Sabrina Schaab
Library/Technology Sarah Rosslan
Technology Casey Te

Support Staff

Interventionist Amy McFarland
Instructional Coach Cheryl Viessman
Teacher's Aide Kristen Behrns
Teacher's Aide Shana Corona
Teacher's Aide/Before School Care Carla Siebeneck

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

To provide academic excellence with a strong Biblical foundation centered on 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 to fully know Him, thereby recognizing Him as the only source of truth. Because 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. We believe that God commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)
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 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. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
6. We believe that 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.)
7. 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 agree and be 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 process 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 head of school 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 Head of School 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.

Admission Philosophy and Guidelines

River Oak Christian Academy is a 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 eighth grade, 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 agree 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 Administrator, River Oak Staff Member, and/or a River Oak Board Member.
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 a written 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 apply themselves honestly and wholeheartedly 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.

STATEMENT OF COOPERATION

To educate students in accordance with biblical truths, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation & Financial Agreement** (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 at 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 head of school and/or the deputy head of school 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 with 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 an 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 re-enrollment 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 and/or Finance Committee Chairperson.**
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 June 1.
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 through FACTS the full tuition on or before July 1.

2. Part Tuition with two Payments to River Oak

This option allows families to directly pay River Oak through FACTS by semester; first payment on or before July 1, and second payment by the first day of second semester.

3. Part Tuition with monthly Payments to FACTS

River Oak Christian Academy participates in the FACTS Tuition Management Program which allows families to make monthly installments. For those choosing to utilize the FACTS payment program monthly, there will be a \$50 administration fee. Monthly installments can be made to FACTS, from July through May on the first of each month.

A late fee of \$45 will be added by FACTS when payments are 10 days late. The enrollment fee is due with the application.

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

Procedures Section

Admissions

River Oak accepts students entering Kinder Prep through seventh grade 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

Kinder Prep – Families may choose from the following enrollment options:

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

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

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

Kindergarten –

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

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

Grades 1 and higher –

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

Registration

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

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

- ___ Application/Re-enrollment 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 Application completed with FACTS (if applicable)

2. Meet the following admission requirements:

Upon entering our Kinder Prep 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 Kinder Prep 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.

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).

An interview will be conducted, and students may be tested before placement. Financial arrangements for tuition must be made with the school office. Parents will be given the information to set-up a FACTS portal to manage their tuition payment plan.

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 full-time pastor at 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. **A family is only allowed to use one discount.**

Changes to your payment schedule must be communicated with the office by the end of May to ensure payment plan discounts.

Discounts for re enrolling students are only available during the re enrollment time. Existing students who enroll after the deadline will not have access to these discounts (pastor discount, multi-child, etc.)

Referral Program

Families receive \$250 per (non-sibling) child/family referred to for enrollment. A check will be sent to the referring family in December after the new family completes one semester. The enrolling family must complete a referral form with their application.

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 FACTS to **confidentially** evaluate the financial status of a family that may need help in paying tuition.

FACTS has found that a family’s income is the best indicator of need. River Oak will notify families of the deadline to submit their FACTS applications.

**FINANCIAL INFORMATION FOR ENROLLMENT:
2024-2025 Tuition and Fees (Per child Per School Year)**

TUITION:

Kinder-Prep	Tuesday – Thursday	Three Full Days	\$3,400
Kinder-Prep	Monday – Friday	Full Day	\$5,650
Kindergarten	Monday – Friday	Full or Half-Day	\$5,650
1 st – 8 th Grade	Monday – Friday	Full Day	\$5,650
6 th Grade Chromebook Fee			\$350
7 th – 8 th Grade Chromebook Fee for new enrollees only	(billed in June)		\$350
7 th – 8 th Grade Technology Fee			\$100

RE-ENROLLMENT FEE

Continuous Enrollment Fee (nonrefundable)	\$100
New Sibling Enrollment Fee of a Current Family (nonrefundable)	\$100
New Student Application Fee (nonrefundable)	\$200

PAYMENT DISCOUNTS

The following discounts apply, **but only one of these discounts is allowed per family:**

Multi-child Discount:	5% off second child’s tuition
	15% off third, fourth, fifth, etc. child’s tuition
Pastor Discount:	20% off tuition

PAYMENT OPTIONS

Annual Payment

**Tuition and fees are to be paid on or before July 1
5% discount given for families paying full by July 1**

Semester Payment

**Tuition and fees are to be paid on or before July 1 and January 1
2% discount given for families paying at semester by July 1 and Jan 1**

Monthly Payment

Eleven (11) payments of tuition and fees are due on the first of the month beginning July through May Before School Care Rates

Mornings Only	\$50/monthly/\$100 family cap
Drop-in Rate for Mornings	\$6.00/daily

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 uses textbooks and resources from the following publishers: BJU Press, Purposeful Design, iReady, Letterland, Pioneer Valley, and Bible Replay.

Currently, River Oak is using the following educational materials:

Communications Arts: (including Reading, Language Arts, and Spelling)- BJU Press, IEW, Pioneer Valley, and Letterland

Math: grades K-5- i-Ready Math 6th - 8th grade – BJU Press Algebra: Thinkwell

Social Studies: BJU Press

Science: BJU Press

River Oak teachers integrate 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 Bible Replay 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.

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. Our teachers have high expectations and will maintain academic standards for students to meet

Academic Issues

Students must demonstrate an appropriate degree of success in the classroom 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:

- 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:

- factors that are negatively impacting the student's academic performance e.g., extracurricular activities, learning problems
- steps will be outlined for dealing with each of the factors identified
- 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 Christian Academy 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 academic requirements for grade promotion. Requirements may include student level of reading, regular attendance, satisfactory social, emotional, spiritual, and physical development.

Academic Testing

Students in grades K-8 will participate in growth testing through the i-Ready math program in their classrooms three times a year. The test is used to check progress in our curriculum improvement and for measuring individual growth and learning strengths and weaknesses.

Students will be assessed in reading using the Directed Reading Assessment (DRA) by their classroom teacher. This testing will give teachers data on phonics, word recognition, fluency, and comprehension to determine instructional levels and identify skills and strategies to assist with targeting reading lessons.

Parent/Teacher Communication

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. Each teacher will communicate weekly with a classroom newsletter. *The Knightly News*, our school newsletter, will be sent home by email every Friday. The school office and teachers will also utilize Seesaw to communicate classroom and school news. Families can access Seesaw online or through the Seesaw app.

Grading Scale

For Kinder Prep and Kindergarten, the students are evaluated based on learning objectives and target behaviors.

The reporting key for Kinder Prep and Kindergarten will be as follows:

E – Exceeds Expectations **M- Meets Expectations** **P- Progressing** **N- Needs Improvement**

First – Sixth Grade

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

100	A+
93-99%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
59-0%	F

In addition to academics, students will be evaluated using the following skill set grading scale:

E – Exceeds Expectations

M- Meets Expectations

P- Progressing

N- Needs Improvement

Report Cards and Progress Reports

River Oak Christian Academy uses an online school management and student information system called FACTS. Quarterly grade reports will be generated at the end of each quarter. Mid-term reports will be sent home each quarter.

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. 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.

Attendance

Regular attendance is a critical component for success in school. School begins each day at 8:15 am and concludes at 3:30 p.m. Students who are not in before care may arrive as early as 8:00 a.m.

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 re-entry into school.

Absences

For an absence to be excused for any reason, **the parent must notify the school and provide a reason for the absence. If no reason is given, the student's absence will be marked as unexcused.** A phone call can be made to 573-634-3983 or email

(office@riveroakjc.org) on the day of the absence is preferred. A voice mail can be left for messages left outside of the school day hours. School work that is missed will be allowed to be made up for excused absences (see makeup work).

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 is always aware of a student's location.

Parents must notify the office with permission for student athletes to travel to practices or meets with coaches or other parent volunteers.

Absences in the following categories will be handled as indicated:

Excused Absences

For an absence to be excused for any reason, the parent must notify the school. A telephone call on the day of the absence is preferred, with a reason stated as to why the student will be absent. If a reason is not given the absence will be marked as unexcused.

If sending in a note explaining an upcoming absence, please include the date, 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):

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments. - School-sponsored activities
- Death in the immediate family and/or close family friends.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.

- 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 heads of school.

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:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- 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.
- 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.

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 schoolwork that will be missed.

Make-up Work

For scheduled absences, arrangements for makeup work must be made in advance with at least ten school days prior to an extended planned absence if you would like work for your child to work on during his or her time away from school. This allows the teachers to prepare. Work will be given to the student to take home on the last day of attendance before his or her scheduled absence. All work will be due the first day the student returns to school. For other absences work will be available to the student on the day of their return to school. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

Tardiness

It is essential that your child arrive on time to school each day. Students arriving after 8:15 a.m. will be considered tardy. Any students coming to his or her classroom after 8:15 a.m. will be marked tardy on the daily attendance. Parents dropping off at the front of the building after 8:15 a.m. will need to park and come into the office to sign in their child.

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 Projects -Students will be encouraged to look for ways to help others.

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

Leadership

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

Student Conduct

Students are expected to conduct themselves in a manner that is honoring 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 always.
9. Students will always show reverence toward God's Word.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code always.
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.
13. Students will adhere to the appropriate usage of technology and will only utilize it when instructed by a staff member.
14. Students will not use cell phones, wearable devices, or personal electronics during the school day.

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 with the discipline policy. The head of school or deputy head of school 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 and disrespect to others
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
24. Misuse of school technology
25. Usage of cell phones or other personal electronic devices during the school day without permission from staff.

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.

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 with 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 head of schools.

In-School or Out of School Suspension

An in-school suspension gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be out of school suspension – forced absence from the school for several days to be determined by the school administration, 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. Administration 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 Uniform and Dress Code for Grades Kinder Prep – 8th Grade

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

The school spirit wear shop will be available for families to purchase logo wear at the start of the school year.

Due to the various colors of green, we ask that Kelly green polos only be purchased through the school spirit store. The other polo colors: navy blue, white, and light blue are standard uniform colors.

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

Shirts

- Polo shirts in both long and short sleeves in **navy blue, white, and light blue** with no emblems or logos.
- Kelly green, white, and navy-blue embroidered polo shirts can be ordered through the school spirit store.
- Long-sleeved button-down collared dress shirts in **white or light blue**
- A **navy blue or white** long sleeve shirt may be worn underneath collared shirts.
- **Navy blue or white** cardigan sweaters, fleece jackets, or zippered jackets may be worn over collared shirts with **no other emblems or logos** other than River Oak Christian Academy.

A polo or the button-down collar dress shirt must be worn under any River Oak crewneck sweatshirts, jackets, and hoodies. **All uniform shirts must be tucked in during school hours.**

Skirts/Skorts/Jumpers (Girls)

- **Navy blue or khaki/tan**
- No shorter than mid-thigh.

For modesty, girl's **navy or white** tights/leggings/shorts with no patterns must be worn under skirts and jumpers.

Dresses

- Polo style dresses (**navy blue, white, or light blue**)
- No shorter than mid-thigh

For modesty, girl's **navy or white** tights/leggings/shorts with no patterns must be worn under dresses.

Socks

Socks must be always worn.

Pants and Shorts (Girls and Boys)

- **Navy Blue or khaki/tan** colored dress pants, shorts, and cargo shorts
- If pants have belt loops, a belt must be worn (in grades 3 – 8)
- Elastic waist pants or shorts may be worn with no belt
- Short- length must go to mid-thigh

Blazers

- **Khaki or Navy Blue**

Footwear

- Tennis shoes are preferred and must be worn on PE day
- Closed heel and toe, flat sole footwear is permitted.
- Flip flops, backless sandals, crocs, and cowboy boots are not permitted

Accessories

Permitted:

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

Not Permitted:

- Clothes with holes, tears, rivets

- Scarves or Bandanas
- Cut-offs or frayed hems
- Sleeveless shirts
- Logos/emblems/insignias other than River Oak Christian Academy

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.

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

Spirit Wear Fridays, Field Trips, and Dress-up/Down Days

The administration may designate a day or a special week as casual dress. On days designated for jeans to be worn the following must be followed:

- **Jeans may only be solid blue** and may not have cargo pockets
- No holes, tears, patched, frayed hems, or overalls are permitted
- No acid-wash, or distressed jeans

Guidelines for Pajama Day

This day is designed to create school spirit and part of that is your cooperation in following the guidelines.

- Footie Pajamas may be worn. Feet should have some type of non-slip surface on the bottom. Shoes must be worn at recess, PE, and while traveling in the hallways.
- Pajamas must have appropriate top and bottom and be seasonally appropriate
- Pajama dresses must have leggings or shorts worn underneath
- Gym shorts and sweatpants are not considered pajama day wear
- No "back flap" pajamas
- Any bottoms worn must go past the knee. (No shorts) · There may NOT be any writing on the rear-end of the pants.
- Logos and/or graphics must be school appropriate.
- Tops must have sleeves; no tank-top style tops
- Slippers may be worn but shoes must be worn at recess, PE, and while traveling in the hallways.
- Robes may be worn over pajamas

On these special days students must follow the overall spirit of the school's dress code.

Elementary Dress Code Violations

If a student comes to school out of dress code one of the following protocols will be followed:

1. A verbal warning will be given to the student by the classroom teacher.
2. An “Oops, you must have forgotten” note will be sent home to the parents, by the teacher. The slip must be signed by a parent and returned to school the following day.
3. A phone call to a parent asking for the student to be picked up or a change of clothes brought to school.

Middle School Dress Code Violations

If a student comes to school out of dress code one of the following protocols will be followed:

1. A verbal warning will be given to the student by the classroom teacher.
2. On the second violation for any student, they will not be permitted to participate in middle school recess held at the end of each quarter.
3. At each violation (depending on the circumstance) a phone call to a parent asking for the student to be picked up or a change of clothes brought to school will be done based on the severity of violation.

If exceptions arise due to medical reasons, please provide documentation from a medical professional.



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 an effort to be good stewards of the money that is donated and given through tuition. To keep tuition costs at a minimum River Oak participates in several fundraising events throughout the year. The events include but are not limited to the Castle Quest, special nights at area restaurants, a golf tournament, and the annual spring fundraiser event.

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 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. Check the school's special event calendar for specific dates.

Volunteering

Parent involvement is an essential part of your child's education at River Oak Christian Academy. 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

Since we are unaware of our families individual gifts and talents, volunteering opportunities will be provided for sign up at open house each year.

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/Food Sensitivities Awareness

It is the responsibility of the parent/guardian to notify the school office regarding a student's allergies. Please make sure the classroom teacher is aware of food allergies so that foods can be monitored closely. If needed, parents are asked to provide a snack or food substitution for their child.

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 except for 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 without the assistance of Tylenol or ibuprofen. 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. The child must be symptom free for 24 hours before coming to school.

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 based on 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 and/or skin condition
- Head lice (River Oak has a nit-free policy)
- Red, inflamed eyes with thick mucus discharge
- Listlessness

Responsibilities of River Oak Staff:

The teacher will be the initial judge of the health condition of a child. The heads of school and school nurse 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 child with an illness or malady.

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.

In accordance with MO Statute 167.181, it is unlawful for any student to attend school unless he has been immunized as required and can provide satisfactory evidence of such immunization; except that if he produces satisfactory evidence of having begun the process of immunization. He may continue to attend school if the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his child immunized as required by this section, unless the child is properly exempted.

For a child to be exempted, the parent or guardian may object in writing to the head of school against the immunization of the child. Forms for medical exemptions can be obtained from the Missouri Department of Health and Senior Services.

Outside Play

Parents need to be aware of weather conditions to ensure 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 the weather is dry and 32 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 the 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.

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

Evacuation - In case of an emergency that would require students to evacuate the facility, teachers will provide guidance and a centralized meeting location to ensure the safety of all school students and staff.

General and Miscellaneous Information

Awards/Recognition

- **Honorable Character** – Elementary and middle school teachers select students to receive recognition for Honorable Character at the end of each quarter.
- **“Be the Light” Award** – Elementary teachers recognize students from each grade level for outstanding citizenship. This award is based on more than just making the right choices, but is motivated by honoring God and pleasing Him, no matter who is watching. Students receiving this award are applying daily the scripture from Psalm 119:105. “Your word is a lamp for my feet and a light for my path.” This award will be given at the end of the school year.
- **Academic Excellence** - Middle school students can earn the academic excellence award by maintaining the “A” honor roll for the entire 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 8:15 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 8:00 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.

Before School Care

As a service to the families of our school with working parents, the school will offer before school care for the children enrolled in River Oak Christian Academy. Designated staff will be available to care for children from 7:00 a.m. until the beginning of school. Any student arriving at school before 8:00 a.m. will be taken to before school care. Students may be dropped off at the front of the building (office entrance/door “C”) beginning at 7:00 a.m. each morning. Fees for before school care are separate from school tuition.

Morning Arrival

Students in grades kinder prep through eighth grade may be dropped off at the front of the building from 8:00-8:15 a.m. Morning drop-off is only a single lane. Please pull forward to the sign to allow more cars to drop-off at the same time. All students will enter through door "D". Be patient and drive slowly when exiting to ensure student safety.

Dismissal

Students will be ready for dismissal by 3:30 p.m. each afternoon. If you are needing to pick a child up before afternoon dismissal begins, you will need to have them checked-out through the office no later than 3:10 p.m.

Campus Visitors

River Oak welcomes parents/guardians to visit our school, however ensuring the safety of our students and staff is of utmost importance. To strengthen our security River Oak utilizes a magnetic door security system. The exterior doors of the building are always locked. A visitor must use the intercom system located on the exterior of the building by the office entrance. When a visitor enters through the front office doors, 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.

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. Visitors may not enter any classroom unless announced by the office. 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 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 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 the first quarter.

Delivery and Pick-up of Students

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 pull out of the carline and 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 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. 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 always. 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

Lost and found items will be in a collection tub outside of the resource room. 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.

Snacks

Students in grades 1 and up may bring a snack from home to eat during their classroom snack time. Students are encouraged to bring a **healthy snack** to eat each day. It is helpful if your child's snack is labeled or sent in a separate container for students to locate easily. Parents of students in Kinder Prep and Kindergarten are asked to donate snack food items to share with the class.

School Closure Information

In case of weather emergencies and/or other situations which might necessitate students being dismissed early from school or school cancellation, every attempt will be made to alert parents through the media, a parent alert text, Seesaw, and email. Please listen to local television stations for the list of school closings - KRCG and ABC-17.

Each weather situation will be evaluated by the head of school, 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, Lighthouse Preparatory Academy, or Trinity Lutheran School are released early due to inclement weather, River Oak will not necessarily release students early, but parents are welcome to pick up their children.

Our River Oak Pledge

Be Full

**Be thoughtful, grateful, respectful, peaceful, and truthful,
While showing compassion, self-control, obedience, and forgiveness
all with a servant's heart.**