

2026-2027
PARENT/STUDENT HANDBOOK



ROOTED IN FAITH. GROWING IN KNOWLEDGE

3308 W. Edgewood Dr., Jefferson City, MO 65109 573-634-3983 RIVEROAKJC.ORG

Table of Contents

Introduction Section

Letter from School Administrator	
School History	
School Leadership and Staff	

Identification Section

Vision Statement	
Mission Statement	
Statement of Purpose	
Philosophy of Education	
Statement of Faith and Statement on Marriage, Gender, and Sexuality	
Agreement with Statement of Faith	
And Statement of Marriage, Gender, and Sexuality	
Parent/Student Handbook and Revision	
Admission Philosophy and Guidelines	
Financial Agreement	
Statement of Cooperation	
Tuition Payment Options	

Procedures Section

Admissions	
Enrollment Options	
Tuition and Fees	
Registration Process	
Discounts and Tuition Breaks	
Referral Program	
Scholarships	
Academics	
Curriculum and Instruction	
Achievement	
Academic Issues and Student Retention	
Academic Testing	
Parent/Teacher Conferences	
Grading Scale	
Report Cards, Progress Reports, Incompletes	
Homework	

Attendance	
Absences	
Excessive Absences	
Prearranged Absences	
Makeup Work.....	
Tardiness	
Student Activities	
Student Conduct	
Student Discipline Policy	
Suspension Policy	
Student Dress and Grooming.....	
Dress Code Violations	
Opportunities for Parent Involvement	
Fundraising	
Parent/Teacher Fellowship (PTF)	
Classroom Parties.....	
Volunteering.....	
Volunteer Opportunities	
Health and Safety Issues	
Allergy Awareness	
Distribution and Consumption of Medication	
Administering Medication.....	
Student Illness	
Responsibilities of River Oak Staff	
Immunizations/Medical Examination	
Outside Play	
Emergency Drills (Fire, Severe Weather, Evacuation)	

General and Miscellaneous Information

Awards/Recognition	
School Pictures	
School Business Office Hours	
School Hours	
Morning Arrival	
Dismissal.....	
Extended Care	
Campus Visitors.....	
Change of Address	
Conference Scheduling	

Delivery and Pickup of Students	
Field Trips	
Safety Restraints	
Lost and Found Items	
Lunch Program	
Snacks	
School Closure Information.....	
River Oak Pledge	

Introduction Section

Letter from the Head of School

What a privilege we have at River Oak Christian Academy to serve the Lord Jesus Christ through 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 the 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 lives 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 upon their hearts the need to follow God's commandments and values. As spiritually maturing, well-qualified staff, we strive to give our children the best possible education, and we will always seek His will and direction to develop River Oak into the best we can be for the Lord.

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

Working cooperatively as we begin this Spirit-led adventure of educating your child in a Christian school setting, we covet your daily prayers for your child, their teacher, the administration, support staff, and the 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

School History

In July of 2001, a Christian School Feasibility Study Committee was formed at Concord Baptist Church to evaluate the feasibility of 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 as 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, with plans 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 drawn from over twenty area churches, the new name more accurately reflected 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 providing academic excellence with a strong biblical foundation centered on Christ.

School Leadership

The River Oak Christian Academy Board is a ten-member body that sets policies and provides direction and oversight, enabling River Oak to 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 speak 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 serve on subcommittees to accomplish tasks related to board policies and school business.

The Head of School leads the school's daily activities. Other staff members include the Deputy Head of School, an Office Manager, an Enrollment Director, a Business Development Director, the Accounting Department, and classroom teachers. Support staff include teachers for the special classes (Art, Music, PE, Middle School Electives, and Library) and a Before School worker.

2025-2026 River Oak Christian Academy School Board

(new officers in July 2026)

President	Jeff Davidson
Vice-President	Michael Boyce
Secretary	Carol Eighmey
Treasurer	Ryan Henry
Board Member	Paula Benne
Board Member	Travis Grant
Board Member	Zane Hartgraves
Board Member	Clyde Lear
Board Member	David Patton

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
Facilities and Maintenance	Daniel Schaab
Custodian	PJ Adam
	Jackson Helton

Elementary Staff

Kinder Prep 3-day	Stephanie Hartgraves
Kinder Prep5-day	Adri Carlisle
Kindergarten	Shelby Holzschuh
Kindergarten	Megan Goetz
First Grade	Ashley Boyce
First Grade	Katee Shinkle
Second Grade	Ann-Marie Simpson
Third Grade	Lyndsey Reynders
Fourth Grade	Lisa Ernst
Fifth Grade	Rebecca Harvey

Middle School Staff

Math and Music	Ashton Weber
Literature and English	Amy McFarland
History	Don Baumann
Science and Art	Rebecca Goodman

Special Classes Teachers

Elementary Art	Grace Shaw
Elementary Music	Kristen Behrns
Kinder Prep Specials	Johanna Bartlett
Elementary PE	Sabrina Schaab
Library/3-5 Technology	Sarah Rossian
K-2 Technology	Casey Te

Support Staff

Lunch/Recess Supervision	Morgan Bonham
Middle School PE/ KP Specials/Student Support	Johanna Bartlett
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 become devoted followers of Jesus Christ, exhibiting wisdom and knowledge within a biblical worldview.

Mission Statement

River Oak exists “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 throughout the educational process to cultivate each student’s fellowship with God, develop a Christian mind in each student, and instruct each 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 and thereby recognize Him as the only source of truth. Because of this teaching, the student will be able to interpret and integrate biblical foundations and truths and honorably apply their own God-given abilities and personality. Students will be taught the value of citizenship through an understanding of 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 to them when you sit in your house and when you walk by the way and when you lie down and when you rise. (Deut. 6: 5-7)*

Our teachers embody our school's beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance each student's spiritual, intellectual, social, and physical development, as stated in Luke 2:52. Our teachers live their lives as full-time role models for 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 of 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, all students enrolled in River Oak Christian Academy must 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, families must agree with and support the Academy's vision, mission, purpose, and beliefs. During the application and interview process, parents are asked to review the Statement of Faith and the Statement on Marriage, Gender, and Sexuality, and to discuss any doctrinal statements that may raise questions. The admissions process ensures that applicants understand that River Oak Christian Academy is very open about preaching the gospel and is committed to integrating the Bible 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 the head of school will review the Parent/Student Handbook at least once per year, at which time revisions may be 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 to teach spiritual truths to individual students and to see growth as believers.

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

Students who wholeheartedly apply themselves and *study to show themselves approved by God* (2 Timothy 2:15) will have the greatest potential to bear testimony to the community and to evangelism,

both for the students and for the school. Therefore, we hire only Christian faculty and staff and use a Christian curriculum that treats the Bible as the sole authority for evaluating truth, determining practices, and forming 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's 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. Before admittance, each student's custodial Christian parent/guardian is requested to provide a completed pastor's reference from the Bible-believing church they are actively involved in, two-character references from non-family members, and a written testimony of salvation.
5. Before 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 Academy admits students of any race, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and is 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 the school is so important that River Oak Christian Academy reserves the right to remove a child based on the parent(s)' conduct and actions.

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 my child or me 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 work or action, dishonor of 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, disciplinary actions may be taken, but the consequences will be weighed based on the seriousness of the offense, the student's age, the frequency of the misconduct, and the student's attitude. (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. I will abide by the administration's discipline and regulations. (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 actions.

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 my child's enrollment for the full school year.** It is my understanding that the school's policy is to make no refunds on re-enrollment fees, new application fees, book/activities fees, or tuition. (2 Corinthians 8:21)
2. I pledge to pay tuition and fees promptly. I understand that my child **may be dismissed** if 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 Head of School 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 pay River Oak's full tuition directly through FACTS on or before July 1.
2. **Part Tuition with two Payments to River Oak**
This option allows families to pay River Oak directly through FACTS by semester; the first payment is due on or before July 1, and the second payment is due on the first day of the 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 who choose to use the FACTS payment program every month, a \$55 administration fee applies. Monthly installments can be made to FACTS from July through May on the first of each month.

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

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

Discounts and Tuition Breaks

Some families may qualify for a 20% discount on their children's tuition at River Oak Christian Academy 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 approved discounts will be passed along to qualifying families. **A family is only allowed to use one discount.**

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

Discounts for re-enrolling students are only available during the re-enrollment period.

Existing students who enroll after the deadline will not be eligible for these discounts (pastor discount, multi-child, etc.).

Referral Program

Families receive \$150 per (non-sibling) child/family referred 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 as part of their application.

Scholarships (need-based)

River Oak Christian Academy's Board is offering a program that may assist parents with their child's tuition costs. The program consists of **need-based funding**. 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.

Academics

Curriculum and Instruction

River Oak Christian Academy strives to provide a student-centered learning environment, guided by qualified and resourceful teachers, to help students achieve their academic goals from a biblical perspective. River Oak uses textbooks and resources from the following publishers: BJU Press, Purposeful Design, Abeka, i-Ready, Letterland, Pioneer Valley, and Bible Replay.

River Oak teachers integrate academic development (with God at the center of each 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 praying, studying, and memorizing Scripture. The curriculum published by Bible Replay will serve as the foundation for the Bible class. Students will participate in the 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 the academic standards students must meet.

Academic Issues

Students must demonstrate a sufficient level 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's performance and devise a plan to improve it. 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 students' progress

As a result of this discussion, an academic contract will be drafted and signed by the student/parent/guardian. If a student does not receive two D's or an F in the following grade period, they will be removed from academic probation. If they receive two Ds 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 set new goals. If a student remains on academic probation for more than two consecutive semesters, they 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 promotion to the next grade. Requirements may include the student's reading level, regular attendance, and 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 assess progress in our curriculum improvement and to measure individual growth, learning strengths, and weaknesses.

Students will be assessed in reading by their classroom teacher using the Directed Reading Assessment (DRA). This testing will provide teachers with data on phonics, word recognition, fluency, and comprehension to determine instructional levels and identify skills and strategies to target in 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 Monday. 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, students are evaluated against 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' progress in their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunities for parent involvement in student learning. Parents are urged to monitor their child's work daily. Parents should help the child become responsible for returning the homework completed on time.

Attendance

Regular attendance is a critical component for success in school. School begins each day at 8:15 a.m. 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 attend, except when ill or unable to attend due to an emergency or a death in the family. When students are absent from school, it is critical that proper arrangements are made for their absence and that responsibility is taken for their appropriate re-entry.

Absences

For an absence to be excused, the parents must notify the school and provide a reason. 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. Voicemail can be left for messages received outside of school hours. Missed schoolwork will 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. The school must always be aware of a student's location.

Parents must notify the office to obtain 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 absence is preferred, with a stated reason for the student's absence. 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.

Missed schoolwork will 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 the event of an extended illness or frequent absence 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 the 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 absences are not automatically excused unless a parent provides written or oral permission for the student to be absent from school. Parents may respectfully disagree regarding the legitimacy of absence when weighed against the benefits of attendance; however, the final decision on whether an absence is 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. No allowance will be made for unexcused absences.

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 possible, to avoid taking family vacations during school sessions.
- Student skips school – any absence when a student chooses to skip school for any reason. Skipping school will also result in disciplinary action.

Excessive Absences

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

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 make-up work must be made at least 10 school days in advance if you would like your child to complete work during their absence. This allows the teachers to prepare. Work will be given to the student to take home on the last day of attendance before their scheduled absence. All work will be due on the first day the student returns to school. For other absences, work will be available to the students upon their return to school. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

Tardiness

Your child must arrive at school on time each day. Students arriving after 8:00 a.m. will be considered tardy. Any student arriving at their classroom after 8:00 a.m. will be marked tardy on the daily attendance

record. Parents dropping off at the front of the building after 8:00 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 a variety of extracurricular activities 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 recycling 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 students for reading time
- Older students may serve as safety patrol for the 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, whether students are in school, at school activities, or away from school. Students and parents understand that the school reserves the right to impose discipline, including expulsion, based upon conduct that 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 their 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 representative of their school in the community in which they live and will observe this code of conduct 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 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 develop the ability to govern themselves from within, modeled on Jesus Christ. As the students' ability to govern themselves in this way increases, there is less need to impose rules and regulations on 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 responsible for enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking with the child about the policy violation and determining appropriate

consequences for the child, in accordance with the discipline policy. The head of school or deputy head of school will be available to assist as needed.

At times, disciplinary actions may be taken, but the seriousness of the offense, the student's age, the frequency of the misconduct, and the student's attitude will determine the consequences.

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 support character development. 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 that would hurt the testimony of the student or the 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 any or all of them will be used in a specific situation or before 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 disciplining 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 school.

In-School or Out-of-School Suspension

An in-school suspension allows the student to correct a serious problem. If they do not improve to a satisfactory level, the consequences will be an out-of-school suspension – a forced absence from the school for several days, to be determined by the school administration - followed by expulsion – forced withdrawal from the school.

A review date will be set when the discipline is administered. Specific improvements to be made should be established. The administration will determine the length of probation. At the end of the probation period, if the student has corrected the problem areas outlined by the head of school, they 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 on 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 shades of green, we ask that Kelly green polos be purchased only through the school spirit store. 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 zipped jackets may be worn over collared shirts with no other emblems or logos other than River Oak Christian Academy.

A polo or a 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, girls’ 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, girls’ navy or white tights/leggings/shorts with no patterns must be worn under dresses.

Socks

Socks must always be 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 one ear.
- Boys may not wear earrings
- Only natural hair colors are permitted
- Bows, headbands, or barrettes are permitted

Not Permitted

- Clothes with holes, tears, or 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, hairstyle, hair coloring, or personal appearance that is considered extreme, distracting, 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 Friday, 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 jeans with holes, tears, patches, frayed hems, or overalls are permitted
- No jeans that are acid-wash or distressed

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 an 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
- 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 made based on the severity of the 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 tries to be a good steward of the money donated and received 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, Castle Quest, special nights at area restaurants, a golf tournament, and the annual spring fundraiser event.

Parent/Teacher Fellowship (PTF)

To encourage and organize parents' and guardians' participation in the life of River Oak, the PTF will be formed to support a variety of activities. Meetings will be scheduled to plan and coordinate 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. Younger siblings may not attend classroom parties.

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 within our families, we have compiled a suggested list of opportunities below. 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 the 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 any food allergies so that food can be closely monitored. If needed, parents are asked to provide a snack or food substitution for their child.

Distribution and Consumption of Medication:

Parents are requested to schedule medication to be given at home whenever possible. **If medication needs to be given during school hours, parents must provide a written request from the child's physician, including the name of the 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 must include only the medication to be given during school hours.

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, if one is assigned to the school, the school nurse will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the students' name, the date, the dosage, the time of administration, and the initials of the staff member administering 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 the medication for their student. A signed permission slip will also be required for non-prescription medication.

Students are not carrying any medication (prescription or over-the-counter) on their person, except for prescribed asthma inhalers. 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 has become ill upon awakening, please do not send your 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 or has vomited, the student will be sent home. The child must be symptom-free 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 of emergency contact person(s) should be submitted 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-degree temperature or above
- Persistent cough
- Unrelieved headache
- Excessive sore throat
- Excessive sneezing, runny nose, or tearing
- Diarrhea
- Nausea and/or vomiting
- Abdominal pain
- Extreme sleepiness
- Unidentified rash and/or skin condition
- Head lice (River Oak has a nit-free policy)
- Red, inflamed eyes with thick mucus
- Listlessness

Responsibilities of River Oak Staff:

The teacher will be the first judge of a child's health. The administrators and the school nurse may assist with health issues, as needed. **No school staff will be held responsible or liable for any medications.** 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 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 from immunizing 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 the weather to ensure their student (s) are dressed appropriately. Hats, coats, and gloves need to be sent with your child(ren) in cold weather for use during recess. When the temperature is 25 degrees or above (including wind chill), 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 to a minimum. A note should be sent by the parent or physician if the playground or any other activities are to be restricted.**

Emergency Drills

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

Severe Weather – When a weather warning is given, the classroom teacher will lead students to the storm shelter. 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 the event of an emergency requiring students to evacuate the facility, teachers will provide guidance and designate a central meeting location to ensure the safety of all 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 not just on making the right choices, but on honoring God and pleasing Him, no matter who is watching. Students receiving this award are applying the scripture from Psalm 119:105 daily. *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 their choice, provided it complies with River Oak’s school dress guidelines.

School Business Office Hours

All school business should be conducted during regular business hours, 7:00 a.m. to 3:30 p.m. Summer hours are on Wednesdays, 8:00-12:00 p.m.

School Hours

School begins at 8:00 a.m. and finishes at 3:00 p.m. Unless your child is in Before School Care, they should not be in the school before 7:45 a.m. Students should be picked up no later than 3:20 p.m. 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, River Oak Christian Academy will offer before-school care for enrolled children. 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 7:45 a.m. will be taken to school before school care. Students may be dropped off at the back of the building (cafeteria entrance) 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 7:45 – 8:00 a.m. Morning drop-off is only a single lane. Please pull forward to the last cone to allow more cars to drop off at once. All students will enter through the main office door. Be patient and drive slowly when exiting to ensure student safety.

Dismissal

Students will be ready for dismissal by 3:00 p.m. each afternoon. If you need to pick a child up before afternoon dismissal begins, you will need to have them checked-out through the office no later than 2:45 p.m.

Campus Visitors

River Oak welcomes parents/guardians to visit our school, and ensures 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, office personnel will release the magnetic doors, allowing the visitor entry. 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, 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 planning time or at a scheduled before- or after-school conference. Also, parent-teacher conferences will be scheduled at the end of the quarter.

Delivery and Pick-up of Students

To ensure the dropping off and picking up of students runs as smoothly and efficiently as possible, it is imperative that every driver follow the parking lot guidelines. Each family will be given two Family Name

Cards. Please mount your family card on your car's visor so the attendant can read it. 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 who need more than two Name Cards may request additional cards 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 by the school office in advance. A signed permission slip must be returned to the school for the student to attend the field trip. The permission form will include details of the trip (destination, time, transportation, and cost) and an option for the parent to sign up to chaperone.

Parent chaperones on a field trip are not to bring other children. Transportation for most school activities is provided by church van. If a parent is driving to an event, the following information must be on file: a copy of the driver's license, a copy of a current insurance card, and a background check.

Safety Restraints

River Oak Christian Academy places a high value on student safety always. Therefore, we require that current car seat and booster seat laws be followed 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 who 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 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 food. All lunch boxes or containers must have the child's name on them.

Snacks

Students in grades one 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 so students can locate it 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 the event of weather emergencies and/or other situations that might necessitate early dismissal 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 School, 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.

