

Ross Corners Christian Academy

Educating Minds, Transforming Hearts



2021

Student – Parent Handbook

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www.rccarams.org

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Introduction

Introduction to RCCA

Ross Corners Christian Academy was a ministry operated since 1960 by Ross Corners Baptist Church in Vestal, New York. The Academy offers a Christ-centered education for students in grades Pre-K through 12. As of September 1st, 2016, RCCA became a 501c3 non-profit organization and formulated a School Board of Directors.

The school is situated on approximately six acres of land owned by Bridgewater Church of Montrose, PA, and utilizes the Gym-Ed Building and soccer field for classes and activities.

Educational Philosophy

The educational philosophy of Ross Corners Christian Academy emanates from our conviction that the Bible is the unique, inspired, inerrant Word of God and that God’s Word is fundamental to every aspect of the Christian home, church, and school. As such, all subjects are taught from a biblical perspective and are interwoven with scriptural principles and examples.

Our motto, “***Educating Minds; Transforming hearts for Christ,***” applies across the four major areas of human growth. As Luke 2:52 states, “...and Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual) and man (social).” RCCA seeks to develop godly character and to enhance the student’s appreciation of knowledge and beauty in all facets of life. Students are encouraged to excel in areas where God has bestowed talents and abilities and are given opportunity to grow, develop, and utilize skills in these areas. Students who consistently apply themselves with diligence

at RCCA will earn solid grades, score well on standardized testing, and be highly competitive in the college and career market.

Biblical Emphasis

Bible is a required course in all grades at the Academy. Chapel and Scripture memorization are included as parts of the curriculum.

History of the Academy

Ross Corners Christian Academy was founded in 1960 and is one of the oldest Christian schools in New York State. The Academy began with 55 students in grades Pre-K through 4th and three teachers. Classes were housed entirely in the old Ross Corners Baptist Church building located on Arlington Avenue. RCCA had its first graduating class in 1968 in the then new Gym-Ed Building. Ross Corners Baptist Church sacrificially constructed the new building for the Academy rather than proceed with plans for a badly needed new church building. Enrollment at that time had climbed to 188 students in grades Pre-K through 12 and the faculty had increased to nineteen.

By 1979, the Lord had provided the new church building for Ross Corners Baptist Church and all classes were moved to the present site with expansions to the Gym-Ed building and use of the lower level of the church building. Over the years, the Lord has blessed the Academy and enabled RCCA to improve its facilities, to establish sound Christian curriculum, to build quality music and sports programs, and to add an array of other extra-curricular activities and recognition programs.

RCCA graduates invariably find success in the college of their choice, and RCCA alumni are engaged in Christian ministry, education, health care professions, law, science and technology, and many other vocations. Today many “second generation” students are enrolled at the Academy and a portion of the faculty are RCCA alumni.

During the 2015/2016 school year, a group of parents met and negotiated with the church to take ownership of RCCA and seek to move the school forward. As of September 1st, 2016, the Ross Corners Baptist Church gave the school over to a School Board of directors to be owned and operated by them.

The School Board has been very active in keeping a faith-based education going in our community. The School Board and parents appreciate the efforts of our pastors, faculty, former board members, parents and friends of the Academy, including numerous churches who have been used by the Lord to co-labor, pray, sacrifice, and support the growth of the Academy over the years.

Doctrinal Position

The doctrinal position of Ross Corners Christian Academy is provided below. This doctrinal position is taught in all Academy chapels and Bible classes.

While RCCA accepts students who may not be in total agreement with the Academy's doctrinal position, RCCA does expect students and parents to cooperate fully with the teachings of the Academy.

Doctrinal Statement

We believe:

- The Bible is the infallible revelation of God and therefore the only authority and binding rule of faith and practice.
- There is only one true and living God, manifested in three persons – Father, Son, and Holy Spirit; equal in every perfection, and executing distinct but harmonious offices in the great work of redemption.
- In the Deity, Virgin Birth, Sinless Life, Substitutionary Death, Physical Resurrection of our Lord and Savior, and that He is very God and Creator of all things.
- In the Personality and Deity of the Holy Spirit, and that He was active in creation, that He restrains the evil one, convicts of sin, and is the Agent in the New Birth.
- In the universal depravity of man; the need of regeneration by the Holy Spirit.
- That salvation of sinners is wholly of grace on the single ground of faith in the shed blood of Jesus Christ our Lord, and that an Eternal Son offers an eternal salvation through the Eternal Spirit.
- In the eternal security of the believer.
- In immersion in water as the only Biblical means of baptism.
- Our Lord gave the great commission to evangelize the world.
- In the personal, imminent, pre-tribulation, pre-millennial Second Coming of our Lord Jesus Christ. First He will come for His saints, and then return with them to rule and judge.
- In the reality and personality of Satan, the god of this age, destined to judgment in the Lake of Fire.
- In the heaven of eternal bliss for the righteous, and in hell, the place of conscious punishment for the unsaved.

Admissions

Admission Policy

Ross Corners Christian Academy endeavors to provide a quality, Christ-centered education in a Christian atmosphere. The admission of students is based on past achievement, standardized test results, interviews with parents or guardians and students, and openings in the particular grade levels. We can do our best work for those students whose homes have Christ at the center. Students having marked learning disabilities may not be accepted because the Academy may not be adequately equipped to meet their needs.

Ross Corners Christian Academy expects its students to show respect to God, family, country, faculty, and fellow students. Attending RCCA is considered a privilege, not a right. Students who have been accepted in grades 7 through 12, and all parents, will be required to sign the “Statement of Cooperation” form indicating that the Parent-Student Handbook has been studied, and that both parents and students agree to cooperate to the fullest in maintaining the standards of the Academy.

Non-Discrimination Policy

Ross Corners Christian Academy admits students of any race, color, national, or ethnic origin and affords them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, or any school-administered program.

Admission Procedure – New Students

An Application for Admission, accompanied by a non-refundable \$100 Application Fee, must be submitted to the RCCA office for each new student.

New students applying for admission to RCCA must undergo an interview with the Administrator and may be tested in areas of math, reading, and English and, if required, in other areas, to determine proper grade level. RCCA must receive a copy of the student’s latest report card, and for grades 7 through 12, and a copy of the student’s official transcript from the school previously attended.

Students cannot be admitted to the Academy unless all immunizations are up to date and Immunization and Health Records are on file in the RCCA office. Forms are available in the office.

The first three (3) payments of the twelve (12) payment plan or the first semester payment must be paid for each student prior to entering the Academy. All payments, except the application fee, are refundable prior to the **FIRST DAY** of school. Students entering or leaving school during a month in progress will have tuition prorated for the year based on a 10-month scale with the month in progress counted as a full month owed.

Each new student will be placed in the most appropriate grade level, based on available information, and will be considered to be “on probation” until he/she demonstrates the ability to do the required work. Parent-teacher conferences will be called when it becomes necessary to change a student’s placement.

Registration of Returning Students

Registration must be completed by April 30, 2021 to waive the \$50 application fee to hold a new place for the next school year. A separate application for readmission must be completed for each returning student and submitted to the RCCA office no later than April 30, 2020.

The first three (3) payments of the twelve (12) payment plan or the first semester payment must be paid for each student prior to entering the Academy. All payments except the application fee are refundable prior to the first day of school.

Student Withdrawal

Parents wishing to withdraw their students from the Academy must submit an “official” notice to Administration and have an exit interview with the Administrator at the time of withdrawal. Students entering or leaving school during a month in progress will have tuition prorated for the year based on a 10-month scale with the month in progress counted as a full month owed.

Married Students

Married students will not be permitted to attend the Academy.

Student Health

Health Services and Records

RCCA complies with New York State requirements for immunization and health records to be on file for all students. All RCCA students must meet New York State guidelines for physical examinations and immunizations. Parents are required to have each student examined by either their family doctor or a doctor made available by the Vestal School System. This examination is required for all new students as well as current students in grades K, 3, 5, 7, 9 and 11. Vestal School System provides these health services for New York residents only. Non-residents receive these services from their home school system or from private physicians. Immunizations must be up to date for all students. Health examination forms may be obtained from the office or on the school website. Hearing and vision tests, Scoliosis screenings, height and weight records, etc., are health services which may be performed either by the family doctor or by a nurse made available by the Vestal School System.

All students participating in extra-curricular athletic programs are required to have an annual sports physical. These Sports Physicals may be conducted either by the family doctor or by a doctor made available from the Vestal School System. Vestal School System provides these health services for New York residents only. Non-residents must receive these services from their own school district or from private physicians. A record of the physical must be on file in the RCCA office. Physicals are not available for sports below 6th grade.

Injuries and Emergency Care

All injuries suffered on Academy grounds must be reported to a teacher or advisor immediately and an incident report filed in the office. Students with minor injuries may receive first aid by the person designated to administer it. In case of emergency, parents or guardians will be notified as soon as possible and proper emergency procedures will be followed.

In the event a student is injured, parents or emergency persons will be notified to provide transportation for medical care. If the condition is considered serious or life-threatening by the school staff, the student will be taken by ambulance to a local hospital and the parents will be notified to meet the child at the hospital. A hospital emergency room cannot provide care for a child unless it has parental permission to do so. It is therefore imperative that parents provide the school with parent's home, cell, and work telephone numbers and reliable emergency contact numbers.

Medication

RCCA does not permit students to have any prescribed or non-prescribed medication in school unless it is required by a physician. If your child requires medication during the school day the procedure is as follows:

- The school office must have on file a **written request from a licensed physician** in which is indicated the condition being treated, the name of the medication, dosage and frequency, effects, and possible side effects.
- The office must have on file a **written request from the parent** to administer the medication as prescribed by the family physician.
- The **medication should be delivered directly to the school office by the parent.** (This permits school personnel to discuss the pupil's problem with the parent.) **NO MEDICATION SHOULD BE SENT WITH THE CHILD.**
- All medication must be in pharmacy containers and labeled by the pharmacy with the name of the medication and directions for administration. We cannot accept medication unless it is properly labeled with this information.
- The parent should contact the school regarding any change in condition, treatment or medication. Any change should be accompanied by a written request by both the physician and parent.

New York State Education Laws forbid school personnel to give medication except under the above rules. **RCCA will not provide aspirin, Tylenol, ibuprofen, decongestants, antacids, cough medicine, or any internal medication without written permission from a licensed physician.**

Recent changes in the law provide special permission for self-administered medication. Strict rules govern such permission and parents must contact the school to arrange for students to self-administer medications.

Flu and other Illnesses

Parents are the primary decision-makers on whether or not their children are well enough to go to school. Always consult your doctor for medical advice. RCCA's obligation to protect the health of all students has caused us to establish the following guidelines:

Students should not attend school if:

- They have a temperature over 99.5.
- They have any symptoms of COVID
- They have tested positive for COVID in the last 10 days, or knowingly been around someone who has tested positive for COVID in the last 10 days.
- They are vomiting and/or diarrhea
- They have been suffering with persistent headaches or abdominal pains
- They have an unidentified rash, skin irregularity or any communicable disease noted by school nurse or school office
- They suffer from any illness that their physician has identified as contagious

Students should be fever-free and vomit/diarrhea free for 24 hours (without medication) before returning to school.

If a student is prescribed antibiotics, he/she must be on the medication for 24 hours before returning to school.

Once the school day has begun, students may not leave school due to illness or injury without first consulting the school office.

Parents should notify the school office by phone or in writing (email or note) when a child is absent due to illness. A doctor's note may be required for extended absences due to illness.

**** SEE COVID PROTOCOLS in Appendix**

Attendance

Absences

Regular and punctual attendance every school day is very important to the student's success in school. Students that miss school will be allowed to make up work without loss of credit per the teacher's classroom policy. School absences will fall in one of two categories: excused or unexcused.

Students will be counted absent if they are not in school at least three (3) hours on any given school day. **In the event of an absence, students are required to bring a written excuse signed by a parent or guardian to the school office on the day they return to school.**

Excused Tardiness and Absences: The following have been determined by the RCCA School Board as legal absences from school:

- personal illness
 - doctor or dentist appointments
 - critical family illness or death in the family
 - required court appearances
 - college visits (prospective student only)
 - unsafe or impassable roads consistent with the weather conditions
 - medically mandated absence (i.e. per doctor's orders)
 - military obligations
- All other tardiness and absences not contained in the preceding list are considered unexcused.

Prearranged or Extended Absences with Administration: Examples of prearranged or extended absences include:

- family vacations
- mission trips
- college trips (non-prospective student)

If it is known ahead of time that the student will be missing school, the parent must notify the school administrator via written notice at least one week in advance of the absence. This also allows the teachers time to pull together work for the student prior to his/her absence.

All Absences and Tardiness: Absences and tardiness for any reason require a written note from the parent/guardian which states the date(s) of and reason for absence/tardiness. The absence is considered unexcused if the note is not received within five days after the student's return to school. After five days, all absences or tardiness will be entered as unexcused. The school is responsible to NYS for every absence or tardy entered in the student's attendance record. A phone call or voicemail to the school secretary can replace a written note for a one-day absence or tardiness. The call will be noted in the student's record.

Missed work when absent or tardy: Students will be allowed to make up missed work without loss of credit per the teachers' classroom policies (i.e. one day for make-up per one day of absence, two days per days of absence, due upon return for prearranged absences, etc.). It is important that the student consult the various teachers' classroom policies. It is the responsibility of the student to seek out the teacher to find out about missed work.

Excessive Absences: Based on the unit of study requirement and independent of a student's grade in the course, students must attend at least 85% of all classes in a course in order to receive credit for the course. Students who miss more than 25 classes in a full (1 credit) course or more than 13 classes in a half (½ credit) course will not receive course credit.

Any absence not caused by illness, emergency or circumstances beyond the control of the student or parent is considered **truancy**. Truancy will be handled at the discretion of the School Administrator on a case by case basis.

Appeals due to extenuating circumstances will be considered by the school board on an individual basis. If an appeal is granted, the student can make up seat time by working under the direct supervision of a classroom teacher at an agreed upon time, or pursuant to an approved independent study program, or receiving approved alternate instruction.

School Arrival and Tardiness:

The school day officially begins at 8:00am, and all students need to be in their first period class at that time..

Students may arrive at school after 7:45am. Once students arrive on campus, they are to enter the facility immediately, and all school policies and rules are in effect

The school provides supervision and allows students on campus between the hours of 7:45am – 2:40pm. Parents are asked to plan accordingly.

Students who arrive after 8:03am are considered tardy. All late arrivals, excused and unexcused, must sign in at the school office.

Tardiness Intervention: Regular and prompt attendance is critical to a student's success in school. A student's attendance record is available to the student's parent via FACTS RenWeb. If a student accumulates three or more unexcused tardies, the school's administrator or designee will contact the student's parents to discuss a plan to ensure better and regular attendance. If a pattern of unexcused tardiness continues, parents will again be contacted and the student will be assigned an after-school detention. Students arriving at school tardy for their homeroom, without an appropriate written excuse from a parent or guardian, must first sign in at the school office and obtain a pass to attend their homeroom class. Their tardiness will be logged into FACTS RenWeb.

School Dismissal:

The school day officially ends at 2:30pm. Students are to collect their books and items from their lockers and then wait in the gymnasium for their bus or ride.

Some buses will leave as early as 2:35pm. Students are not to loiter in the hallways which may result in a missed bus.

Students who have permission to stay after school for academic or extracurricular activities must report to their supervised designated room or area by 2:45pm with all necessary supplies. All students staying after 2:45pm must be directly supervised by a teacher, coach, staff member or go to RCCA AfterCare (PreK-6th). Students shall not stay without supervision.

Attendance for Participation in Extracurricular Activities: Students must be in school and attending class by 11:00am on game/event day to participate in the activity. Students who have an excused conflict that goes beyond 11:30 (i.e. doctor's appointment) may get an excuse from Administration to participate. Sleeping in on a game/event day, or the day after, and then coming into school late, is not acceptable.

Appointments

RCCA prefers that medical or dental appointments not be made during school hours. In the event such appointments are necessary during school hours, a written note from a parent must be presented to the office when the student arrives for the day. Such absences, if rare, will generally be considered by the Administrator to be "excused." Dismissal during a school day for medical appointment or any other event needs to be arranged ahead of time by a written excuse from home or a phone call from a parent. Students must sign out at the school office.

Leaving School

Students having special needs to leave school during school hours, for any reason, **must have a note from home and must sign out at the office before leaving school grounds. Students leaving on school business or for school activities must have written approval from their advisor or the Administrator.**

One male and one female student may not leave together from school unless they are members of immediate family or have the written approval of parents and administration. One male and one female student may not travel to off site after school activities together (must have adult supervision).

Books and Supplies

Books and Supplies

Textbooks are furnished for grades Pre-K through 12 and must be returned in satisfactory condition at the close of the school year. Parents will be billed the price of a new book for any books not returned, lost, or marred beyond use since new books must be ordered as replacements.

All music, drama and sports materials supplied to the student by the Academy must be returned by the designated time or the student will be charged.

Required school supplies, including but not limited to Bibles, notebooks, pens, pencils, rulers, calculators, etc. are expected to be purchased or owned by, and in the possession of students at all appropriate times as required by the class or activity in session.

Textbook Policy

Textbooks for all grades are owned by RCCA and are “rented” for the school year (\$175 Per K-12 student). Any textbooks that are lost or returned in a condition that is unusable will result in the fee for a new textbook to be charged to the student account. Workbooks, lab books, etc. are consumed when written in and cannot be reused.

Administration

Student Credit Policy

There are certain emergencies for which the school office is asked to loan money to students (e.g. forgotten lunches, etc.). This practice must be kept to a minimum.

PreK-12: Loans for school lunches will be billed to families monthly or taken out of FACTS.

At the end of each month, unpaid balances exceeding \$2.00 will be added to each family’s account in our Finance office and will appear on the next month’s statement.

School Calendar and School Hours

Ross Corners Christian Academy follows (roughly) the same school calendar as the Vestal Central School District. The school year runs from approximately the Wednesday following Labor Day through the 2nd or 3rd week in June.

Specific RCCA school calendars are sent home at the beginning of each school year, and/or are available on our school website at www.rccarams.org.

RCCA’s instructional day runs from 8:00am to 2:30pm. Under normal circumstances, students may not arrive to school prior to 7:45am, nor remain after school past 2:45pm, except for approved extracurricular activities or appointments with teachers or office staff. Students who remain at school after 2:45pm must be under the direct supervision of an RCCA staff member, approved adult volunteer or in After Care.

School Cancellations

In the event that school is cancelled due to inclement weather, notice of the closing will be sent to parents via our text alert system “REMIND” (please provide the office with your cell phone numbers to register for this). School delays and closings will be posted on our website: www.rccarams.org, RCCA FB page, FACTS RenWeb email, and will be listed on www.WBNG.com.

School closings will generally be consistent with the Vestal School District.

In the event that local school districts cancel and RCCA remains in session, parents should make a reasonable effort to bring their children to school.

School Office

The RCCA school office serves as the focal point for all school records, communications, appointments, and other administrative functions.

The office is staffed from 7:30am-3:30pm on school days when school is in session and on a limited schedule during summer vacation.

Questions regarding school policies, minor problems, etc., should be directed to the school office. Any parent who desires to talk to the Administrator or a faculty member is asked to ***call the office and set up an appointment or leave a message***. The call will be returned as soon as possible.

Parents may call teachers, who have given prior permission to do so, at home, under appropriate circumstances. Teachers who receive calls at their homes that they determine to have been upsetting or offensive, are required to immediately contact the Administrator at his home. Such callers may expect to be contacted by the Administrator, at his/her discretion, to discuss the situation.

Messages or deliveries from home should be left in the school office. Students will be called out of class only at the discretion of the Administrator or his designee.

Phone

The phone number of the RCCA school office is (607)748-3301. All phone calls will then be transferred to the appropriate person, if they are available, or messages taken.

Parents should refrain from contacting their child during class hours. The school office should be called if an emergency arises, and your child will be notified. Cell phone and electronic device usage during class hours is NOT permitted. Inappropriate use of cell phones or electronic devices during school hours will be grounds for confiscation. (see Student Technology Policy)

Transportation

Transportation to and from school is the responsibility of the parents or legal guardians.

Transportation is the responsibility of the parents. The Academy cooperates with the Newark Valley, Owego-Apalachin, Binghamton, Union-Endicott, Vestal, Maine-Endwell, Johnson City, Northeast Bradford, and Montrose school districts that bus students in accordance with state regulations. NYS residents living within a 15-mile radius of the Academy may request public school transportation by notifying the local school district in which they reside. Requests for public school transportation should be made directly by parents to the appropriate public school district by **APRIL 1, 2020** or within 30 days of moving into the school district. Forms are available in the RCCA office as well as on our website. PA residents should contact their school district's transportation office regarding their state's transportation regulations.

Bus drivers expect support from the school in maintaining discipline on the buses. Further, students are expected to maintain school standards while on the bus. Students written-up by bus drivers or

transportation monitors will also be written-up by the administrator and appropriate discipline will be administered.

Periodic bus drills are conducted to prepare for emergency situations.

Parents who drive their children to school are required to ensure their children arrive with sufficient time to go to their lockers and prepare themselves for the day's schedule. Parents are also responsible to pick up their children after school no later than 2:35pm.

Students are not encouraged to drive to school; however, those who do must obtain permission from the office by completing a *Student Driver Permit Form*, and having it signed by both the parent and the Administrator. Careless or unsafe driving habits while on school grounds may result in disciplinary action, including having the driving permit suspended. Students must park in students' designated area.

Written permission to transport other students is needed from both the driver's and the rider's parents.

Transportation to and from the Academy for extracurricular activities is the responsibility of the parents. Parents should note that public school transportation is not available for students participating in after-school activities.

Transportation to off-campus school sponsored events will be provided by the Academy for all participants. Those participants who need to drive their own cars or use other means of transportation to or from these activities must have advance approval from their advisor or the Administrator and a permission slip signed by a parent or guardian.

RCCA students using public school transportation are expected to abide by rules and regulations provided by their individual school districts and to maintain an exemplary Christian testimony on school busses.

All drivers, adults and students, must obey the following rules:

1. Parents: Enter the school property from Ross Hill Road between 7:45am and 8:10am and 2:00pm-3:00pm. PreK Drop Off/Sign In, please park in the upper lot and walk your child to the gymnasium doors on the asphalt. All other parent drivers, please follow the driving pattern and drop off your student(s) at the designated drop off location and U turn out of the parking lot. The entrance from Old Vetel road is a BUS lane and faculty parking. **Never** drive or park in the bus lanes and observe the 5 mph speed limit.
2. Students: Park only in the parking lot in front of the "youth building." Abide by the 5 mph speed limit. Do not leave your parking space while busses are on school property.

Classes and Grades

Graduation Requirements

To graduate from Ross Corners Christian Academy, a student must have at least 24 credits earned as follows: (Listed are required subjects for each Diploma type).

<u>Subject</u>	<u>General</u>	<u>College Prep</u>	<u>College Prep w/Merit</u>
Bible*	4	4	4
English	4	4	4
Math	2	3	4
Science	2	3	4
Social Studies	4	4	4
Spanish/Foreign Language	0	2	3
Speech	0.5	0.5	0.5
Fine Arts	1	1	1
Health	0.5	0.5	0.5
Physical Education	1	1	1
Electives	5	2	0
Required Credits	24	25	26

* One credit in Bible is needed for each year that a student attends RCCA.

These courses are designed for graduation from RCCA. New York State Regents Exams are not given at RCCA; therefore, students planning to transfer to a NYS public school should plan to take needed Regents exams in order to meet state graduation requirements.

Curriculum

The curriculum offered at Ross Corners Christian Academy consists of the following:

Pre-Kindergarten (Pre-K)

Our Pre-Kindergarten class uses the curriculum made available by Abeka, and other Christian supplemental material. Pre-K is a 3 or 5-day program offered MWF, or Mon-Fri 8:00am-2:30pm.

Grades (K through 12)

Grades K-12 classes use a combination of the BJU Press, Abeka, Purposeful Design (ACSI), and Positive Action with additional textbooks and materials from other publishers as appropriate.

2020-2021

RCCA Program of Studies

Kindergarten through Grade 6

Bible
Reading
Language Arts
Spelling

Arithmetic
Physical Education
Handwriting
History/Geography

Science/Health
Art
Music

Grade 7

Bible
English
History
Math 7
Life Science
Art
Health
Music
Choir/Study Hall
Physical Education

Grade 8

Bible
English
History
Pre-Algebra
Physical Science
Art
Health
Choir/Study Hall
Music/Computer
Physical Education

Grade 9

Bible
English
World Geography
Algebra I
Earth Science
Spanish I/General Business
Art
Choir
Physical Education

Grade 10

Bible
English
World History
Geometry
Biology
Spanish II/Computer
Applications
Choir/Art
Physical Education

Grade 11

Bible
American Literature
United States History
Algebra II or Pre-Calculus
Chemistry/Advanced Biology
Choir/Art
Physical Education

Grade 12

Bible
British Literature
Government & Economics
Pre-Calculus/Calculus/College Math
Physics/Chemistry/Advanced
Biology
Public Speaking
Health
Choir/Art
Physical Education

High School Electives

- Accounting
- ASL
- Art I, Art II, Art III, Art IV
- Band
- Chemistry
- Computer Literacy/Keyboarding
- Chorale
- Calculus
- Computer Applications
- Creative Writing

- Debate
- Drivers Education
- General Business
- German I, II
- Journalism
- Life Skills/Business Principles
- Music Choir
- Physics
- Pre-Calculus

- Spanish III, IV
- Yearbook

Prerequisites (Grades 9 -12)

Prerequisites for taking advanced courses are as follows:

Mathematics – Students must pass Algebra I, Geometry, and Algebra II in sequence. All three math courses must be successfully completed to advance to Pre-Calculus. At least an 80 average or specific permission must be obtained in order to advance to the next course in sequence.

Science - Students continuing in Science must pass Earth Science 9 and Biology 10 before taking Physics or Chemistry. Exceptions to the prerequisite requirements require the approval of the teacher and the Administrator of the Academy. Algebra I is a prerequisite for Chemistry and Pre-Calculus is a prerequisite for Physics.

Dropping Courses

A course may be dropped within two weeks of the beginning of the semester without penalty. A course dropped after two weeks of the start of the semester will carry the grade of Withdrawn/Failing.

Dropping of a subject always requires approval of the teacher, the Administrator, and a parent, as well as completion of a withdrawal form, to be official. A student must remain in class until a course change is approved.

If a student is dropped by administrative action from a course for academic reasons, there will be no penalty.

Grading System

Grades are issued on a quarterly basis (approximately every 10 weeks) at the Academy, and the following grading scale is used:

	<u>Grades 4 – 12</u>	<u>4.0 Scale</u>
A+	(98-100)	4.1
A	(93-97)	4.0
A-	(90-92)	3.7
B+	(87-89)	3.3
B	(83-86)	3.0
B-	(80-82)	2.7
C+	(77-79)	2.3
C	(73-76)	2.0
C-	(70-72)	1.7
D+	(67-69)	1.3
D	(65-66)	1.0
FAIL	Below 65	0.0

Grades for high school courses are issued in either numerical average.

Grades K – 3: Letter grades only are provided to the same scale outlined above.

Passing/Failing

Grades K – 6 (Based on end of year average)

Passing

Any student receiving a C or above in each subject area will pass without reservation.

1. Any student having a C average in all areas but two will also pass in the following conditions:
 - a. The two areas are not failing
 - b. The two low areas are not reading, math, or English.

Failing

1. Any student failing two (2) or more subjects may be retained.
2. Any student having one F and two other grades below C may also be retained.
3. Any Primary student (K – 3) failing Reading may be required to repeat the grade.

Probation

1. Any student having three or more D's (no F's) may advance to the next grade under the following conditions:
 - a. A conference of the teacher, parents, and Administrator must explore all possible means of providing remedial help including summer school, private tutoring, or learning center placement.
 - b. The teacher of the next grade must be advised of the student's ability to work in the next level.
2. A student weak in the areas of reading, math, or English will be monitored in the next grade even though the student meets all the conditions of passing.
3. A conference of teacher, parents, and Administrator will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.

Making up Courses Failed

Grades 7 – 8

Students who fail two or more subjects, or who are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

Grades 9 – 12

Students who fail English, mathematics, language, or Bible courses must make them up prior to proceeding on to the next higher course in those sequences. Failures in English, mathematics, language or Bible must be made up the following summer to keep the student on schedule for graduation at RCCA. Generally, only two courses can be made up in the summer school unless special arrangements are approved by the RCCA Administrator.

Failed courses may be made up during the summer by special arrangement with the school district in which the student resides, or at RCCA. It is the responsibility of the parent to make arrangements with their particular school district for summer study and to ensure RCCA receives a transcript of the course(s) completed.

Incomplete Grades

Grades of “Incomplete” receive no credit. Incompletes must be made up within two weeks of the end of each quarter; credit will be awarded with the grade which replaces an incomplete.

Academic Eligibility

The policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 7 – 12 and will include interscholastic athletics, non-credit music activities, and drama productions.

The purpose of this policy is to:

- Establish a clear, minimum academic standard for participation in any and all extra-curricular activities.
- Encourage academic achievement from participants in all such activities.
- Provide opportunities for participants to correct a negative academic trend.
- Give the administration the flexibility to handle each student’s circumstances individually in a Godly, constructive, and beneficial manner.
- Employ all available human resources for the benefit of all parties involved in an issue surrounding academic eligibility.

Criteria for eligibility are as follows:

1. A minimum 74 overall average
 2. No failing (below 65) grades in courses counted for honor roll and class rank
- These criteria will be applied at the end of each quarter.
 - Students who begin a quarter academically eligible, but later exhibit a negative academic trend as evidenced either by an interim report or a report from a teacher to the administrator, may be declared temporarily ineligible for a time to be determined by the administrator, at his prayerful discretion, in concert with other appropriate staff members, coaches, or advisors.

On the day that progress reports or report cards are sent home, they will be checked to determine which students are no longer eligible to participate in affected activities. Students will continue to practice and may rejoin the competition level (i.e. participation in games) of specific activity when eligibility is reestablished. The continuation of practice is only allowed if student is receiving regular extra help from the teacher of class in question. Former status in the activity will be reinstated only at the decision of the Administrator and coach.

Progress Reports (Grades 2 – 12)

Progress Reports are sent home at the middle of each grading period.

Mid-Year/Final Exams

In grades 9 – 12, comprehensive exams, where required, may be given at the end of each semester.

Report Cards

Report cards are issued at the close of each 10-week grading period. Report cards are emailed to K-6th parents and given to elementary school students to be taken home in Friday Folders. Copies of the report cards for 7th-12th students are emailed to parents at the close of each grading period and students are given a hard copy in their locker.

Class Ranks

Cumulative grade point averages are computed for students in grades 9 – 12 using a weighted average of all credits earned. This average is determined to recognize class Valedictorian and Salutatorian at completion of the senior year and to provide class rankings for college applications as required. Valedictorian and Salutatorian eligibility requires at least two (2) years of full time academic enrollment at RCCA during junior and senior years. Students may be informed of their own ranking upon request to the office staff.

The following classes are not included in ranking:

- Physical Education
- Chorus
- Band
- Yearbook

Assignments Handed in Late

All teachers in grades 7 through 12 are required to decrease a student's grade on late work by 10% for each day that work is handed in after the due date, barring extraordinary circumstances, at the discretion of the teacher and with administrative approval.

Chapel

Chapel is provided for spiritual refreshment and growth at the Academy. Chapel is held every Wednesday in two groups: 7-12 and K-6, and generally features a guest speaker and worship/music.

All students are required to attend chapel and sit with their class. Chapel is considered a part of the Bible curriculum. 7th -12th Grade students are required to be attentive, respectful and polite to guest speakers. Bible teachers may require students to write reports or to assess the Chapel program.

Students are expected to sit quietly and reverently during the chapel period and to participate in group singing. All students are required to bring a hard copy Bible to chapel.

Honor Roll

An Honor Roll is posted for each grading period for students in grades 7 through 12. Students having a 90 – 94 grade average for the period are noted as Honor Students, and students achieving a 95 or above average are recognized as High Honor Students.

The following classes are not included in the calculation for Honor Roll:

(Grades 9-12)

Physical Education
Chorus
Band
Yearbook

(Grades 7-8)

Physical Education
Art
Choir
Music
Band

Honor Society

Students in grades 10 through 12 who have demonstrated high academic achievement are considered for induction into the RCCA Honor Society.

To be considered for the Honor Society, students must have the following minimum cumulative high school non-weighted grade averages in grade 9 and following:

- 92 for a sophomore
- 90 for a junior

In addition to academic achievement, students are expected to demonstrate a sound Christian testimony, a good attitude, and a high level of cooperation in their years at the Academy. Students must also have the recommendation of the Administrator, the Academy teachers and their own pastor, and must have attended RCCA at least two quarters.

A formal induction ceremony is held each year to induct new members into the Society. Induction into the RCCA Honor Society represents one of the highest achievements a student can obtain during the high school years.

All classes, including those listed in the chart above, are included to determine eligibility.

Awards

Separate awards programs are scheduled for 7th – 12th grade at the end of each school year.

Honor Graduates

Honor graduates (90 – 93 composite average for grades 9 – 12) and High Honor graduates (94 and above) are recognized during the graduation ceremony with gold and white sashes.

Physical Education, Chorus, and Band are included to determine eligibility.

Skippping a Grade

1. Recommendation ***must*** come from current teacher at RCCA and approved by Administrator.
2. Students must clearly be well above the typical level of the current grade.
3. Recommended criteria:
 - a. Straight A's in academic subjects
 - b. Stanford test scores of 97 percentile or above in all subjects
 - c. Social and physical maturity commensurate with students in the next grade
4. Parents of the student must be in agreement with a decision for their child to skip a grade.

Off Campus Courses

Students who are able to schedule BOCES or other approved outside courses without impacting their RCCA courses of study will receive elective credits upon successful course completion and receipt of an official transcript.

Arrangements for outside classes must be made by parents and have the approval of the Administrator. Transportation to and from outside classes and any fees incurred are the responsibility of the parent.

Standardized Tests

Entrance Examinations

1. Kindergarten – All kindergarten students are required to take a test/assessment to ascertain student readiness.
2. First Grade – First grade students will be given Achievement Tests at the discretion of the Administrator.
3. New Elementary registrants – Reading and Math Readiness test will be administered.

Achievement Testing

1. All students in grades K – 9th will be given the *ACSI TerraNova* test in the spring of each school year.

Ability Testing

1. ASVAB – All students in grade 11 are encouraged to take the ASVAB test administered at RCCA in the fall of each school year.
2. PSAT – 9th through 11th grade students may opt to take the Preliminary Scholastic Aptitude Test (PSAT) administered at RCCA in the fall of each school year. Students must sign up in the school office for this test. There is a \$25 fee for this test.
3. ACT and SAT – All 11th and 12th grade students are encouraged to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) at a local high school. Application forms are available in the school office, or students may sign up online on the *College Board* website.

RCCA does not participate in the New York State Regents Exams, although students are permitted to make their own arrangements, if desired, to take these examinations. Public high schools have latitude to accept or not accept RCCA credits. Bible courses are generally not accepted. Regent's exam requirements have bearing on the acceptance of credits; therefore a student transferring to a NYS public high school should plan to take needed Regents Exams at that time.

Student Life

Class Officers

Students in grades 9 through 12 will elect class officers. Class advisors and/or the Administrator may disqualify a candidate with cause. Class officers will typically be: President, Vice President, Secretary, Treasurer, Chaplain and Student Council Representative.

Student Fundraising

Fundraising projects may be held throughout the year by classes in grades 9 through 12, clubs, or groups involved in extracurricular activities. Class dues are collected monthly in grades 9 through 12. The amount is set by each class. All fundraising activities are under the cognizance of the class advisors and must be approved in advance and scheduled by the Administrator. Funds raised will go directly into the treasury of the class or group for use on projects approved by their advisor. Money in these accounts will be carried over from year to year.

Senior Class Activities

RCCA Seniors enjoy privileges that other classes do not. The seniors raise funds and plan an annual senior trip to an educational place. Seniors may decide to go on a mission's trip in lieu of the traditional senior trip. Special mission's trip guidelines apply to all mission's trips. The seniors also go away on a fall retreat held in a camp atmosphere featuring guest speakers and a spiritual emphasis.

The seniors also enjoy the privilege of being honored guests at the annual Junior/Senior Banquet. The banquet is one of the final formal events of the year and is held just prior to graduation.

Senior Privileges

Seniors have the privilege of eating lunch together as a class. This privilege facilitates holding class meetings, when needed, at lunch time. However, the class must agree to stay together. If the class does not eat together as a class, they must eat with the other classes in the gym. Seniors also have the privilege of purchasing their lunch at the Sub Factory across the street and bringing it back to school to eat.

Consequences for those who leave campus without permission from the office will result in the removal of off campus lunch purchasing for one week. This privilege is for seniors only, not for the use of siblings or underclassmen to purchase items through them.

Social Networking Sites

Since RCCA is concerned about those things which may bring reproach upon the testimony of our school, our students, and our Lord, students, staff members, and those in other ways affiliated with the school are urged to exercise caution when placing comments or information on publicly available forums such as Instagram, Snapchat, Facebook, etc. Should it come to the attention of the school's administration that careless and inappropriate information is communicated on such a forum such that the testimony of our school, our staff members, or our students is in some way damaged, the offending party stands at risk of disciplinary action from the school's authorities. Such discipline of students will be on a continuum up to and including expulsion. Should the information be of such a serious nature, the offending party is also at risk of having legal charges levied against him or her. (see Student Technology Policy).

Cell phone and electronic device usage during class and/or school sponsored activities or trips not be allowed without permission from an individual teacher or supervisor. Inappropriate use of cell phones or electronic devices during school hours will be grounds for confiscation (see Student Technology Policy).

Social Relationships

The Christian school is a place where Biblical standards and wholesome fellowship will lead young people to develop God-glorifying relationships and to be a testimony of Godly living to those who observe them. Our present society is rapidly moving away from Godly and Biblical standards. This is especially true in the area of relationships between men and women. Christian young people should not follow the world in this area.

We believe that excessive attention to one person during school hours is distracting from the student's main purpose of study. Students must refrain from physical contact that is associated with boyfriend/girlfriend relationships.

Morality, Sexual Activity and Student Pregnancy

RCCA desires to partner effectively with parents in preparing students to live effectively in God's world. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life.

We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and inerrant in the original writing, and that they are of supreme, sufficient, and final authority in faith and life. The ultimate authority and basis for the rules, principles and practices of RCCA is the Bible – God's holy Word. RCCA forms a partnership with the home and family to help educate students and to guide them in biblical character and development. Because the school adheres to the Bible, the standards of conduct specified in the Bible in many areas, e.g. morality, integrity, sexuality, relationships, etc., are standards of conduct for RCCA regardless of whether there is a separate RCCA policy in place.

One of the most enjoyable gifts that the Lord gives us is relationships shared among believers, and this is especially true of the relationship shared between members of the opposite sex. It is part of God's plan that young people have the potential to meet, date, and possibly eventually marry someone from the opposite sex. For members of the opposite sex to enjoy each other's company and companionship is not only good, but also it is part of God's sovereign design. RCCA is a school for students who are unmarried and who live at home with their parent(s) and/or legal guardian(s). RCCA upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5, see also the Statement on Marriage, Gender, and Sexuality).

Students shall not engage in or promote sexually promiscuous behavior (e.g., premarital sexual intercourse, oral sex, exhibition of nudity to those of the same or opposite sex, sexting, petting or caressing the private parts of another, homosexuality, etc.) on or off campus. Even though parents may personally believe differently, while enrolled at RCCA, all students are expected to exhibit the qualities espoused by the school and to refrain from certain activities or behavior. Violation of this policy will result in discipline which may include probation, suspension, being asked to withdraw from school, being expelled from school, or other consequences determined by the RCCA administration. RCCA believes that pre-marital sexual activity is forbidden by the Scriptures and that those who do so are walking outside of God's plan

for their life and inviting numerous negative consequences. RCCA expects boys and girls to develop wholesome friendships during school years. Improper displays of affection between members of the same or opposite sex are prohibited on school grounds or at school activities. Behavior that displays intimacy such as hand holding, kissing or prolonged embracing/hugging is prohibited.

Due to this fact, we will intervene with students who are known to be involved in such activity. Such intervention will include input from the student(s) and the students' parents.

Students are expected to not possess or use drugs, alcohol, tobacco, vapes, or anything pornographic. Possession or use of these substances or materials on school property or at school activities is grounds for immediate expulsion from the Academy. Possession or use of these items away from school reflects on the testimony of the Academy and may also result in expulsion.

Pregnancy will be cause for a disciplinary hearing with the RCCA School Board and School Administrator to determine the best life affirming course of action. If both people involved with a pregnancy are students of RCCA, they will both be subject to this disciplinary hearing.

Guns, firearms, knives, matches, bows/arrows, lighters, or other dangerous items are also prohibited. Violation of these policies of the Academy will result in disciplinary action. Confiscated items will be returned only to parents.

Library

The library may be open weekly for K-6 students. Elementary school classes may be scheduled to use the library at least once a week.

Books may be checked out of the library for a designated period of time. A late fee will be charged for books not returned by the date due; parents will be billed for lost books.

High school students are encouraged to obtain a library card from their local public library. The RCCA library stocks books for research by elementary students, Christian reading for all ages, and reference books for Bible courses. Limited funds prevent us from providing books in all areas for high school students.

Library Fines

Fines for overdue library books will be assessed each day up to the replacement cost of the book. When a fine equals the replacement cost, or when a library book has been lost, the cost of replacing the book will be charged to the student. At the end of each quarter, unpaid charges to replace library books will be added to a family's account in the financial office.

Lunch Period

The school's commercial kitchen is open during school lunch periods and offers a menu of homemade foods. All students may pre-purchase lunches on Renweb or through the school office. Students may also bring food from home, including foods that may need heating in the microwave.

The lunch program is staffed with volunteer help.

Emergency Procedures

Fire Drills

Fire drills are held periodically and are signaled by one long continuous ring of the bell. Students are expected to leave the building quietly in single file through the door designated for evacuation of their particular room. During a drill students must follow the instructions of their teacher carefully, go to their assigned assembly point, and wait for clearance to return to class.

Lock-Downs

School-wide Lock-downs are designated by three rings of the bell and will be announced over the intercom. All students who are not in their designated classroom area need to report there immediately and must remain there until the end of the Lock-down.

RCCA has a detailed **Stranger Alert** procedure which is not for general public information. However, all students and staff will be drilled on the procedure at least twice a year, and any RCCA parent/guardian or legitimately interested person may obtain a copy of the policy by request of the Administrator.

Locks and Lockers

Hall and gym lockers are made available to all students in grades 6th through 12th. If students wish to use combination locks on their assigned lockers, they are required to purchase these from the school office. Unauthorized locks will be removed. Locks may be retained from year to year and can be turned in upon leaving the Academy for a refund. For grades K through 5, cubbies or designated areas are available in most classrooms or hallways for storing gym clothes and backpacks.

Students are expected to not give out their combinations and to respect the privacy of other students. All lockers are to be securely locked when not in use. The Academy reserves the right to inspect lockers at any time, and to remove any objectionable material. Lockers should be kept neat and clean at all times. Students who go to their lockers unnecessarily between classes, risk being tardy to class. Locker issues between classes will not excuse a student's tardiness to class.

Lost and Found

Property inadvertently left or placed in unassigned lockers or other unauthorized areas will be sent to the lost and found area. Items can be claimed from the lost and found at any time. Lost and found items are displayed for claiming periodically as space is limited. Unclaimed items will be disposed of in June after graduation.

Miscellaneous

Parent Communications

Parents are kept informed of RCCA activities by REMIND, periodic emails, through the weekly school newsletter, the *Ram-O-Gram*, Facebook and Instagram pages: *Ross Corners Christian Academy*.

Formal Parent-Teacher Conferences are held on an individual basis at the end of the first quarter and otherwise as needed and may be requested by parents or teachers. Informal Parent/Teacher conferences may be scheduled with the teacher at any time. Since Fall 2020, these are generally done via Zoom.

The purpose of the **Parent-Teacher Organization (PTO)** of Ross Corners Christian Academy is to enhance communication between the administration, teachers, and parents, and to provide support for the educational, spiritual, and social needs of the school. Membership is open to all parents, faculty, staff and others who have an interest in supporting the school. Meetings are held throughout the year. For more information, contact Mrs. Alyssa Leonard, PTO President at rcca.aleonard@gmail.com.

RCCA encourages parents to become involved in Academy activities and to attend special programs, meetings, and extracurricular activities as much as possible.

Gift Giving Policy

Cards and small gestures are allowed, but not encouraged.

Visitors

During school hours, all visitors to the Academy, including parents, must complete a COVID screening at the school office door. A visitor's badge will be issued to approved visitors into the building. At this time, due to COVID, general visitors are restricted into the building.

Visits by students from other schools can be arranged by contacting the office at least three days in advance and by completing a VISITOR'S FORM. Parents of both the RCCA student and of the visitor must approve the visit. Visits will be limited, and no visitors will be allowed during testing time. Preference will be given to visitors who are considering enrolling in RCCA. All visiting students must undergo a COVID screening prior to visit day.

Dress Code

Ross Corners Christian Academy strives for a neat, modest, clean, well-groomed, non-distracting, conservative appearance; avoiding extremes of fashion. For specifics, see Appendix A.

Physical Education Classes

Because of limited facilities and scheduling concerns, boys and girls normally are scheduled for PE classes at the same time.

The dress code considered appropriate for PE classes will be announced by the PE teacher, Mrs. Alyssa Leonard. Sneakers, sweats, finger-tip length shorts, etc. NO tank tops, NO muscle shirts, NO leggings, NO mid drift shirts.

Dress Code for Special Activities

Often extra-curricular activities provide the opportunity to put the Academy on display to parents, friends, and the public at large. These events serve as a special opportunity to promote the Academy as well as provide a fine testimony for Christian education. The following dress code modifications apply for special events.

Sports Events:

Soccer Games: During school hours, boys and girls are expected to wear normal school attire. Teams may sometimes travel in uniform when directed by Athletic Director. This exception to policy will be made by the AD and coaches in charge of the team.

Basketball Games: Boys and girls participating in a basketball games are expected to wear normal school attire. Teams may sometimes travel in uniform when directed by Athletic Director.

After games: The players may wear dress down attire with athletic pants or jeans (no holes or tears).

Cheerleading Squads will follow the same guidelines.

Music Programs, Plays, Fine Arts, Graduation and Similar Activities:

Students participating in high school music activities are expected to purchase and wear the attire for their particular group.

Students attending special activities of the school, including music activities, fine arts and sports banquets, are expected to wear normal school attire. When students choose to dress up beyond the school code, all dress code restrictions continue to apply.

PARENTS are asked to wear attire equal to the student dress code.

Junior/Senior Banquet:

Semiformal activities require appropriate semiformal dress. Our young men and young women need to be well groomed, modestly and tastefully dressed as their biologically assigned gender, and above reproach in behavior at all school activities.

Young men are expected to wear a suit, dress shirt with appropriate neckwear and shined shoes. Some may choose to wear a tuxedo.

Young ladies are expected to wear a conservatively modest, dress. Neck lines may not be below the collarbone any further than the width of three of a girl's own fingers, and backs may not be exposed below the shoulder blades. Dresses must be knee length or longer, slits may not go above the knees, and fabric must be opaque from the knees to the collarbone and shoulder blades. Midriffs and side panels of dresses may not be open. Provision will be made for girls to confirm the appropriateness of their dresses in advance of the banquet date. A designated high school female teacher will approve or disapprove Banquet dresses.

Field Trips:

Proper dress for field trips or the senior trip shall be determined by the advisor in charge and the Administrator. In most cases, normal school attire would be appropriate. In some cases, sneakers or jeans may be allowed if approved in advance by the advisor in charge and the Administrator.

Work Projects:

For work projects where clothing is likely to be soiled or damaged, blue jeans or other appropriate work clothing may be permitted.

Practice Sessions:

Proper attire for practice sessions of various school activities is left to the discretion of the advisor and the Administrator. In all cases, modesty in dress is still required.

Hair Code

Boys' hair should be trimmed in a neat, well-groomed manner. Hair should be above the eyes and off the collar. Facial hair must be clean and neatly groomed. Neither girls nor boys should draw undue attention to themselves with hair styles. The Administrator will determine when a hairstyle is extreme and/or distracting. See *RCCA Dress Code*.

Discipline

Discipline at the Academy

Ross Corners Christian Academy seeks to provide an environment conducive to the spiritual, intellectual, and social development of the students.

RCCA expects students to demonstrate the proper conduct, cooperation, and responsiveness expected of Christian young people.

The basic premise of discipline at RCCA is two-fold:

1. The teacher is responsible to maintain order so that teaching and learning may occur; therefore, the teacher has the authority necessary to carry out this responsibility.
2. The student is responsible to obey all classroom rules, school rules, or teacher's directives.

Classroom rules and procedures must be clearly established early each year. When students misbehave, teachers have the authority and the responsibility to intervene immediately and to take action that is appropriate to the infraction and consistent with his/her established policy of classroom discipline.

See Appendix B for specific details.

Extra-Curricular Activities

RCCA offers a wide variety of curricular and extra-curricular activities for students of all ages. Students are encouraged to participate in these programs and events. Listed below are most of the various activities which are provided:

Language Arts

RCCA students may compete with other Christian schools in New York State in spelling, creative writing, dramatic readings, and other language areas.

Art

The art classes of RCCA display samples of their art work during the school year. Art students may participate in Art contests as approved by Art teacher and Administrator.

Science Fair

RCCA may participate in the New York State Christian School Science Fair, spanning grades 4–12. At times, RCCA may sponsor its own Science Fair and the winners in various grade levels compete in the state competition. In preparation for this competitive activity, a Science Show is presented annually by each lower elementary class.

Drama

When there is enough interest among students, RCCA will attempt to offer drama and present one drama production in the spring, under direction of a Drama Director. The cast is chosen on ability, and may be picked from the entire student body, teachers, and parents, depending on the needs of the production.

Yearbook

Every spring, RCCA publishes The Rampage, a yearbook covering all classes and activities and featuring Academy Seniors. A yearbook staff comprised of students from grades 10 – 12 works together with the editor, usually an Academy Senior, and a Yearbook Advisor to compile and arrange for printing and distribution of The Rampage.

Newspaper

When there is enough interest among students to offer a Journalism class, this class typically publishes a quarterly newspaper/newsletter, *The Rambler*. News articles are written by student reporters and

announcements are furnished by the office. Faculty advisors coordinate this project and involve students from all grades.

Clubs

When enough interest is expressed, Club activities may be available for special groups. Parents with special interests/abilities are encouraged to volunteer as club sponsors. All Clubs must be approved by Administrator.

Music

Music is provided for **all ages** at RCCA.

- Elementary music classes, grades K through 8, usually provide two music concerts each year; a Christmas program and a Spring Program. Elementary choir is provided for K-6th.
- The Senior High music program is comprised of students in grades 9 through 12.

Sports

The Academy offers a fine program of interscholastic athletic competition in soccer and basketball for boys and girls and cheerleading for girls.

Boys and Girls soccer are available at varsity level.

Boys basketball is available at the modified, junior varsity and varsity levels.

Girls Basketball is available at the junior varsity and varsity levels.

Cheerleading is available at both the junior varsity and varsity levels when participation numbers allow.

RCCA teams compete primarily with other Christian schools both locally and at some distance in soccer and basketball.

RCCA hosts an annual invitational basketball tournament which includes 4 to 8 teams. The RCCA Rams basketball teams also participate in several tournaments during each season, and have played other teams from nearby states.

Varsity letters are awarded to deserving athletes by the head coach in each sport at the Academy Sports Award Programs held after the soccer and basketball seasons. Other awards are also made to key players in recognition of outstanding performance.

RCCA is a member of the NYPENN Christian Athletic Conference, begun in the fall of 1986.

School Themes

School Verse

“For of Him, and through Him, and to Him, are all things; to whom be glory forever. Amen”

Romans 11:36

School Song

HOW FIRM A FOUNDATION
Rippon’s “Selection of Hymns” 1787

How firm a foundation, ye saints of the Lord,
is laid for your faith in His excellent word!
What more can He say then to you He hath said
To you, who for refuge to Jesus hath fled?

Fear not, I am with thee, O be not dismayed,
For I am thy God, I will still give thee aid;
I’ll strengthen thee, help thee, and cause thee to stand,
Upheld by My gracious, omnipotent hand.

When through the deep waters I call thee to go,
The rivers of sorrow shall not overflow;
For I will be with thee, thy trials to bless,
And sanctify to thee thy deepest distress.

When through fiery trials thy pathway shall lie,
My grace, all-sufficient, shall by thy supply,
The flames shall not hurt thee, I only design,
Thy dross to consume, thy gold to refine.

The soul that on Jesus hath leaned for repose,
I will not, I will not desert to his foes;
That soul, though all hell should endeavor to shake,
I’ll never, no, never, no never forsake!

School Colors

Royal Blue and white

School Mascot

Ram

Appendix A

Ross Corners Christian Academy

Ross Corners Christian Academy expects students to have a modest, clean, well-groomed, non-distracting, and Christ-honoring appearance. With this in mind, the following Dress Code rules apply to all students enrolled in K-12th. Every student is expected to dress in a way that conforms to his or her biologically-assigned gender. Students are to arrive at school at RCCA in school dress. *

PANTS / SHORTS / SKIRTS

Male and Female Students – Cotton twill, “Dockers” style or corduroy pants/slacks or knee-length shorts (solid or patterned), with No holes or tears. Pants and shorts must be worn at the waist and not be form fitting or excessively baggy. Pants are to be hemmed and worn as designed (no sagging). No athletic pants, No nylon rip-stop-type material, No pajama-type material, No sweats, No warm ups, No denim, jeans and No leggings.

Female Students - Skirts or dresses must be below the knee with no slits above the knee. No form-fitting skirts/dresses. Dresses must have modest necklines at the collar bone. Capris (solid or patterned) may be worn. Girls in grades PreK-6th may wear jumpers (must be below knee).

TOPS / SHIRTS

Female Students – Collar or Polo shirts (striped, patterned, solid, plaid; long or short sleeved) may be worn. Shirts must not be form fitting and must be appropriately buttoned to the collar bone. Collar and Polo shirts may be tucked or untucked. No t-shirts, No athletic work out shirts, No tank tops and no “cold shoulder” shirts. All tops are to be modest – e.g. loose fitting with no cleavage revealed and no bare midriff, and no bra strap showing. Shirts are to be opaque (i.e. cannot see through).

Male Students – Collar or Polo shirts (striped, solid, patterned, plaid; long or short sleeved) must be neatly and appropriately buttoned to the collar bone. Collar and Polo shirts may be tucked or untucked. No T-shirts, No athletic work out shirts, No tank tops. NOTE: Male students must wear a shirt at all times, including gym class, after school and during athletic practices.

Male and Female Students – Hoodies and sweatshirts are allowed with collar or polo top worn beneath and hood left down. No hoods up on hoodies at any time.

FOOTWEAR

Footwear, including sandals, must be clean, with laces tied or straps fastened, having no rips or holes. Athletic slides, open heeled Crocs, and flip flops are prohibited.

CAPS / HATS

NO caps or hats may be worn in school or in class. They may be worn after school hours or at athletic activities.

HAIR / GROOMING

Grooming should reflect neat and clean conventional hair styles. Hair should be natural color, clean and neatly trimmed. Extreme hairstyles including, but not limited to, shaved or excessively spiked hair and Mohawks, are prohibited. Highlighting is acceptable only if it is consistent with the student's hair color.

Male Students - Hair length should not be longer than the top of a normal collared shirt, and hair should be off the eyebrows (out of eyes). No ponytails or buns. Sideburns/hair must not be lower than the bottom of the ear. Any facial hair must be clean and neatly trimmed.

JEWELRY / MAKEUP

Female Students - Jewelry and makeup, when worn, should be in moderation. Tasteful, non-distracting jewelry and earrings in earlobes are permitted. No extreme or excessive jewelry or piercings.

Male Students - One (1) tasteful, non-distracting necklace or bracelet is allowed. No earring(s), No hanging chains, and No damaging rings.

INFRACTIONS

RCCA's administration expects that the parents/guardians will assist in properly outfitting the student for school in accordance with the RCCA Dress Code. Students who come to school out of dress code will be allowed to borrow approved dress code clothing from RCCA school office (or parent will need to bring appropriate clothes). A Dress Code Violation form will be completed, submitted to the School Administrator, and sent home to the parents via the student. The form must be returned with a parent signature the following school day to ensure that the parent is aware of the situation.

Three (3) RCCA Dress Code violations within a 10-week marking period will result in an assigned detention. The School Administrator is the interpreter of the Dress Code for the RCCA School Board.

** For away athletic games requiring early dismissal, student athletes are allowed to change into appropriate athletic clothing after PE class or at lunchtime as directed by School Administrator.*

Appendix B

RCCA CODE OF DISCIPLINE

PURPOSE

The Code of Discipline is intended to ensure that we all share the same expectations in those circumstances in which it is necessary to address student behavior that is inconsistent with God's will for His children.

PHILOSOPHY

The philosophy of Ross Corners Christian Academy is derived from our understanding of God's Word as revealed in the Bible. As such, **we can do our best work for those families who have been and continue to be raising their children in the nurture and admonition of the Lord.** Such an upbringing is the best preparation for the academic, social, and spiritual rigor families can expect at all grade levels here at RCCA. We expect that our students will not be inclined toward willful disobedience or disruptive behavior. However, on occasion, errors are committed which must be addressed in a Godly manner for the benefit of the offender, the offended, and the community at large. Therefore, the Code of Discipline for Grades 7 – 12 has been adopted in order to:

- Guide faculty and staff in the administration of Generally Effective Immediate Discipline (GEID, pronounced the same as "Guide").
- Address the various degrees of disciplinary challenge which may arise during the course of the school year.
- Provide a clear, consistent, uniform method of administering discipline for those young people God has seen fit to place in our care.
- Give our families a clear understanding of our expectations and of what they might expect as a result of their children's failure to adhere to those expectations.

GENERAL GUIDELINES

Discipline is most effective when immediate corrective action is taken by the adult directly responsible for the offending student. That adult will make every effort to personally administer GEID with the least possible disruption of the program or activity in progress.

GEID is any action taken by a teacher or other responsible adult which by reason of experience, common sense, and knowledge of God's Word is deemed by said responsible adult to be the best course of action at that particular moment in that particular circumstance. Examples of GEID include, but are not limited to: a warning, a brief personal conference, isolation from others, a written exercise, assignment of a detention, or enlisting the other students (carefully and tactfully), under-girding every disciplinary action with prayer.

If a teacher deems it appropriate to notify parents that disciplinary action was necessary for their child, **we will expect full cooperation and support from the parents.** The administration of Ross Corners Christian Academy has full confidence in the ability of our faculty and staff to discern and act in a Godly manner in any situation requiring disciplinary action. **We can do our best work for those parents who have the same confidence and so demonstrate by their actions and reactions.**

In Romans 13:1-5, God's will on submission to authority is made very clear. We encourage all of our parents to read and understand this passage. We expect every student at RCCA to trust and obey the adults that God has placed in authority over them, first and foremost their parents, and during the school day, their teachers or other responsible adults. Therefore, we will accept as principle that **anything less than immediate obedience** on the part of a Ross Corners student **will be considered disobedience** and will be dealt with accordingly by the adult responsible for the disobedient student.

At the Cross of Christ, we received the ultimate blessing, one that we could never earn or deserve. We know this blessing as GRACE (God's Riches At Christ's Expense is a good way to think of it.) Yet, even though Grace is a free gift from God, He still requires that we reach up to Him even as He reaches down to us so that we might receive the *fullness* of His Grace. Our repentance is what allows us to *experience the benefits* of the forgiveness that is already ours through the shed blood of Jesus Christ. As imitators and servants of Christ, we who serve Him here at RCCA will endeavor to serve His families with hearts that reflect the Grace of God. However, just as God's Grace can only be experienced by those who repent, the program here at RCCA can only benefit those children and families who respond positively to our efforts on their behalf.

SPECIFIC GUIDELINES and PROCEDURES

Teachers will use their own discretion, within the general guidelines, in the administration of discipline where an isolated or non-repeating offense has occurred. Any offense for which a **counseling session** has been conducted will be reported by the teacher, to the parents as soon as possible. Any time a teacher has made parental contact for disciplinary reasons, it will be reported and submitted to the School Administrator by the teacher before leaving school for the day. Regular documentation will be kept in school records.

Despite the best efforts of the teacher to reach the heart of a student using GEID, the student may continue or escalate negative behaviors to the point at which **the teacher perceives a pattern of willful, deliberate, or incorrigible** behaviors such as: *Disobedience, Disruption, Tardiness, Cheating, Lying, Non-cooperation, Irresponsibility, Vandalism, Destruction of Property, Fighting, Insult, Hurt, Profanity, Insubordination, or Petty Theft*. Once the teacher has made that determination, the teacher will advise the administrator that the student should be placed on probation.

Within a Marking Period:	1 st Offense	Meet with the School Administrator
	2 nd Offense	Student sent to office and isolated until parent arrives to take him/her out of school for the remainder of the day. Parent accompanies student to school next day and meets with the Administrator and / or Disciplinary Board at 7:30 a.m.
	3 rd Offense	Same procedure as 2 nd Offense with mandatory 3-day suspension out of school. Parent accompanies student on the day of his/her return and meets with the Administrator and / or Disciplinary Board to determine student's readiness to resume attendance.
Within a Semester:	4 th Offense	Same procedure as 3 rd Offense with Expulsion Hearing scheduled prior to the return date.

Within the School Year:	5 th Offense	Immediate Expulsion for the remainder of the school year. Student may reapply for admission the following school year.
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PERTINENT CONSIDERATIONS

To assist families in their positive understanding of and response to these guidelines, we refer again to Romans 13, especially verse 3. Additionally, **in most cases, before the teacher finds it necessary to place a student on probation, the parents will have been contacted at least once about the student's behavior.** However, the Administrator maintains the prayerful discretion to determine if an offense may require more emphatic discipline than what is prescribed at the given level of Probation.

Many students have additional privileges and extracurricular opportunities such as Athletics, Yearbook, Drama, Chorus, Special Scheduling, and Driving. Failure to use these privileges in a manner that brings honor and glory to Jesus Christ will result in administrative disciplinary discretion. Additionally, these privileges may be affected by behaviors exhibited in school or at school functions.

Sadly, we live in a society today in which many people consider it a "Rite of Passage" for young people to commit some especially offensive, harmful, immoral, or illegal acts. If RCCA has to address any of these offenses, the following offenses will result in a minimum 5-day suspension with possible expulsion: Vulgarity, Sexting, Possession or Evidence of Using Illegal Drugs, Marijuana, Vaping, Alcohol, or Tobacco; Physical Violence, Theft, Extortion, Threats, Sexual Harassment (as defined by Scripture), or any other offense which is deemed by the Administration to warrant such penalty.

Parents who believe that their child(ren) may have been treated unfairly, incorrectly, or non-Biblically, in the professional interpretation of this code, may appeal a Teacher's decision to the Administration. Decisions of the Administration may be appealed to the Ross Corners Christian Academy School Board, which provides oversight of all RCCA affairs.

APPENDIX C - COVID INFORMATION

Parent & Student

IN PERSON LEARNING

To properly safeguard our community during the resumption of “in person” learning, specific health precautions and safety procedures which are in accordance with health guidelines will be required. To meet the needs of our students and to the extent we are allowed by law, RCCA will plan for the reentry of students with the following steps (Health Screening, Physical Distancing, Personal Hygiene & Masks, Cleaning)



HEALTH SCREENING

- The most effective means of COVID risk reduction begins at home.
- Before school: Parents are requested to take students' temperatures at home and complete online RenWeb/FACTS COVID screening questionnaire
- Students should remain home when ill or if experiencing COVID symptoms
- All PreK-12th students will have their temperature taken as they enter the school building, and RCCA will check the status of online health screening completion
- Anyone with a temperature over 99.5 or COVID symptoms will be referred to the school office health room
- Students awaiting parent pick-up will wait in the designated health room
- School office and teachers will monitor all students throughout the day for COVID symptoms
- All RCCA teachers, staff, and volunteers are required to have temperatures taken before entering buildings in the morning and complete online COVID screening questionnaire
- All visitors must have temperature and COVID health screening upon entry into school office lobby



PHYSICAL DISTANCING

- PreK-6th school recess on playgrounds will have rotations in class cohorts (Soccer Field, Playground #1, Playground #2, Pavement)
- Grades PreK-6th will have desks physically distanced, and Ultraboard sneeze/cough guards at each desk
- Grades PreK-6th will use individual desks instead of group tables
- Grades 7th-12th will have desks physically distanced and tables with plastic sneeze/cough guards
- All desks will face the same direction
- Use of shared supplies will be minimized. The use individual use of pens, pencils, and basic school supplies is required
- Art supplies will be individualized
- Chapel will take place in smaller groups in the gymnasium with configured physical distancing
- No group field trips (virtual tours are encouraged)
- Lockers for 6th-12th are spaced out between four (4) different hallways and assigned lockers are distanced apart for safety. Locker use will be minimized, and 7th-12th students will be assigned specific times to go to their lockers
- Traffic flow will be managed with One-way traffic flow in certain congested areas (staircases, in/out of gym)
- Where there is two-way traffic, all will be asked to walk on the RIGHT side of the hallway
- PreK-1st lunches are in classrooms.
- 2nd-12th Lunchroom seating will be in the gym and outdoors (weather permitting) and will be configured for physical distancing.
- School lunches must be pre-ordered on RenWeb/FACTS.
- School lunches will be served as meals in disposable containers with lids
- There will be ***NO use of student microwave.***
- The number of people in the restroom at one time will be limited
- Reception areas and offices will have Plexiglas desk shields



PERSONAL HYGIENE and MASKS

- Hand washing is emphasized, and students and staff will be asked to wash their hands upon entry into school building and every two hours (before snack, after bathroom breaks, before lunch, after recess, and after PE class)
- Hand-sanitizer stations will be placed in all classrooms, common areas and entrances
- Students are encouraged to avoid touching their faces, particularly eyes, nose, or mouth to reduce risk of exposure
- All teachers, staff and students will wear face masks when moving in classrooms, hallways and when they are not able to be 6ft apart (outside their classrooms and hallways, or when they are unable to maintain physical distancing within their classrooms)
- We know that there will be students on campus who will wear face coverings for longer periods of time, including students who are directed to do so by their healthcare providers
- Water fountains will be closed (at least initially)
- All students are to bring water bottles from home
- Water bottles will be for sale if a student forgets to bring theirs (25 cents)
- Three (3) no-touch refill water stations are available in the gym, lower elementary hallway and upstairs near Art room.



CLEANING

- Daily cleaning of all spaces by our custodial staff using EPA approved products that meet CDC guidelines for COVID
- Frequent cleaning of high touch areas every day - this includes handrails, doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, and restroom facilities
- Restrooms cleaned twice during the school day with EPA approved products that meet CDC guidelines for COVID
- Desks and chairs will be sanitized between classes, and ample supplies of sanitizing wipes will be distributed to every classroom teacher
- Frequent disinfection of PE and recess equipment using EPA approved products that meet guidelines for COVID

REMOTE LEARNING

If local or state authorities issue a school-closed or stay-at-home order, RCCA is prepared to offer students an online education until they/we are cleared to regather. Classes will be both synchronous (live) and asynchronous. While we hope and pray this option is not required, we are prepared to implement remote learning if required to do so.

GOALS OF REMOTE LEARNING

If necessary, due to a COVID school closure, RCCA will move to required continuous learning (Remote Learning) for students. ***Remote learning is a requirement of the State of New York for the 2020-21 school year.*** RCCA wants to ensure that any remote learning schedule that is implemented addresses issues of access and equity and is supportive of family and student needs and scheduling.

1. Focus on the Mission of RCCA and expect excellence in all that we do
 - Our Mission to partner with parents has not changed
 - We will continue to deliver on our promise of providing an academically challenging, biblically faithful education to students
2. Make instruction relevant, engaging, and meaningful for all students
3. Emphasize teaching and learning
 - Teachers will treat remote learning as real school, with real work
 - Students should be ready to engage and learn
4. Use technology to enable learning, not hinder it
5. Embrace new opportunities
6. Teachers will focus on priority content but also try new and innovative teaching methods to introduce new content during remote learning
7. Keep student screen time and work expectations reasonable
 - Students will not be in front of computer screens all day
 - Keep instructional aspects and parent engagement reasonable; our desire is not to overwhelm anyone – student or parent
 - Students should have time to engage with parents, siblings, and others socially – and safely – and get outside for fresh air. Our desire is to balance learning with family time
8. Keep everything in perspective. We cannot replicate everything remotely. Communicate concerns, and let grace abound

REQUIRED ATTENDANCE

If RCCA is required to move to remote learning due to a school closure, **student attendance will be required** (illness is only excused absence). Attendance will be taken, and grades will reflect student attendance. Remote Learning instruction will be continuous and include both synchronous (e.g., teacher class instruction via Zoom) and asynchronous (online videos, applications and assignments, and flexible off-line assignments without direct teacher interaction) learning opportunities. Student progress will be monitored, and grades issued.

REMOTE LEARNING INSTRUCTIONAL LEARNING

Remote learning will include specific allotted times for Zoom class instruction and completion of work for each grade level (Daily Zoom Remote Learning Schedule). RCCA will also utilize the RenWeb/FACTS LMS as a base Remote Learning platform. Students should be engaged in remote learning. Parents and students should expect daily instruction, student work, and regular teacher-to-student check-ins (Office Hours).

SOCIAL AND EMOTIONAL CARE

RCCA realizes our previous COVID school closure was difficult for many students and families – it was difficult for teachers and staff as well. A priority of RCCA in any future Remote Learning effort will be to ensure for the social and emotional care of our students and families.

While challenging, we want to ensure that RCCA is connecting and engaging students during any remote learning scenario.

RCCA will survey parents and students to better understand family needs during remote learning (e.g., technology and equipment, self-care, coping strategies, prayer/devotion needs, etc.) that will help staff identify ways the school can continue to support families during any remote learning activities.

The healthiest way for students to interact with technology (especially screen media) is if an adult is physically or virtually present and participating in usage with the child. To support this healthy technology interaction, RCCA teachers will engage with students regularly and adapt learning activities, virtual lessons, and remote social-emotional care to foster connectedness while away from the school environment. Teachers will use a variety of different activities to engage students:

- Daily or regular virtual/video instruction (Zoom). This will depend on the grade level and course
- Virtual Weekly Chapel
- Regular teacher-to-student virtual, phone or video check-ins (Office Hours)
- Virtual class field trips, scavenger hunts, classroom/school video creations, and other efforts to promote and support school-student-family connections
- Online classroom discussion boards and chats
- Formal and informal teacher virtual office hours
- Virtual and – when possible – in-person acts of kindness, notes of gratitude and appreciation, and other efforts to remain connected to students and families
- Teachers will use email and Renweb/FACTS for communication
- Teachers will not use FB Messenger, Instagram, or other social media for Remote Learning.

EQUITY

RCCA desires to ensure all students have access to the learning supports and technology necessary to participate meaningfully in remote learning.

RCCA is working with VSCD, OACSD, and MASD to ensure that students receiving special services through these districts can continue to receive those services during remote learning times (IEP and 504 plans). In the coming year, since all schools will have required continuous learning supports in place, RCCA expects our students to continue to receive those services during any remote learning effort.

RCCA wants to ensure all families have access to technology and materials necessary for remote learning. A variety of options will be utilized should RCCA be forced to implement remote learning options during the school year, including issuing school-owned laptops to students who lack a device or have limited devices.

ANSWERS TO COVID QUESTIONS

Some schools are using a hybrid model of education (mixed in-person and virtual). Will RCCA be providing a face-to-face education five days a week? *Yes, our current plan provides for an in-person education all week. We would only move to an online platform if we were instructed to do so by governmental authorities, and we'd reconvene at our earliest opportunity.*

Will RCCA still provide a face-to-face education even if the local public school chooses something different? *Yes, we will continue with our plan regardless of what public schools choose to do. Our building and student enrollment allow us to meet health department guidance.*

Will my child be penalized if he/she is kept home at my discretion (i.e. if a child has a cold or some other minor illness, if the child has potentially been exposed to COVID in a non-school setting, if cases spike, etc.)? *An important component of limiting the impact of COVID on our school community is parents' vigilance about their child's health. We want to affirm parental responsibility in monitoring a child's symptoms and overall health as well as parental discretion in keeping a child out of school on any given day because of suspected illness. Students at home (due to illness or quarantine) will have access to online learning assignments and communication (RenWeb LMS) and are required to complete this work as long as they are able in the recuperation process.*

Busing - Will busing still be provided if the public school follows a remote learning plan? *Yes. If the public school is in session, even remotely, they are required by state mandate to bus RCCA students.*

What circumstances/data would require our school to close? *We intend to keep our building open unless excessive absenteeism warrants closure or governmental authorities mandate school closure.*

How will the school help manage anxiety about COVID? *The social/emotional well-being of our students is very important. Our teachers and staff will provide support and prayer to all of our students as they provide biblical counsel and maintain mentoring relationships.*

What if my student becomes sick during the day? *If a student develops a temperature of 99.5 or above, or other symptoms of illness (whether COVID or otherwise), he/she would be brought to an isolation room (the nurse's office) to protect others. The parents/guardians will be contacted and are asked to pick up the student within a half hour (30 minutes).*

What if someone at school tests positive for COVID? *RCCA will report to Broome County Health Department for contact tracing purposes, and those who were in close contact with positive individual will be quarantined for 10 days from last exposure. The positive person will be issued an isolation order to isolate for at least ten days and until they are 72 hours of being fever free without a fever reducer and generally feeling better. Documentation from a health care provider is required before return. Details of this "process" can be found in our RCCA NYS Reopening Plan found on our website: <https://www.rosscornerschristianacademy.org/activities>*

What if I have more questions that are not answered here? *By all means, please contact the RCCA school office at 748-3301 or rcca.office@gmail.com or RCCA School Administrator, Mrs. Chase at 748-3301 or rcca.principal@gmail.com. We are glad to provide you as many answers as we have. Of course, there may be things we cannot answer as the guidance from the state changes often and is updated on a regularly basis.*