

**Rutherford County Christian
School
Elementary Handbook**

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Letter From the Pastor

Dear Parents and Students,

We are so happy to have you at Rutherford County Christian School! I count it a privilege and an honor to be involved in your child's educational process. RCCS is a ministry of the Rutherford County Baptist Church, and we are grateful for the support of our congregation both financially and spiritually. We are blessed to have a wonderful staff of teachers in our school. Our prayer is that our school will be a Christ-centered atmosphere for our students to grow both academically and spiritually.

We have sought and will continue to seek to keep our tuition at an affordable price as we consider the necessity of Christian education at this time as well as the sacrifices families must make to keep this priority in their children's life. This handbook is an outline of the rules we have in place to ensure our school's integrity and keep our classrooms a positive environment for each student. Please read our handbook thoroughly and discuss it with your child. Your cooperation will only enhance the education process. Our goal in our school is to see each student grow up to serve the Lord for the rest of their lives. Please let us know if there is any way that we can assist you. May the Lord bless you as you serve Him in the days ahead.

Pastor Paul Chisgar

Statement of Faith and Philosophy

[Rutherford County Christian School](#) is a ministry of Rutherford County Baptist Church and therefore adheres to its Doctrinal Statement and Constitution.

1. We believe in God's verbally inspired, inerrant, and authoritative Word. We believe that God has preserved His Word in the King James Version Bible. We teach and preach only from the KING JAMES BIBLE.
2. We believe in the virgin birth, atoning death, bodily resurrection, and deity of Jesus Christ.
3. We believe in the triune eternal being of God: God the Father, God the Son, and God the Holy Spirit.
4. We believe God created the universe in six literal days.
5. We believe that mankind has fallen, and every person is born with a sinful nature.
6. We believe that Jesus came down from Heaven as the only begotten son of God to be born of a virgin, live a sinless life, shed His atoning blood on the cross for our sins, and rise from the dead three days later to intercede to the Father for us in Heaven.
7. We believe the only way to heaven is by trusting Jesus Christ as our way to heaven and calling upon his name for salvation.
8. We believe that baptism by immersion is the first step after salvation in the Christian walk.
9. We believe in the eternal security of salvation for the Saints through the atoning blood of Christ.
10. We believe in the imminent pre-tribulation return of Christ to rapture out the saints.

11. We believe that every believer must witness to others and point them to our Savior. Every believer's and church's main priority is to fulfill the great commission by personal evangelism to the world around us.
12. We believe the only legitimate marriage is the union of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23). Our religious conviction is that God forbids any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography. We also believe that God forbids any attempt to alter one's gender by surgery or appearance. The following Scriptures are examples but are not exhaustive: Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4. We feel we cannot fulfill our mission with families whose household is acting in these ways and, therefore, contrary to our mission.

Missions Statement

The Mission of RCCS is to assist the home in training up a child with a solid Biblical foundation and quality academics. We desire to see each student cultivate a love for the Lord and His Word as well as a heart to serve Him for eternity.

Admissions Process

Acceptance of students is based upon entrance testing, interview with administration, and availability of space in grades.

1. All students are expected to want to attend [Rutherford County Christian School](#).
2. The First step is to fill out an application for your student. You can do this through our website www.rcchristianschool.com or you can come to our office at 5742 Seminary Road, Smyrna, TN 37167 to receive a paper application to fill out.
3. Once we have received your application, we will call you to schedule a time for your child's entrance testing.
4. Our entrance testing is a standardized test to verify that each child is ready to be admitted to the proper grade.
5. After testing we will schedule an interview time with our administrator to get to know you and your family better as well as discuss the test results and answer any questions you may have.
6. The last step is to finish the application/enrollment process. To finish your registration and reserve your spot we require the registration fee of \$150 to be paid.

Age Requirements

All kindergartens must be 5 years of age by August 15th.

Affiliations, Accreditation, and Agency Approval

[Rutherford County Christian School](#) is a member of the Tennessee Association of Christian Schools (TACS). The state of Tennessee recognizes TACS as an accreditation agency. RCCS is agency-approved by the State Department of Education.

Attendance

Arrival and Dismissal

Our school hours are 8:00 am -3:00 pm Monday through Friday. Students must be in their classroom ready for school to start at 8:00 am every morning. Students can be dropped off after 7:30 am and can be picked up from 3:00-3:15 pm.

Pick-up and drop-off maps are available in the school office.

Tardy

Students who arrive at school after 8:00 am must check-in at the school office. They will be considered tardy unless they have a doctor's note. Students are allowed up to 5 unexcused tardies every nine weeks. On the sixth tardy, that child's parents will be charged \$10 (per child). After every additional three tardies during that semester, a \$5 fine will be assessed. This is to ensure our students can get a great start to every day.

Excused Absence

The following are reasons for an excused school absence:

1. Verified sickness of the student
2. Bereavement
3. Verified Medical Appointments
4. Out-of-town on absences planned and approved by the administration at least 5 days prior

*A doctor's note does not approve a whole day's absence unless the note specifies that. Students are expected to be at school before or after their appointment as allowable.

After a doctor's appointment please bring in the excuse note from the doctor upon return to school. The note should contain the following information:

1. Date(s) of excusable absence
2. Reasons for absence
3. Signature of the doctor's office

If your child is absent, please call the office to inform us of the reason for their absence before 9:30 am.

Unexcused Absence

Unexcused absences are given for students who are absent without prior approval, a doctor's note, or illness. Unexcused absences result in a 0 on all work, tests, or quizzes given that day.

- Students who arrive after 10:00 am but before noon are considered absent 1/2 day.

- Students who arrive after noon are considered absent all day.

No absences will be excused during the week of our Standardized Achievement Testing, April 7-11.

Students are required to attend all school programs, including the Christmas Concert and the Graduation Ceremony and Awards Presentation.

Students are allowed no more than 10 absences per semester and 20 throughout the whole year. Students who exceed this limit jeopardize their promotion to the next grade.

If a student is absent 5 or more days without reason or without contacting the school, according to state law they must be withdrawn from the school.

Leaving School Early

If a student is to be picked up from school early, a note from the doctor or parent must be turned in and approved by the office. Any parent coming to pick up their child early from school must come to the school office NOT directly to the student's classroom. Parents or approved pick-up contact must sign the student out in the office.

Makeup Work

Students will be responsible for all work they missed while they were absent. If a student missed a test or quiz, they should be prepared to take the makeup quiz or test the day they return to school. If a student misses several days at a time the parent should inform the teacher to prepare work before their absence or send work home to a student who is at home. When a student has missed multiple days, they will have the same number of days they were gone plus one day to make up the work they have missed. Students and parents should be in close contact with the teacher to

ensure they can catch up with what they have missed and resume class as usual.

Child Abuse Policy

Tennessee Law requires any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition to report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect. Child abuse can be reported to the Department of Children’s Services, the county sheriff where the child resides, or the chief law enforcement officer in the county/city where the child resides. Failure to report child abuse is a misdemeanor punishable with a fine and jail sentence.

Curriculum

RCCS uses textbooks and curriculum from Abeka Curriculum and resources from other Christian publishers. All students have a daily Bible class which includes Bible memorization and practical Christian training. Chapel is held once a week.

Communicable Disease Policy

RCCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person,

or animal to another person. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students or employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. A teacher or a staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

The reportable diseases include, but are not limited to the following:

Acquired Immune
Deficiency
Amebiasis
(Only by a potentially
rabid animal)
Botulism
Campylobacteriosis
Chicken Pox
COVID
Diphtheria
Giardiasis
(acute)
Granuloma Inguinate
Hemorrhagic Fevers
Histoplasmosis
Virus (HIV)
Leptospirosis
Lymphogranuloma
Venereum
Measles (rubeola)
Meningococcal Disease
Paralytic
Pertussis
Plague Poliomyelitis
Rabies
Rocky Mt. Spotted Fever
Rubella (including
congenital)
Schistosomiasis
Smallpox
Tetanus
Trichinosis
Tularemia
Typhus
Vibrio Infections

Syndrome (AIDS)
Animal Bite of Humans
Anthrax
Brucellosis
Chancroid
Conjunctivitis (Pink Eye)
Dengue
Encephalitis
Gonorrhea
Hansen's Disease
(leprosy)
Hepatitis
Human Immunodeficiency
Legionnaires Disease
Lice
Malaria
Meningitis
Mumps
Shellfish Poisoning
Pesticide Poisoning
Psittacosis
Relapsing Fever
Rickettsia
Salmonellosis
Shigellosis
Syphilis
Toxoplasmosis acute
Tuberculosis
Typhoid Fever
Vibrio Cholera
Yellow Fever

Conduct and Discipline

Discipline is necessary for every classroom to create an optimal environment for learning. The Bible says in I Corinthians 14:40 “Let all things be done decently and in order.” Each teacher has the authority to discipline with love to ensure a positive classroom. RCCS trusts each teacher in their ability to handle problems that may arise in the classroom. We expect and require that the students and parents support and respect each teacher and the discipline system set in place. If a parent has a question or would like further clarification on an issue that has happened at school, we ask that the parent first speaks with the teacher (see Parent-Teacher Communication section). If the proper channel of communication has been followed, the administration will meet with any parent who still has a concern. If an agreement cannot be reached and the student or parents refuse to abide by the rules or regulations set out by the administration, a family may be asked to seek a different school that may better fit their desires. RCCS desires to serve and assist each home in creating a Godly environment for education. In this desire, there is a commitment to the whole school and the Lord Jesus Christ. Our goal is to see every student achieve academic and behavioral excellence. The following is a general outline of our behavioral policy.

Kindergarten- In K5 the teacher is in close communication with the parents and will communicate daily about behavior issues and progress if needed. If a student is having a continual problem behaving themselves the following consequences: are loss of

recess/free time, phone call/conference with parents, visit with the administrator, etc. If progress is not made and the teacher consistently must work with the student on his behavior, a meeting with the administrator will be set to discuss possible solutions and the student's furtherance in our school. If a student is having a rough day and cannot obey the rules of the classroom, parents may be asked to come to school and discipline their child. Kindergarten students do not receive demerits.

First and Second Grade- In our first and second-grade classes students are expected to already know how to behave themselves when coming to our school. Each teacher will have their way to track discipline such as apples, happy and sad faces, leaves, placing the student's name on the board, etc. If a student is having a rough day and cannot obey the rules of the classroom, parents may be asked to come to school and discipline their child. The following is the discipline standard already set in place by the administration that each teacher will adapt to fit their classroom. A student will receive one mark or tally when they are having a hard time following the rules of the teacher. Reasons why a tally may be given, include but are not limited to the following: disobeying, talking out in class, getting out of their seat, not obeying the rules of the playground, not in dress code, lack of class material, etc. When a student has reached four tally marks in one day a note will be sent home for the parents to sign. Demerits will also be given to that student. One demerit is given if a student receives 4 tally marks in one day, does not complete his homework, or does not return signed papers that were sent home to be signed. Larger offenses will

receive more demerits according to the teacher's and administrators' discretion. Demerits will be reset back to zero each nine-week grading period. The following are the consequences for receiving demerits:

10 demerits- Parents have the option for their students to serve a 30-minute after-school detention or the parents can choose to come in and spank their child themselves. If detention is chosen parents can pick up their child after school at 3:45.

20 demerits- Parents have the option for their students to serve a 30-minute after-school detention or the parents can choose to come in and spank their child themselves. If detention is chosen parents can pick up their child after school at 3:45.

25 demerits- A meeting with our administration must be set up to speak with the principal, and a one day out of school suspension should be served.

25+ demerits- Consequences will be determined by the administration.

Dress Code/Uniform

The foundation of our dress standards comes from the Bible. God gives clear direction that men and women are to dress modestly and to bring glory and honor to God. Students are expected to dress modestly and appropriately for all school activities, on or off-campus. School uniforms reduce distractions among students and promote a productive learning environment. Students' uniforms should be clean and in good condition. Students must be in full dress code when arriving on campus for school each day and remain in dress code until they leave

campus for the day. All uniforms must be purchased from <https://www.liebmansuniforms.com/rutherfordcountygradeselect.html>.

Girls' Uniforms

Navy, Khaki, or Plaid Skirt: Skirts must be worn during the school day and must be purchased throughcom. All jumpers and skirts are expected to always touch at least the middle of the knee. Shorts may be worn under jumpers and skirts for modesty, provided they are no longer than the jumper or skirt.

Shirts: Students must wear shirts purchased from our website. Shirts must be buttoned, except for the top button, and always tucked in.

Socks: If a student is wearing socks, white, black, tan, or navy socks or tights are allowed.

Shoes: Tennis shoes may be worn. Tennis shoes should not be a distraction to the classroom atmosphere. Flat dress shoes (fully enclosed) or boat shoes may be worn. Dress shoes worn by K5 - 2nd graders must have a Velcro or buckle attachment for safety reasons. Sandals and platform shoes are not permitted. Black or brown boots with a heel no higher than one inch are permitted to be worn by girls when the temperature is below 50 degrees.

Jewelry: Jewelry may be worn in moderation. Only one earring per ear in the bottom of the earlobe is permitted. Earrings should not dangle more than 1/2 inch below the

ear lobe. Only one necklace, one bracelet/watch per arm, and one ring per hand may be worn.

Body Piercing and Tattoos: Students are not allowed to have body piercings or tattoos (temporary or permanent).

Makeup: Makeup is not permitted. Artificial nails are not permitted. Nail polish must be moderate.

Hair Code: Hair should be neatly groomed and kept out of the eyes. Unnatural-looking dyed hair or streaking of hair, spiked hair, etc., as determined by the administration is not permissible.

Extra-Curricular Activities: Students are not required to wear school uniforms to extracurricular events. However, the above dress standards apply. Girls must wear modest skirts or culottes. Shorts or pants are not permitted.

Boys' Uniforms

Pants: Navy and khaki uniform pants must be worn with a belt and standard buckle.

Shirts: Students must wear shirts purchased from our website. Shirts must be buttoned, except for the top button, and always tucked in.

Socks: If a student is wearing socks, white, black, tan, or navy socks or tights are allowed.

Shoes: Tennis shoes may be worn. Tennis shoes should not be a distraction to the classroom atmosphere. Dress shoes or boat shoes may be worn.

Dress shoes worn by K5 - 2nd graders must have a Velcro or buckle attachment for safety reasons. No other type of shoe is permitted.

Jewelry: No necklaces, rings, earrings, or bracelets (except for medical ID bracelets) may be worn.

Hair: Hair should be neatly cut and not appear shaggy or bushy. In the back, it should not touch the collar. Hair should be trimmed over the ears, not tucked behind them. Hair may not touch the eyebrows. Hairstyles with lines cut or shaved portions are not permitted. Dyed, bleached, or spiked hair is not permitted.

Extra-Curricular Activities: Students are not required to wear school uniforms to extracurricular events. However, the above dress standards apply. Boys must wear pants or jeans. Shorts are not permitted unless part of an athletic uniform.

Hats: Hats and visors may not be worn at any time in the buildings

Outer Attire: Heavy jackets and coats worn outdoors may be any color. "Hoodies" may not be worn in classrooms except for our school hoodies. Hoods are not to be worn on the head during school hours. Any fully zip-up jacket may be worn in the classroom as long as it is appropriate and not distracting to the classroom. Hats, caps, or other head coverings may be worn to and from school only when it is below 50 degrees. Hats and scarves may only be worn outside the classroom on cold days.

Demerits will be assessed by the principal for each dress code violation.

(See Discipline section.)

Emergency School Closing

In the event of school closure due to inclement weather, we will notify every parent through our email and text alerts. RCCS does not necessarily follow the Rutherford County School Systems closing so please be sure to check your alerts.

Field Trips

Educational field trips will be taken at various times during the school year. Parents will be notified with details and price, a minimum of two weeks before the field trip. We must have a permission slip turned into the office as well as the admissions money for a student to be able to attend the field trip. If parents choose for their child not to attend the class field trip, the student is required to attend school on that day. Any absence, other than for illness, must be excused by the principal in advance. School uniforms may be required for field trips. Cell phones, radios, CD players, MP3 players, iPods, electronic games, playing cards, or any other such equipment are not to be taken on any trip sponsored by the school. Siblings of students who attend RCCS are not permitted to attend other class field trips.

Parents are encouraged to volunteer as chaperones. The number of chaperones needed will depend on the group and the activities planned for the trip. If the school is unable to secure enough qualified chaperones, the trip can

be canceled. Chaperones must be at least twenty-one years of age. All chaperones are to refrain from smoking and abide by the school's visitor dress code. Chaperones may be asked to supervise a small group of students and must stay with their assigned students at all times. While chaperones are responsible for supervising student behavior, it is the responsibility of the teacher to discipline a student. At all times our staff, students, and volunteers are to demonstrate a good testimony for RCCS and the Lord Jesus Christ. Should a student choose to conduct himself inappropriately while on a field trip, the necessary disciplinary actions will be taken.

Financial Information

To begin school the book fee and registration fee must be paid in full. Tuition is billed on the first day of every month, August through May (10 months). Tuition payments are due by the 7th of every month. If it is not paid by the 5th there will be a \$25 late fee charged for that month. The kindergarten graduation fee will be charged along with the tuition in the month of May. The following are our tuition and fee prices as well as our available discounts:

Registration fee:	\$150
K5 book fee:	\$150
1st-2nd grade book fee:	\$300
Tuition:	\$4000

Tuition is billed 10 months out of the year, August-May. The monthly cost is \$400 without discounts.

There is a \$65 Kindergarten Graduation Fee billed in the month of May.

Discounts:

Tithing members of RCBC receive a 15% discount on tuition.

We offer 10% off tuition for every child in a family after the first child.

Grading Scale

99-100	= A+	76-79	= C
95-98	= A	73-75	= C-
93-94	= A-	71-72	= D+
90-92	= B+	67-70	= D
86-89	= B	65-66	= D-
83-85	= B-	64-0	= F
80-82	= C+		

Health

Every classroom as well as the office is equipped with a first aid kit, and our staff is all first aid trained and certified. If a child has any medicine that needs to be administered at school, it must be kept in the school office. No child should have medication of any kind in their backpack, the only exception to this rule would be cough drops. If you have the medicine you wish for your child to receive at school, it must be brought to the office, and you must fill out the Permission to Administer Medicine form. We will store the medicine and call if your child needs to take it. No medicine of any kind will be given to a student without parental permission. If your child has a need and you have not sent in medicine, you will be called to bring the medicine in that day.

24 Hour Sick Rule:

When a child has a temperature of 100°F (or higher) or is vomiting the parent must pick up their child immediately. Before returning to school, the student must be symptom-free – free from fever (without fever-reducing medicine), vomiting, or no signs of contagious infection – for a total of 24 hours before they return to school. If your child is picked up early from school during the school day due to a fever or vomiting, they cannot come to school the following day. Students with diagnosed cases of strep throat, pink eye, or impetigo shall be treated and the student must stay out of school for 24 hours after they start their antibiotic medicine. Students with diagnosed cases of scabies or lice must be checked by RCCS office staff and have no presence of eggs before readmitting. Please be sure the office and teacher know if your child has a particular allergy. If your child needs an EpiPen or inhaler, please be sure to fill out the Permission to Administer form and return to the office with their necessary medication. No child is allowed to remain in class with blood on their clothing. A parent will need to bring in a change of clothes. Immunization sheets required by the state or a religious exemption to these immunizations must be turned in before the first day of school.

Homework

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework; the goal of assigned homework is to reinforce classroom instruction. The fundamentals of reading, writing, speaking, and mathematics often need to be reinforced with additional practice at home. The

learning process is a joint effort. Students and their parents have a responsibility for the student's mastery of the subject matter. Parents should review homework assignments with their children as a matter of interest, but the parent may not do the assignment for them. If homework is not completed one demerit will be given to the student. For students and their families to attend mid-week service, no homework will be given on Wednesdays. Quizzes may be given, and projects may be due on Thursdays, but no tests will be scheduled for Thursdays unless they do not require study time (penmanship, oral reading, etc.).

Honor Roll

A/AB Honor Roll will be compiled after each nine-week grading period. The following criteria will be used to determine qualification:

“A” Honor Roll – Students with all A’s in all academic classes

“A/B” Honor Roll – Students with all A’s and B’s in all academic classes

The year honor roll is awarded for making the honor roll all four quarters. It is not based on the year average. (Example: if a student makes “A” honor roll the first three quarters but only makes the “A/B” honor roll for the last quarter, they would be awarded the “A/B” honor roll for the year.)

Lunch

RCCS will offer food on Wednesday and Friday every week. On Wednesday we will cater Chick-fil-a and Friday we will cater pizza to those who ordered it. If you would like your child to receive either of these meals any week throughout the year, please order through your myschoolworx account. If money is still owed from a previous lunch order no more lunch can be ordered until it has been paid.

Make-up Work

Students will be responsible for all work they missed while they were absent. If a student missed a test or quiz, they should be prepared to take the makeup quiz or test the day they return to school. If a student misses several days at a time the parent should inform the teacher to prepare work before their absence or send work home to a student who is at home. When a student has missed multiple days, they will have the number of days they were gone plus one day to make up all the work they have missed. Students and parents should be in close contact with the teacher to ensure they can catch up with what they have missed and resume class as usual.

Non-Discrimination Policy

Admission to RCCS is open to any young person who meets the entrance requirements. RCCS admits students of any race, color, nationality, and ethnic origin to all 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, nationality, and

ethnic origin in the administration of its educational policies, admission policies, and athletic or other school-administered programs.

Parent-Teacher Communication

If a question or problem arises, we ask that you contact the teacher through email first. During school hours teachers may not get back to you right away. To respect the teacher's time, we also ask you that you do not contact the teacher late in the evening. If a question or a problem arises in the classroom, we ask that you first contact the teacher. We desire a harmonious relationship with our parents. The teacher will do his/her best to better communicate the situation and work out a solution. If, as the parent, you feel that the situation needs further discussion, please feel free to contact the school office to schedule an appointment. Parental support is an essential part of the educational process. If all efforts have been made and a parent still refuses to support the administration and their decisions, we reserve the right to ask your family to seek a different school that may be a better fit for your family.

Pick-up List

Any person desiring to pick up a student from school MUST be on the approved pick-up list that is filled out in the registration process. If someone other than the student's parent comes to pick up a child, we may ask for identification to ensure your child's safety. If parents are divorced or separated and one parent is not allowed to see

or pick up the child, we must have on file at the school office a certified copy of the court order of Final Judgment.

Pledges

Each classroom starts off its morning by saying the pledge of allegiance to the American flag, the Christian flag, and the King James Version Bible.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against thee.

Promotion-Retention

Kindergarten students must have a C and above in each core subject to pass to first grade. If a kindergartener fails to achieve this grade, they will be required to take an entrance test for first grade to determine if they are eligible to be promoted.

First and second-grade students cannot have either of the following, to be promoted to the next grade:

1. Two “F’s” in major subjects, such as math and English
2. One “F” in a major subject and two “F’s” in minor subjects, such as Bible, science, history.

Reenrollment

Students are not automatically re-enrolled from year to year. Every year in the month of February returning families can re-enroll their students for the next year to ensure their spot in the class is saved before we open enrollment to the public in March. The enrollment fee must be paid and is nonrefundable.

Report Cards

Report Cards are sent out at the end of the four nine-week grading periods. The student’s grades can be accessed at any point through your myschoolworx account. If tuition has not been paid up to date the student's report card will be held until it is paid. If parents have any questions about their children’s grades, please first contact the teacher through email.

Standardized Testing

All students are required to take state-mandated standardized testing. Our testing is done in the spring semester each year. No absences will be approved for that week of school.

Telephone/Cell Phones/Electronic Devices

Parents should not telephone their children during school hours except in an emergency. School telephones are

business phones and are not to be used by students unless an extreme emergency arises.

Elementary students should not bring a cellphone or other electronic device to school. Smartwatches are also not allowed. If an electronic device is brought, it must be kept in the office until the parents can come and retrieve the phone. RCCS is not responsible for lost, damaged, or stolen items.

Visitors

RCCS encourages parents to participate in their child's school activities. Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher. During the school day, all visitors must sign in at the school office, receive a visitor badge, and sign out when leaving the campus. When joining your child for lunch, helping in a classroom, attending school events, or chaperoning a field trip, we ask that visitors help set the proper example for students by dressing appropriately. The cooperation of all visitors in adhering to the following dress code is required and greatly appreciated.

Ladies

Shirts with a modest neckline (not low cut)

Skirts and dresses that are modest and in length reach the knee

Shorts or pants and capri pants are not permitted

Men

Shirts with no inappropriate graphics

Withdrawal and Dismissal

Withdrawal from RCCS must be conducted through the school office. Should it become necessary for a student to transfer, the parent will be responsible for the tuition through the current month of the student's enrollment. No refunds will be given for partial months of tuition. If textbooks were not paid in full at the time of enrollment, the balance due on the book fees will be required at the time of withdrawal. Report cards and/or student records cannot be released until all accounts are paid in full.