



Parent & Student Handbook

Isaiah 40:31

But those who wait on the Lord will renew their strength; They will soar on wings like eagles. They will run and not grow weary. They will walk and not be faint.

Founding Purpose

Rev. Chad Bartlett Pastor/Executive Administrator

God is calling churches across America to build Christian Schools. There is a price to pay, but the reward will be worth it. The next generation can be different if the people of God today heed the Spirit's voice. The vision of Riverside Christian Academy is to provide a place to train, prepare, and equip young people to take the ministry of Jesus to the ends of the earth, whether it is a preacher, pastor, evangelist, prophet, apostle, teacher, nurse, technician, educator, or businessperson. In an environment of high academic standards and strong discipline, students will be trained to witness to their faith, share Jesus effectively with others, and minister love to hurting people. They will be taught to operate in the gifts of the Spirit, to minister the healing power of God, to minister deliverance to those who are bound by devils, and be trained to walk in standards of holiness. We recognize our solemn responsibility to God to carry out this vision. We look for parents and students who are aligned with us, as without that, our vision cannot be fulfilled.

Mission Statement

It is the mission of Riverside Christian Academy to train students spiritually, academically, and physically through a Biblical worldview to fulfill the "Great Commission" in every sphere of influence. (Matthew 28:18-20)

TRAIN: Live by the Word of God

PREPARE: Led by the Spirit of God

EQUIP: Love others/Fulfill the Great Commission

Purpose Statement

The purpose of Riverside is to provide a quality Christian education without compromising the Word of God in an environment where students will experience maximum success.

QUALITY CHRISTIAN EDUCATION

By "quality education," we mean creating a comfortable yet challenging environment in which the best instructional practices, delivered by certified Christian educators, help students reach their full potential. Students will develop habits, skills, and attitudes that enable success in a culturally diverse, ever-changing world. They will be fully immersed in an academic setting that offers a variety of intellectually stimulating opportunities conducive to a lifestyle of academic growth, grounded in a foundation of lifelong learning built on integrity and the Word of God. We strive to train our students to be responsible citizens who respect themselves and others; who know how to effectively communicate with others; who willingly submit to authority while maintaining a sense of individuality; who possess a strong Christian worldview based on biblical values; who know how to use their individual talents, gifts, and abilities to improve society as a whole; who ultimately bring glory to the Kingdom of God.

COMPROMISING THE WORD OF GOD

By not "compromising the Word of God," we mean that God's Word is held high as the student's guide for all learning and development. We encourage Christian growth as outlined in the Scriptures. Students will learn from a Christian perspective, with God as the foundation (Christian worldview). We intend to teach the Word in a way that equips our young people for service, empowers them by the Holy Spirit, and enables them to use the Word with great authority.

SUCCESS

By "success," we mean achieving the highest possible level in academics, athletics, and the arts to fulfill God's will. One day in Jesus' presence ' presence, our students will be measured by the following standard: Did they listen to the Call of God for their lives, and did they fulfill His will?

Statement of Faith

The following truths are held in common agreement by members of Riverside Christian Academy:

- We believe the Bible is the inspired, infallible, and authoritative Word of God. | 2 Timothy 3:16-17
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. | 1 John 5:6-8
- We believe that man was created in the image of God, but as a result of sin, is lost and powerless to save himself. | Genesis 1:26, Romans 6:23
- We believe that the only hope for man is to believe on Jesus Christ, the

virgin-born Son of God, fully God, fully man. Through faith in Christ's life, death, and resurrection, mankind is redeemed. | Romans 10:9-10,13; John 3:16,Ephesians 2:1-10

- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. | 1 Corinthians 15:3-4; 1 Peter 2:18-24; John 3:16
- We believe that salvation is by grace through faith alone. No amount of good works will produce justification before God. We further believe that the manifestation of grace and faith is a holy life expressed through righteous works. | Romans 3:21-30; Galatians 4:4-7; Ephesians 2:8-10
- We believe that the Holy Spirit indwells all believers, and through the Baptism with the Holy Spirit, believers are empowered for Christian service and gifted for this service. We believe that the gifts of the Spirit are active and necessary for today. | 1 Corinthians 12
- We believe that eternal life in heaven is the reward of all who believe and receive Christ as their Lord. According to the Scriptures, "For God so loved the world that He sent His one and only Son, that whoever believes in Him shall not perish but have eternal life." | John 3:16

"But the cowardly, the unbelieving, the vile, the murderers, the sexually immoral, those who practice magic arts, the idolaters, and all liars – their place will be in the fiery lake of burning sulfur. This is the second death." | Revelation 21:8

- We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers. | Isaiah 53:4, Matthew 8:16-17, Mark 16:18, John 5:6-14, 1 Peter 2:24
- We believe that the Church is the Body of Christ, both universal and local, and is composed of individuals who, through faith in Jesus Christ, have been regenerated by the Holy Spirit. We believe that Christ Jesus is the Head and Lord of the Church. The mission of the Church is worship, evangelism, discipleship, and the nurturing and care of one another. | Matthew 28:18-20; Colossians 1:18; Ephesians 2:19-22
- We believe in the imminent and personal return of our Lord and Savior Jesus Christ. | 1 Thessalonians 4:13-18, Revelation 22:20, John 14:3

Life-Success Outcomes

It is the goal of Riverside Christian Academy to have graduates who meet the following Life- Success Outcomes: Born-again Christians exhibiting the Fruit of the Spirit (Gal. 5:22-23), Empowered by the Holy Spirit (Acts 1:8) Motivated and able to lead others to Jesus (Matt. 28:18-20), Positive community leaders and role models (Eph. 4:11-12)

Responsible citizens and international ambassadors (I Peter 2:13-14), Effective communicators (Eph. 4:29) Well-educated, self-directed, lifelong learners (II Tim. 2:15). Student Spiritual Formation Goals

Students will exhibit the Cultural Values of Riverside

Celebration, Community, Servant Leadership, Joy, Unity, Equipping, Honor, Excellent Spirit, Gratitude, Invite, Expectancy, and Consistent Generosity
In addition, Riverside Christian Academy students will:

1. Be born-again Christians exhibiting the Fruit of the Spirit.
2. Be motivated and able to lead others to Jesus.
3. Take the ministry of Jesus to the ends of the earth.
4. Witness their faith.
5. Share Jesus effectively with others.
6. Love others by fulfilling the Great Commission.
7. Be equipped for service.
8. Ministers love to hurt people.
9. Minister the healing power of God.
10. The minister delivers to those who are bound by devils.
11. Walk in standards of holiness.
12. Live by the Word of God.
13. be led by the Spirit of God

14. Operate in the gifts of the Spirit.
15. Be empowered by the Holy Spirit.
16. Be able to use the Word with great authority.
17. Maintain a foundation of lifelong learning built on integrity and the Word of God.
18. Possess a strong Christian worldview based on biblical values.
19. Use their individual talents, gifts, and abilities to improve society as a whole.

ACCREDITATION

Riverside Christian Academy is fully accredited by the National Association of Private Schools. Riverside is an accepting school of the Parental Choice Tax Credit and also the Folds of Honor Scholarship for military families.

Academic Integrity

All students who are asked to produce original work are expected to do so without plagiarism, cheating, or the use of artificial intelligence. Students who complete assignments or evaluations using unapproved assistance will be subject to disciplinary actions ranging from a zero on the work to suspension or expulsion.

Academics

RCA uses a combination of Accelerated Christian Education (ACE) and Christian Light Education (CLE) curricula. ACE is based on a book-based system called PACES. Each subject consists of 12 PACES per year to meet the academic requirements. CLE is based on a series of books called Light Units and consists of 10 units to be completed to meet academic grade requirements for the school year. A test is given upon completion of each book. The test grade will be recorded on progress reports. RCA Grades are as follows: 100-94 A, 93-88 B, 87-80 C. RCA does not accept grades lower than 80%. If a student scores below 80%, at the teacher's discretion, the student may be allowed to study and correct mistakes on the test. The average of both test grades will count as the final grade. This will be allowed only once.

Homework

Students who do not meet the daily page completion requirement (students typically complete 3-4 pages per subject) will be required to submit incomplete homework goals. Students returning with incomplete homework will receive detention.

Report Cards

Report cards are sent home at the end of each 9-week period. Parent-Teacher meeting will be scheduled following the report cards.

Admissions and Enrollment

Parents wishing to obtain information about RCA, its programs, or enrollment information should call 405-701-5033 or visit riversidechristianacademy.org.

Acceptance is determined by the admissions committee. Grade placement for all students will be determined by diagnostic testing. RCA reserves the right to adjust and/or modify course offerings, selections, and/or a combination of classes at each grade level based on final enrollment. Only students with an up-to-date immunization record, a copy of a birth certificate, 2 years of grades, when applicable, a copy of the IEP (for students to whom it applies), and a Social Security number will be accepted for final enrollment and permitted to attend class. The school reserves the right to request that any parent withdraw their child(ren) from school if the school determines it is in the best interests of the school, its student body, parents, or staff.

Financial Requirements

RCA is primarily funded by the tuition and fees paid by its enrolled families. RCA expects every family to maintain their RCA account in good standing at all times. This includes tuition, fees, and all incidental charges. Failure to maintain an account in good standing will result in de-enrollment.

Tuition is \$530 monthly
Curriculum, Activity and Technology fees may also apply
Before Care \$75 monthly
After Care \$150 monthly
All fees and tuition should be paid on the 15th of every month. Non-payment could result in de-enrollment.

Fundraising

Fundraising is a vital part of the RCA program. Parent volunteers are needed throughout the year to help with various fundraising projects. Our PTO is always looking for new members to volunteer.

Attendance

Riverside expects its students to aim for 100% attendance. Academic achievement is enhanced when students are present for instruction. Continued absences place undue stress on students and teachers and may result in non-promotion for the following year (lower school), course failure (middle/upper school), and/or students being asked to withdraw from school. Parents should notify the school if their child will be absent. State law requires students to be in attendance for 90% of the designated class meeting time to be eligible for credit for that class that semester. This means students may miss up to 9 days per semester.

Excused and Unexcused Absences

The following may be considered for excused absences:

- Illness (Extensive absences due to illness may require a doctor's note to be considered excused)
- Death in the family
- Family medical emergency
- Special absence approved by the administration team

Note: All other absences will be unexcused. Students must complete all missed work.

The authority for determining the legitimacy of an absence rests with the school administration.

Make-Up Work

Students who are absent will have the same number of days to make up work as days they were absent. If a student is absent on the day of a test, they must take the test on the day they return. For book reports, projects, and research papers, students who miss the deadline must submit their work upon returning to school.

Planned or Extended Absences

Please plan family vacation times outside school sessions or during scheduled school vacations. These absences will count toward your total allowed absences. In the event your child needs to be absent from school for more than 3 days, not related to illness, notify the teacher to request the work your child will miss.

Tardies

We expect all students, across all grades, to arrive at school on time every day. An accident or inclement weather on roadways that affects many parents and is deemed excused by the School Administration will be considered excused. Please provide an official note when students attend medical and/or dental appointments. Issues such as car problems, running late, and oversleeping will not be considered. All levels of the school allow a certain number of "grace" tardies before applying appropriate consequences. Six unexcused tardies equal one absence. A tardy will be given if a student arrives after 8:45 a.m.

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help your children in learning habits that will help them succeed in school and throughout life.

Bullying

Bullying behavior is a specific type of harassment defined as the repeated and intentional behavior purposefully done to hurt or harm another person who has a hard time defending himself/herself. The harassment may be in written or verbal form, through electronic means, or through physical conduct against another student on school property, at a school-sponsored or related activity, or in a school-operated vehicle. As the definition suggests, bullying behavior involves three key components:

- Intentional, aggressive behavior that results in harm to the student's property
- A pattern of this behavior over a period that creates an intimidating, threatening, or abusive educational environment
- An imbalance of power or strength that places a student in reasonable fear of physical harm or of damage to the student's property, and if it interferes with a student's education or substantially disrupts the operation of the school

Any student who believes they have been subjected to harassing or bullying conduct, or who witnesses such conduct, should contact a teacher or administrator immediately. All reports of harassment and/or bullying will be investigated by the administration. Failure to report alleged harassment promptly will limit the administration's ability to deal effectively with the issue. If the investigation results indicate that bullying occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not constitute bullying. The School Administration will also contact the victim's parents and the student found to have engaged in bullying. Any retaliation against a student who reports bullying is prohibited and will result in disciplinary action.

General Code of Conduct

1. Students are expected to be punctual to all assemblies, chapels, and classes.
2. Students who use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, or pictures will receive consequences. This includes digital images in original or edited formats.
3. Students are expected to report vandalism. Defacing of school/church property may result in the student's family being held responsible for making full restitution for the damage and may also result in further disciplinary action. In assessing discipline, the motivation for the vandalism (whether intentional or unintentional) and its severity will be considered. Failure to make restitution may result in dismissal from the school.
4. Students are not permitted to use tobacco products, vapes, alcohol, or illegal drugs.
5. Students will not chew gum in the building during school hours.
6. Running in the halls is strictly prohibited for safety reasons. Horseplay is not permitted in the school building, on school grounds, or while riding in school vehicles.
7. Cell phones or other personal electronic devices are not to be used during class periods. These items will be confiscated by staff.
8. Students at RCA are expected to reflect the high standards of Christian morals and principles. Each student is expected to refrain from public displays of affection on campus or at school-sponsored events.
9. Students are not allowed to fight verbally or physically.
10. All music (including lyrics and videos) should not contradict the vision of RCA: Any music with explicit lyrics is prohibited.
11. Students will keep themselves from being involved in any sexual immorality.
12. Gambling will not be tolerated on or off campus.
13. No student will have in his possession (on the person, in a locker, or vehicle) any kind of matches, lighters, fireworks, explosives, weapons (or look-alikes), alcohol, illegal drugs, vapes, laser pointers, or items deemed by the

administration to promote gambling or its ideals. Students who smoke or vape may be suspended from school and asked to withdraw if their behavior is not corrected.

14. There will be no attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the School Administration.

15. Cheating, lying, or stealing are not part of the school and will not be tolerated.

16. Scoffing, scorning, offensive slang, taunting, bullying, and put-downs or disrespectful remarks or behavior is not acceptable. This includes comments or pictures posted on all digital platforms.

17. Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies is not allowed. Students are encouraged to guard their minds and hearts by viewing only wholesome media that supports a love of God, country, and family.

18. Visible body piercing (except for girls' earrings) is not allowed; modest ear piercing for ladies should be no more than two piercings per ear. No visible tattoos, no scarves, bandanas, or distracting hair accessories.

19. Riverside considers self-mutilation by cutting or burning to be a serious issue that may result in permanent scarring, blood loss, or infection. Students who engage in this behavior will not be allowed to return to school.

Courtesy & Respect

All RCA students are expected to show proper courtesy and respect to all adults on campus and to their classmates.

Students who choose to cuss and use profanity, whether it is on campus or off campus at school-sponsored activities, will face disciplinary action.

Discipline

RCA uses these forms of discipline

*Demerits	* Warnings	* Loss of privilege	* Written Work
*Report to Parents	*Suspension	*Expulsion	*Detention

Dress Code and Uniforms

The RCA Dress Code is designed to ensure our students dress in a way that is respectful and neat, and to foster an atmosphere conducive to learning. The goal is for students to make a daily decision to support the dress code in a way that does not intentionally draw undue or inappropriate attention to themselves. School administration has the final decision on student appearance at all school events and reserves the right to change the dress code at any time.

Uniforms

Uniforms are as follows:

Boys' Pants or shorts in Khaki, Denim, Black, Navy, or Gray (no Logos)

Boys' Red, Black, Navy, or Gray Polo shirts

Boys' Tennis Shoes or Closed-toe shoes (No Slides, Crocs, or Flip Flops)

Boys' Solid color Black, Navy, Khaki, or Gray Joggers (No Logos)

Shorts can be no more than two inches above the knee

RCA Spiritwear T-shirts, Hoodies, and Sweatshirts are also permitted

Girls' Pants, shorts, skirts, or jumpers in Khaki, Denim, Black, Navy, or Gray ONLY

Girls' Shorts, Skirts, and jumpers should be no more than two inches above the knee

Girls' Pre-K and Kindergarten ONLY can wear leggings in solid colors: Khaki, Black, Navy, or Gray

Girls' Tennis shoes or closed-toe shoes (No slides, Crocs, Flip-Flops, or High Heeled Shoes)

Girls' Solid Color Black, Navy, Khaki, or Gray Joggers (No Logos)

RCA Spiritwear T-shirts, Hoodies, and Sweatshirts are also permitted

GENERAL GUIDELINES

- Attire should always be worn properly, clean, neat, without tears, and in good repair. All dress code clothing must fit properly and completely cover. Please ensure that, before leaving home, dress code items are approved and neither too baggy nor too tight.
- During the school day, unapproved outerwear and blankets should remain at home. Prints, patterns, decorations, and embellishments are not allowed on tops or bottoms. Solid-only clothing is defined as having one color on any one piece.
- Hair should be in a style, cut, and color that does not cause undue attention. Natural colors are approved. Boys' hair should be styled so it does not cover the eyes or face. Boys' hair cannot extend below the bottom of the collar. Well-groomed mustaches are acceptable, but boys should otherwise be clean-shaven. No sideburns lower than the ear.
- Body piercing (except for girls' earrings) is not allowed; modest ear piercing for ladies should be no more than two piercings per ear. No head coverings of any type, including hats, visors, or hoods. No visible tattoos, no scarves, bandanas, or distracting hair accessories.
- Undershirts or turtlenecks in solid white, navy, or black may be worn UNDER approved shirts.

* Any student out of uniform or dress code will be sent home, or parents can bring a change of clothes.

Sexual Morality

Because of Riverside's belief that any sexual practices and lifestyles apart from that expressed in the marital union of 1 man and 1 woman are contrary to God's plan, and, in fact, antithetical to the mandates and teachings of the Christian scriptures regarding personal living and conduct (Gen. 2:24, 19:5, 13, 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6-9; I Thess. 4:1-8; Heb. 13:4), the school will not admit students who engage in any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, or pornography. Riverside Christian Academy retains the right to refuse enrollment to, or expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or transgender, as well as any student who otherwise promotes such practices (Lev. 20:13; Rom. 1:27).

General School Information

Arrivals

RCA school hours are Monday-Friday 8:45-3:00

Students should not arrive before 8:30 a.m. unless attending Before Care

Before Care Hours are 6:30-8:30 and are an additional fee of \$75 per month

Any student dropped off before 8:30 will be charged the Before Care daily rate.

Students are to be picked up at 3:00 p.m., unless they are serving after-school detention, or are enrolled in After Care.

Aftercare hours are 3:00 p.m.-6:00 p.m. and are an additional fee of \$150 per month. If a student is picked up after 3:15, they will be charged the After Care daily rate.

Cell Phone Usage

HAVING A CELL PHONE ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED AT ANY TIME. The cell phone policy is necessary to ensure safety and reduce distractions from the educational process. The school reserves the right to inspect a phone if it believes the phone is being used in violation of school policy (e.g., texting during class, sending inappropriate pictures, cyber-harassment, sexting, cheating, etc.). Students are to turn in their devices to the teacher every morning and will not receive them until the end of the day.

Chapels

All RCA students will attend weekly chapels. Students are expected to enter the chapel on time, quietly, find their assigned area, and prepare to receive from God. Once the chapel is over, students are expected to straighten the chairs and pick up all paper and trash.

Communication

RCA uses Brightwheel to communicate behaviors, grades, announcements, and take attendance. Parents with questions or concerns can message staff via Brightwheel or email. Calls can be made to 405-701-5033.

Legal Issues

Legal documents related to student safety should be submitted to the school administrators. These documents and an alert will be added to Brightwheel.

CUSTODY

The school will not become involved in a parental conflict regarding the custodial care of their children. If conflict cannot be resolved, parents may be asked to withdraw their children from Riverside.

LIABILITY

The school and its staff are not liable to any child, guardian, or parent for any claims by a child against the school or any agent thereof arising from any injury or alleged injury to a child. Should legal action for any reason be taken against the school or any employee or agent thereof on a child's behalf, and the school or its legal agent not be found at fault, parents or guardians agree to pay any attorney fees, court fees, damages, or other costs that the school or its agent should incur to defend itself against such action.

RESTRAINING ORDERS

Legal papers (e.g., court orders, protective orders, restraining orders, or changes/reversals thereof) prohibiting any individual from contacting a student must be provided by the parent, and a copy must be maintained on file with the school. Unless a legal document is on file restricting contact, a non-custodial parent (if listed on the student information sheet) may check out his/her child. The non-custodial parent may receive information about or review the records of his/her child.

Personal Belongings

On occasion, students may decide to bring items to school that hold significant value. Riverside Christian Academy accepts no liability for personal belongings or valuables that are lost, stolen, or damaged. As a result, we discourage students from bringing valuables to school. Please make sure student belongings (particularly jackets, sweaters or "hoodies", pencil boxes, binders, etc.) are labeled with the student's name so they can be returned to them if found. Items found that are not clearly labeled to identify the owner are placed in our "Lost and Found" bins.

School Closings

RCA may close in the event of inclement weather or threat of inclement weather. We take other school closures into consideration when making our decision. An alert via Brightwheel will notify you of any school closings. Delayed opening or early dismissal release times are also possible. In the event of inclement weather, parents are encouraged to make the best decision for their family's safety.

Health Conditions

What are the standards of health that allow a student to attend school?

Anyone experiencing symptoms of illness must stay home. He/she must be symptom-free for 48 hours **without the aid of medication** before returning.

Symptoms include, but are not limited to:

Fever (99.9 or higher)

Sore throat

Runny/Stuffy nose

Cough

Congestion

Upset stomach



Vomit or
Aching
(without
Headache)

Students
school with
symptoms

home immediately unless a doctor's note is provided stating that the symptoms are not contagious.

Please ensure that you are assessing your child(ren)'s health each morning before leaving your home. If your child requires **medication for visible symptoms**, or if there is any question, please err on the side of caution and **keep your child home**.

diarrhea
muscles
reason)

**who arrive at
any of these
must return**

RIVERSIDE CHRISTIAN ACADEMY

Personal Responsibility

We ask that, in choosing to send your child(ren) to Riversidel, you partner with us to ensure we do our best to provide a safe and secure learning environment for our faculty, staff, students, and families.

Medications

If your child needs medication administered during the school day, please send the medication labeled with your child's name. Medication forms will also need to be completed to allow RCA staff to administer medication.

Weapons

Under state and federal law, a student may not possess or use firearms or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having a weapon in a privately owned vehicle that the student has driven to school and parked on school property is also prohibited. A student who possesses a weapon or weapon-related paraphernalia (i.e., knife, bullets, etc.) or causes or attempts to cause physical injury to a school employee or student may be expelled.

Threats

Threats of any kind-death, killing, shooting, (including joking about killing, illustrations, or discussion about bomb-making), etc. may result in immediate suspension from school regardless of age.

Field Trips

Field trips are scheduled approximately once a month. Field Trip permission slips must be signed before any child may attend. Field trips are a privilege, and privileges may be revoked as a consequence of negative behavior.

Parent Handbook Acknowledgement Form

By signing this, you are acknowledging that you have read, understand, and are willing to adhere to the policies listed within the RCA Student/Parent Handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____