



Ridge Manor Christian Academy

Parent & Student Handbook

2015-2016 School Year

STRIVING FOR EXCELLENCE

*"I can do all things through Christ who strengthens me."
Philippians 4:13*

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Ridge Manor Christian Academy Staff

Each school using A.C.E. needs at least one professionally qualified supervisor/tutor for every 30 to 50 students, assisted by one or two monitors. The usual ratio is 1 supervisor with 1 monitor for up to 30 students and 1 supervisor with 2 monitors for 30 to 50 students. Additional staff members are included for Kindergarten and ABC's first grade classroom.

Senior Pastors: Pastor Fred and Maylen Puentes

Principal: Pastor Maylen Puentes

Supervisors: We will have 6 to 7 supervisors on staff this coming school year.

Volunteers: Any volunteers must have livescan fingerprinting done and be approved by the Principal and Administrator.

Prologue

Welcome to Ridge Manor Christian Academy (RMCA). We are honored to have you join us in trusting God to fulfill His purpose for your life during your time at our school. It is our desire that the staff will be able to guide and assist your academic quest for knowledge and life training based on Biblical principles and educational excellence.

Perhaps the greatest academic feature of the ACE core curriculum that you will come to find out is that students may progress through the PACEs at their own rate. Because the curriculum is truly individualized, students learn the best way – individually. They learn essential academics and explore truths about God and His word without being pressured to keep up with a group.

The guidelines set forth in this handbook are not inclusive of all the policies and procedures guiding Ridge Manor Christian Academy. Since our school is a ministry using the Accelerated Christian Education ministry, whose forty year record is exemplary, we endeavor to maintain their standard of excellence. The RMCA Parent-Student Handbook is subject to change whenever necessary by the administration to achieve these goals.

Our goal is to provide a safe, orderly and God honoring environment where students, parents and staff can enjoy learning and extracurricular activities to the fullest extent. Parents and students should be aware of the guidelines set forth in this handbook and strive to be the Christian examples God would desire us to be.

Statement of Purpose

It is the purpose of Ridge Manor Christian Academy to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. Through love, personal attention, and firm control, we endeavor to make attendance at RMCA a rewarding and memorable experience. We believe each child should abide by the highest level of Biblical morality and behavior. Therefore, attendance is considered a privilege and not a right.

A Christian school is an extension of the Christian home, working harmoniously with parents to achieve God's purpose for their child. This training takes place at these levels: what we say, what we do, and what we are. Successful Biblical training requires consistency at home and school; it teaches the child to view life from God's perspective and to build a Christian worldview. (Deuteronomy 6:5-9; Proverbs 22:6)

Church Affiliation

All students and parents are encouraged to be committed to Christ as demonstrated by faithful attendance in a local Bible-Believing Church. We urge each family to build a respect for and a commitment to the Lord Jesus Christ through regular attendance. If students and parents do not have a home church they are encouraged to attend Anchor Church, the sponsoring church for RMCA. Anchor's purpose is to fulfill our Lord's vision of perfecting, training, and edifying the body of Christ, through the complete functions of the five-fold ministry gifts. That in so doing we would be unified, educated, and encouraged to maturity in Him as it is so stated in Ephesians 4:11-13

Patriotism

RMCA places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. The constitution of the United States guarantees liberties to educate in order to preserve freedom. We teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and the love for God, our flag, and our country. Therefore, we pledge allegiance to the American and Christian flags and to the Bible.

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.*

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 for all who believe.*

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

Standard of Conduct

Students of RMCA are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, using narcotics, sexual immorality, and other ungodly behaviors. Students are expected to act in a Godly, orderly, and respectful manner maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to follow these guidelines and to strive toward unquestionable character in dress, conduct, and attitude at all times.

RMCA encourages students and parents to exercise discretion in student's choice of entertainment. RMCA understands that parents desire that the school help provide quality character training. The school believes that negative influences must be eliminated in order for that desire to be realized. Few would deny that most secular entertainment degrades Biblical values and fosters a sinful lifestyle. Such exposure tends to negate those things that are good, pure, virtuous, and right (Philippians 4:8). No Christian school can compensate when children's minds are so polluted.

Any student or parent observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a Supervisor or Administrator.

Admissions

RMCA has a racially nondiscriminatory policy and therefore shall not discriminate against any applicant, student, or other on the basis of race, sex, national or ethnic origin. Applicants who, along with parent(s) or legal guardian(s), agree to abide by all the standards, guidelines, and policies in the Ridge Manor Christian Academy Parent-Student Handbook are eligible for acceptance. Our Biblical doctrines are strongly taught at all grade levels, in all assemblies, and chapel services.

Admission Procedures

- Parents and students must submit any required documents on the 'Application Process' check-list and read the Ridge Manor Christian Academy Parent-Student Handbook,
- Parents and students will meet and interview with the Administrator and the Principal.
- Students new to the ACE program will receive diagnostic testing to determine their level of performance or credit review for those in high school grades. Students currently on the ACE program who transfer to RMCA will continue at their current PACE level. Pending diagnostic testing results, parent(s)/guardian(s) and students will be notified by phone or in writing of their application status.
- After receiving the acceptance letter, parent(s)/guardian(s) will begin the 'Enrollment Process'. These steps must be completed before your child/children will be allowed to attend class.
- Once a student has been accepted and enrolled, the student will enter under a six week probationary period. RMCA reserves the right to dismiss a student if the administration determines the student is not in harmony with the school's standards and policies.

If at any point during the application or enrollment process, you have any questions, please do not hesitate to contact our administrator.

Diagnostic Testing

Every new student entering the ACE program, if not transferring from another school using ACE, is given diagnostic tests to determine skill and concept mastery. They are given curriculum that meets and challenges them at their own personal achievement level.

Because promoting a student from one grade to another does not necessarily indicate that the student learned the material in the previous grade, a student transferring from a

conventional school to one using the ACE program will not be assigned PACEs corresponding with his/her current grade level.

Since ACE material is individualized, the student is prescribed curriculum materials on his performance level or diagnosed level of academic achievement. Proper diagnosis saves frustration and disappointment for students, supervisors, and parents.

Five academic areas are tested during the diagnostic testing: Math, English, Spelling, Social Studies and Science. Testing, which cover grade levels one through eight, evaluates Math, English and Spelling concepts to determine any weaknesses and level of mastery. Social Studies and Science determines the student's performance level based on his/her reading and comprehension skills. If weak areas are evident from testing, the appropriate PACEs, called gap PACEs, are prescribed to strengthen specific weaknesses or gaps in learning. After completing those gap PACEs, the student begins continuous progress at their achievement level. Students will not be placed in PACEs above their chronological age/grade level. The ACE program does not lock-step student progress, therefore, students are not assigned a grade level.

Parental Involvement & Communications

Our goal is to achieve excellent communication between parents and school staff. Parent-staff meetings, conferences, notice forms, progress reports and school newsletters will keep parents informed of their child's progress and activities. RMCA exists as an extension of the Christian home; therefore, parents are expected to assume the majority of the responsibility for the academic and spiritual development of their child. All parent-staff communication will be sent home in a communications envelope that must be signed by the parent, acknowledging receipt of the information contained in the envelope and returned the next day. Students will receive demerits or further discipline for not returning the signed envelope or other required documents in the envelope.

RMCA requires parents to attend a parent orientation prior to the beginning of the school year. Parents are also required to attend parent-staff meetings, parent-administrative meetings regarding the progress of their child/children. For students who parents are divorced/ separated, the school will forward

communications to the enrolling parent who should then, if necessary, forward those communications to the other parent. No information will be given to anyone other than the enrolling parent(s)/guardian(s).

Should parents/guardians have any questions regarding school policy or an event that involves their child, they are to notify their child's supervisor. Supervisors are available from 8:00-8:25am and from 2:45-3:15pm to answer any questions or address any concerns. However, more pressing issues will require scheduling an appointment that is convenient for the parents and supervisors and/or administrator. If at any point you would like to schedule an appointment with one of our staff, please call or send a note.

All efforts will be made to resolve any differences and to maintain communication between parents and RMCA staff. If you do not feel that an issue has been resolved, you may schedule an appointment with the supervisor and administrator and/or principal.

No discussions for any reason will be conducted in the classrooms or in front of students and must occur in a calm Christian manner. Verbal outbursts on staff will be grounds for student dismissal. The staff desires a harmonious relationship with parents in order to provide the best possible education for all our students.

Parental support is needed in the educating children. Should a parent fail to support the administration or staff of RMCA, the administration reserves the right to deny the student continues enrollment at the school.

School Hours

School hours are from 8:30 am – 2:45 pm.

The school building will be open at 8:00 am and/or until 3:30 for Character Building.

Students may not enter the building or be on school grounds before 8:00 am or after 3:30 pm unless they are enrolled in before/after school care or are in Character Building.

Please do not drop your child/children off on school property before 8:00 am. Drop off will be available between 8:00 and 8:25 am.

Students must be picked up no later than 3:00pm or parents will incur charges for late pick up.

Doors will be closed promptly at 8:25 am to give students time to gather their things and be seated and prepared for class promptly at 8:30am and at 3:00 pm after school is dismissed.

Important Please follow the designated routes for pick up and drop off in order to maintain order and keep a steady flow of traffic.

Students who arrive late or are picked up early must be signed in by a parent/guardian before they will be allowed to attend class or leave the classroom.

School Closings

If the administration of Ridge Manor Christian Academy deems that the school should be closed due to inclement weather, you will be notified. If there is any question, if Hernando county schools close, we will most likely be closed as well. We will also leave a recording on the school line notifying parents of the school's closing.

Security

There are security cameras throughout the building and parking areas. Please be advised that anyone entering or leaving the premises will be potentially recorded.

The Academy is on lock down at all times meaning the building doors are locked at all times. **There are no exceptions.** Please come to the south entrance (at the front of the building; double doors) and ring the door bell. No student is allowed to open the doors for anyone at any time. A staff member will escort all visitors. If a person is not known, Identification will be required before entering the building. Because the school is also a church facility, people may attempt to enter the building, therefore we try to take any and all precautionary measures we can.

Any student leaving the Academy without a staff member or without permission will be suspended from school.

Attendance

Part of responsibility and accountability training includes avoiding tardiness and unnecessary absences. Excessive tardiness and absences not only hinder academic progress but may also communicate a lack of diligence. Parents are urged to be sure their children are on time and that unnecessary absences are avoided.

Please try to schedule appointments (doctors, dentists, etc.) or other personal activities during after-school hours. A student is considered unexcused if a note from a medical provider is not received **the following day** or the same day of being absent or tardy. Notes from parents will no longer be accepted. Administration may consider special situations.

Students must be seated in their chair and ready for class no later than 8:30 am or they will be considered tardy. A student who is tardy will need to be signed in before they may enter the learning center and they will receive a demerit. If they have been dropped off on time, but are not in their chair, they will be considered tardy and receive a demerit. A student being signed in tardy for medical appointments will have to have a note from the medical provider to excuse the tardy. Students with three tardies will be required to attend before/after school character building. Excessive tardiness may require a parent conference. A student is marked absent if he/she is signed out before 12pm or arrives after 12pm.

Please notify the school ahead of time, by letter, if you know your child is going to be absent for any portion of the day for medical appointments. Please include the reason and time when the student will be leaving the classroom and whether or not they are expected to return that same day.

Students are expected to attend school until 2:45 pm. Please do not ask for your child to be dismissed early unless there is a legitimate reason. It is disruptive to the classroom's dismissal routine to have students picked up early without prior notification. If they are leaving early for an appointment, please get a note from the medical provider and have the student return it the following day.

Students with excessive absences or tardiness will be required to attend summer school at the parent's expense. Disciplinary action is determined on an individual basis at the discretion of

the administration, but in extreme cases may include dismissal from RMCA.

Second semester seniors, who have less than ten remaining PACEs with a grade average of 90% or higher and have completed extra courses for graduation, may apply for approved work release.

Medical Guidelines

Current immunizations and records verifying that immunizations are current are required for student's enrollment and re-enrollment. Students are exempt from immunizations when verified by a physician that such immunizations would be harmful to the health of the student. Parents objecting to immunizations for religious reasons must submit a written explanation for the school's administration to review. Admission of a student not immunized is subject to administration approval.

Current physicals and records are required for each student's enrollment and re-enrollment.

The school will notify a parent/guardian if a student requires medical attention. It is important that we have the name of your 'Emergency Medical Form' on file. Students with a temperature above 99.0 degrees will be sent home and will not be allowed to return to school until the student is fever free without medication for twenty-four hours. If your child/children complain about being ill before coming to school, please make sure that they are well before bringing them in. If a student develops the symptoms of an illness that is contagious, you may be asked to take your child/children to the doctor's office before returning them to school. If your child/children are out of school for sickness for more than three days you must have a doctor's release to come back to school.

Student Guidelines

Electronic Equipment

Students may not bring personal tape/CD/MP3 players, radios, cameras, games, or any other electronic to school.

Cellular phones are not allowed unless there is a written note from a parent requiring the student to carry a phone. If a note is provided, student will be required to turn their phone in to the supervisor at the start of school and it will be returned

when school is dismissed. Students with letters on file regarding their cell phone who fail to turn in their cell phone daily after 3 days will no longer be able to bring it to school, no exceptions. Any electronic equipment that is confiscated will be in the school's possession until a parent comes in to pick it up.

Books/Magazines

The administrator, upon the student's arrival at school must approve any books or magazines brought to school. Secular reading material that violates school policies may result in demerits, confiscation and/ suspension/expulsion.

Chapel

Chapel services will be held on a weekly basis. During this time, moral integrity and character lessons will be taught using the Holy bible. The doctrines detailed in the school's 'Statement of Faith' will be taught. The school uses the King James Version. No controversial doctrine will be taught.

Language

Swearing, vulgar language, or conversations of a sexual nature will not be tolerated. Violation of this rule will require parent conference and disciplinary action will be taken. Continued offenses may result in expulsion.

No teasing, name calling or bullying will be tolerated at any time. Any student who mistreats a fellow student will receive demerits, suspension and/or expulsion, depending on the severity of the offense.

Physical Contact

Romantic involvement on school property will not be tolerated. Public display of affection will not be tolerated at the school or at school functions. This type of behavior will result in demerits, suspension or expulsion.

Students must maintain a 6" distance at all times. Behavior should not be above reproach. Inappropriate touching of another student will not be tolerated

Violence

RMCA will not tolerate violence in any form. Our desire is to provide a safe environment that fosters appropriate expression and facilitates the educational process. Every member of this school family; student, supervisor, parent/guardian, support staff and administration while on school property and at school events is governed by these policies and share in the responsibility of creating an environment that is safe, harmonious, and respectful. Physical contact of a rough or violent nature (pushing, shoving, tripping, hitting, scratching, fighting, etc.) will not be tolerated. The student will receive disciplinary action from automatic character building, suspension, to expulsion.

Weapons

NO guns, knives of any kind, or weapons of any kind will be tolerated on school property. The administration will determine the necessity for a parent conference and the degree of discipline appropriate for the offense.

Private Property

Each student is required to store his/her personal belongings either in their school container or the book bag. If deemed necessary, the school reserves the right to search containers including any bags, purses or book bags brought to school at any time without notice to the student. Students who do not maintain a clean school container will receive demerits.

Lunch

Students must bring their lunch to school each day. A nutritionally balanced meal will assist the students academically. Students are required to eat lunch only in designated areas. Students must clean up after themselves and dispose of trash properly. Students may not leave the eating area until they are dismissed. Student's lunches will not be refrigerated; therefore if their lunch needs to stay cool they should have an ice pack in their lunch box. Microwaves are not available for student use. Lunches must both be pre-heated and placed in a thermos or not require heating. Students must bring any and all bowls, plates, cups, and silverware that are needed for their lunch. We will not provide

a can opener or eating utensils to the students. No glass containers are allowed.

Off Limit Areas

Students are not permitted to enter the classroom without a teacher/staff member present. The administration offices for the school and/or church are off limits without permission. Other student's desks, containers, bags, book bags, or purses are not to be opened by another student and are off limits. Automobiles in the parking lot are off limits during school hours and activities.

Transportation

Any student driving a vehicle must have it registered with the office and will have an assigned parking pass and space. A student may not leave the campus for any reason during the school day without parent permission in writing and staff permission. Leaving the school campus without permission will result in suspension.

Cars should be locked while on school property. RMCA does not take responsibility for lost or stolen property. Only licensed, insured drivers are permitted to drive to and from school. Cars must be parked in designated parking areas. Students are not to be in or on a vehicle during school hours. No student is to drive another student to and from school without written permission from their parents and permission from the school.

School Parties and Programs

Occasionally RMCA will sponsor school parties and programs. Parents will be notified before each event and asked whether or not they would like to participate.

If parents would like to celebrate a student's birthday at the school with the other students, they must give the staff at least a 3-day notice of their intentions.

Dress Code

Students and staff are expected to be well-groomed and wear uniforms that are clean, neat, pressed and properly fitting.

All Students:

- No Holes in bottoms or shirts will be permitted
- Must wear closed toe shoes (No flip flops, No high top boots, No sandals)
- Hair must be clean and neatly groomed and be a natural color
- No piercings are to be shown other than girl's ear piercings

Girls:

- An undershirt must be worn if undergarments are visible through blouse
- Blouses are to be tucked in at all times; Midriff is not to show at any time
- No tight fitting pants, shorts, capris, skorts, or blouses will be permitted
- Shorts must be worn underneath skirts and jumpers
- Shorts, skirts, skorts, and jumpers must be no shorter than three inches from the knee when kneeling
- Girls should only wear makeup to enhance their beauty; Inappropriate makeup will not be tolerated

Girls Uniforms:

- Solid color knit polo
- Khaki, navy blue, or black bottoms; skirts, pants, shorts
- Black or Brown belt must be worn if there are belt loops
- Closed toe shoes

Boys:

- Shirts must be tucked in at all times
- Pants and shorts should be worn at the waist
- A brown/black belt must be worn
- Boys will not be permitted to wear earrings to school

Boys Uniforms:

- Solid color knit polo
- Khaki, navy blue, or black slacks/ shorts
- Closed toe shoes

Dress shirts, ties, blouses and P.E. uniforms will be provided by the school. Parents are responsible for purchasing bottoms and shoes at the store specified at orientation/open house.

Students out of uniform or not adhering to the guidelines will receive disciplinary actions from demerits to character building depending on the severity. If a student is out of uniform or dressed inappropriately when they arrive to school, they will be sent home to change.

Field Trips

RMCA will schedule special field trips throughout the year. Parents will be notified and asked if they would like to chaperone and provide transportation. All trips are under supervision and will require a 'Field Trip Permission Form' signed by a parent/guardian of each student for each trip.

Field trips will and must be earned. Students who are out of academic balance and do not meet the requirements for that specific field trip will not be allowed to attend and must attend school that day.

Safety Drills

Fire drills are conducted periodically throughout the school year. Students will learn and perform the evacuation procedures. Students will be required to follow through in a quiet and orderly fashion, following instructions as given by the staff. Students caught in the building during a fire drill or not adhering to the instructions will result in disciplinary action including but not limited to demerits or character building.

School Supplies

Students are responsible to have any and all necessary supplies at his/her desk. Supplies vary according to the student's academic level. A supply list is provided during the application process.

Physical Education

Physical education is required at RMCA. Students must attend all P.E. classes unless they are not in academic balance or are being disciplined. A written note from a parent is necessary for a student to be excused on a short term basis. Demerits will be given if a student fails to be in complete P.E. uniform.

Learning Center Procedures

Goal Setting

Goal setting is basic to student success. Students are trained daily to see daily assignments as steps necessary to maintain continuous progress, which is part of a life-training process. Students must set reasonable and appropriate goals that he/she can be expected to achieve in a reasonable and prescribed period of time. Students will set goals in four to seven core subjects at a time. Students should finish a PACE in less than three weeks. The workload should balance between what the student believes are his/her easier and more difficult subjects. Since the school year consists of approximately 36 weeks, students must average two tests per week to maintain adequate academic progress.

Goal Cards

The goal card is designed for daily entries of one week of work and is to be kept posted in the assigned place. A blue ballpoint pen is used to set each day's goals and to mark off completed goals. The student may not change his/her goals. To correct an error or to have a goal adjusted requires the assistance of a supervisor. The student's daily goals are set under the guidance of the supervisor. Goals are to be crossed off by the student as the work is completed. A goal is complete when all the designated pages are read, corresponding blanks are filled in, work has been properly scored, needed signatures have been obtained, and page numbers are circled. Goals for the following day are set when the current day's goal is crossed off, or at the end of that school day.

Homework

Students are responsible for obtaining a homework slip if they have homework. A sufficient amount of time is allotted each day for completing goals. A homework slip will be sent home with the homework to be signed by the parent. The homework slip allows communication between student, parent and supervisor, signifying what the student needs to accomplish and complete his/her daily goals. Completing the goal and obtaining a parent's signature on the homework slip are the student's responsibility.

A parent's signature communicates to the school that the parent is aware of what the student needs to do to meet his/her goal, NOT that the homework has been completed. The PACE work does not have to be complete for the parent to sign the homework slip. If a student continually refuses to work in class and/or do homework and there is a lack of progress, first warning will be a student meeting, second warning there will be a parent meeting, third will be probation, and finally if the student still refuses to make progress the student may be dismissed from RMCA.

PACE Procedures

PACES are packets of bite sized curriculum. The ACE curriculum facilitates learning. The combination of quality academics and built-in controls enables every student to attain his/her highest possible level of scholastic achievement. These controls include the Checkup, Self-Test, and PACE Test. The Checkup is the student's measurement of his/her learning of small segments of the PACE. The Self-Test is his/her evaluation of his/her understanding of the entire PACE. The PACE Test is the supervisor's measurement of what the student has learned. If a student scores above 80 percent, he/she advances to the next PACE. A PACE Test score below 80 percent demonstrates inadequate learning or insufficient mastery of skills and must repeat the PACE or they may have gaps in their learning. Students are not allowed to study the old PACE and take the PACE Test again; they must repeat the PACE.

If a student must repeat a PACE, there will be a charge of \$5.00 to cover the expense of re-ordering the PACE. If fee is not received within two weeks, the student will not receive any new PACES until the balance is paid. Failure to pay the fees on time can greatly affect your child's educational progress.

PACES are not to be shared among students. The student is responsible to obtain any required signatures in his/her PACES. The only red marks allowed in PACES are those that are acquired by normal scoring. PACE work is scored at each score strip and at the end of the student's daily goal. Work in the PACE is done in pencil. No other marks or drawings are to be made in PACES. All PACE projects should be completed and memory scripture recited before the Self-Test is taken. The PACE test is taken the following school morning after the completed PACE is turned into the supervisor. PACE test results and next PACE are received the following day.

PACEs are the property of RMCA. Student's do not keep completed PACEs or PACE tests. High school students may keep their PACEs, but not Activity Pacs.

Progress Reports

RMCA's grading system is designed to give parents a true indication of the student's progress. Progress reports are given to students to present to their parents at the end of each nine-week quarter. The report is to be signed by the parent and returned to the school the following day. The fourth quarter progress reports are released after the final payment has been received on each student's account.

Bible Memory

Thy word have I hid in mine heart, that I might not sin against thee (Psalm 119:11).

Students will be required to memorize monthly memory scriptures in order to be in good academic standing, receive privilege status and be considered for Honor Roll.

Awards

Students tend to work harder when they anticipate personal benefit; an important principle of ACE is rewarding achievement. Students who complete academic goals earn rewards.

- **Congratulations Slips**

For immediate recognition of PACE success, Congratulation slips are passed out each morning during opening.

- **Stars**

Stars are given after successfully completing a PACE Test and placed on the student's progress chart.

- **Green Dot**

Green Dot treats are given every Friday to those students who did not have homework for at least 3 days that week.

- **Merits**

Merits are given to students for their academics, good behavior, completing their goals, acts of service, etc.

Students may spend their merits periodically at the monthly “Merit Store” for small items, both practical and impractical, such as pencils, erasers, toys, CDs, etc.

- **Field Trips**

Students earn the privilege of attending field trips or a special activity by meeting specific requirements that all students are capable of qualifying for.

- **Privilege Area**

A designated “privilege area” will be available to students who earn privilege status.

- **Scoring**

Students with “C” or “E” privilege status do not require a supervisor’s permission to score.

- **Honor Roll and Honor Roll Outings**

Special Honor Roll recognition and outings reward students for high achievement

- **100 and 1000 clubs**

For each student who scores 100% on a PACE Test becomes a member of the 100 Club. Ten 100’s moves them to the 1000 Club; twenty to the 2000 club, etc.

Honor Roll

Honor Roll requirements are as follows:

- **PACE Requirements:** The requirement for academic balance each quarter is at least three stars in each of the following subjects: Math, English, Literature, Social Studies, Science, and Word Building. The supervisor may have to adjust the requirements as to the specific number of PACEs being required in each subject because of varying circumstances or due to a student having completed specified requirements. The total number of PACEs required remains the same even if the number required in each subject has to be adjusted.
- **Grade Average** must be 88-93% in order to qualify for the Supervisor’s Honor Roll. Grade average must be 94% or higher to qualify for Principal’s Honor Roll.

- Each monthly scripture passage must be memorized and recited by the last school day in the assigned month.

Those students achieving Principal's Honor Roll will receive a special certificate and outing with the Principal and/or Administrator.

Classroom Guidelines

When the classroom guidelines are followed, the learning process is enhanced. Any adjustments in RMCA procedures are determined by the school administration.

Because the student is responsible for learning, the rules for the classroom are designed to create an environment suitable for optimum achievement and to eliminate distractions.

Some general rules are:

- Students may not communicate in any way with other students or be away from their desks without permission. This includes but is not limited to note passing and sign language.
- Students may not turn sideways or turn around in their seats. All four legs of the student's chair must be kept on the floor
- Activities not related to prescribe material are not to be conducted in the student's office unless privileges have been earned to do so. This includes but is not limited to writing notes, drawing, playing with school supplies or toys.
- Students are not allowed to leave the classroom without staff permission
- Gum is NOT allowed in the classroom. Small snacks that are not disturbing may be eaten at desk until it becomes a problem.
- During group breaks, only one student is allowed in the restroom at a time. Horseplay, playing, wasting soap, paper towels, or toilet paper will not be tolerated in the restrooms. If a student is caught wasting materials then the student will be responsible to provide additional supplies to the school.

- Students must answer any adults respectfully with, “Yes ma’am/sir or No ma’am/sir”
- If group breaks cannot be done quietly and respectfully, group break privileges will be taken away.

Dismissal

All students are to remain in the learning center until dismissed by a supervisor or a parent/ designated person on the pick-up list. Please wait outside, in the pick-up line, for your child/children to be brought out to you.

For the safety of our students, a child will not be dismissed to another person's care unless written notification is received from a parent, listing the name of the person(s) who have permission to pick up the student. RMCA requires a copy of the photo ID of any person picking up a student or student will not be released.

Unless involved in extracurricular activities, or participating in the after-school program, any student not picked up at the required times will be charged \$5.00 per hour to the nearest ½ hour.

Discipline

RMCA is not a corrective institution. We ask that a child not be enrolled with the idea that they will be reformed. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their roles. The purpose of discipline is to aid both the parents and staff in training students to be responsible in making proper decisions. Encourage your child to correct unacceptable behavior. If your child does come home complaining about school policy or discipline please follow this procedure:

- Please give the school staff the benefit of the doubt, as it is our desire to be both fair and consistent in loving discipline.
- Realize you may not have all of the information regarding the situation.
- Realize that the school has reasons for the rules and that they are enforced without partiality

- For the benefit of your child, we ask that you support the school's actions.
- Contact the school if you have any questions or concerns about your child's discipline.

Demerits

A demerit is a mark for a minor offense. The first two demerits serve as a warning, but three or more demerits in one day result in detention. The following is a list of offenses one can receive a demerit for:

<u>Offense</u>	<u>Possible consequence</u>
Lack of participation	1 demerit
Any disturbance	1 demerit
Communication in the learning center (including but not limited to talking, passing notes, etc.)	1 demerit
Running inside the building	1 demerit
Out of seat without permission	1 demerit
In off-limit areas	2 demerits
Turning around in office	1 demerit
Chair not pushed in	1 demerit
Leaning back in chair	1 demerit
Messy area	1 demerit
Red pen in office	1 demerit
Pencil at scoring station	1 demerit
Scoring violations	1 demerit
Disrespect/defiance	1 demerit up to suspension
Taking Checkup without permission	1 demerit
Taking Self-Test without permission	detention
Lack of school supplies	1 demerit
PACEs left at home	1 demerit up to detention
Homework slip not signed	1 demerit
Physical contact violation	1 demerit up to suspension
Throwing objects	1 demerit
Teasing/name calling	1 demerit up to detention
Incomplete uniform	1 demerit up to call home
Not returning forms on time	1 demerit per day

Goals not set	1 demerit
Purposeful property damage	1 demerit up to suspension
Corrective action notice not signed	2 demerits
Talking at Testing area	1 demerit
Lying	1 demerit
Cheating	1 demerit up to suspension
Fighting	1 demerit up to suspension
Stealing	1 demerit up to suspension
Inappropriate Language	Detention
Scoring Violations	1 demerit up to suspension

Detention or Character Building is as follows:

3 Demerits – 30 minutes

4 Demerits – 40 minutes

5 Demerits – 50 minutes

6 Demerits – 60 minutes

Demerit offenses are not limited to the samples above. When a student receives character building time, a Corrective Action Notice is sent home with the student, signed by the parent, and returned to the teacher the following day. Students will serve character building the day the form is returned. If a student receives character building more than once in one week, the parent will be charged a \$5.00 fee.

Suspension/Expulsion

Multiple character building sessions may result in suspension. Two or more suspensions will result in serious consideration for expulsion. Suspension can be anywhere from 1 to 3 days and will be considered unexcused absences.

No Right to Burden of Proof

Nothing in these policies shall be construed as granting a student the legal right to any hearing with the administrator, the principal, or any other school body or official. The administrator may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The principal and administrator shall not be required to meet or demonstrate any particular legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the administration for the purpose of disciplining students of RMCA shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the administration or school board for the purpose of disciplining students of RMCA shall not be subject to further review by any body or court.

Glossary of Terms used by RMCA & A.C.E.

ABCs with Ace and Christi Learning-to-Read Program – A complete program for learning the vital skills of phonetic reading. Includes detailed instruction manuals, visual aids, and teaching materials.

Academic Balance – Having the same number of PACEs completed in each curriculum subject as prescribed

Academic Projection – A year-by-year and course-by-course outline of what a high school student must complete to earn a diploma

Activity Pac - A separate unit on which students record their answers to activity questions

Checkup – A quiz within a PACE to help the student determine his/her comprehension of subject matter on a particular section in the PACE.

Chronological Grade Level – The conventional grade level that corresponds with the child's age.

Communications Envelope – Used to send letters, financial statements, etc. to parents. The envelope is to be signed by both the parents/guardians and returned to school the next morning.

Core Curriculum – Seven major academic subjects: math, English, social studies, science, word building (spelling), literature and creative writing, and Bible reading.

Demerit – A mark for a minor offense. Three or more constitute a detention (not carried over to subsequent days).

Detention (Character Building) – A disciplinary period of time before/after school when students are required to remain under supervision and complete a specified activity.

Devotions – Biblical-principle-focused interaction between a pastor and a group of students

Diagnosis – Refers to the testing by which a student's performance level is determined

Flag – Tool used to get the attention of the supervisor when the student needs help. A student raises a Christian flag for academic help and the national flag for other questions.

Goals – PACE objectives set daily by the student and entered on a printed card placed in front of the student on his office bulletin board.

Honor Roll – A public recognition of academic achievement for each quarter.

Individualized Learning – A student learning and progressing at his/her own rate (through goals and controls, motivation, and rewards).

Kindergarten with Ace and Christi (K-5 Reading Readiness) - A complete kindergarten program that complements the *ABCs with Ace and Christi* learning-to-read program

Learning Center – ACE designed room in which students complete academic work and receive biblical training.

Learning Gaps – Weaknesses diagnosed below a student's performance level

Level – The ACE individually diagnosed and prescribed, non-graded program allows students to work on their own level of academic achievement, which may vary from subject to subject.

Media Station – The media station is a designated area where all multimedia equipment and resources are available for use.

Merits – Used as a positive motivation to accomplish goals and demonstrate Godly character traits.

Opening – The short inspirational period of time each morning for prayer, pledges, announcements, Congratulations slips, and Bible memorization.

Oral Report – A report presented by a student for privilege status and book reports.

PACE – Packet of **A**ccelerated **C**hristian **E**ducation; a bite-sized booklet of curriculum.

Performance Level – The academic level at which a student functions in the ACE curriculum.

Prescription – The level of curriculum in each subject (including learning gaps) determined by the results of the diagnostic tests.

Privilege – When students meet certain weekly responsibilities, they may earn "A", "C", or "E" level privileges for one week.

Score – The students' act of checking answers with the corresponding Score Key and marking any wrong answers with a red "X" beside the question number.

Score Key – A booklet containing the answers to questions in a PACE.

Scoring Station – A counter (the "Ark") at which a student checks the accuracy of his/her PACE responses with a score key.

Self-Test – A test designed to help a student measure his/her comprehension and mastery of the material in the PACE.

Star – A student is given a star when he/she passes a PACE test. It is a tangible reward that he/she places on their Progress Chart.

Student Office – A three sided desk area designed to minimize distractions while the student performs academic responsibilities.

Student Score Strip – A strip in the PACE that provides direction in scoring

Supervisor – A professional staff member who answers academic questions and inspires and motivates students to perform at their maximum potential.

Supervisor Score Strip – A strip in the PACE that indicates a section that should be scored by the supervisor

*Some content borrowed from A.C.E. ministries.

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