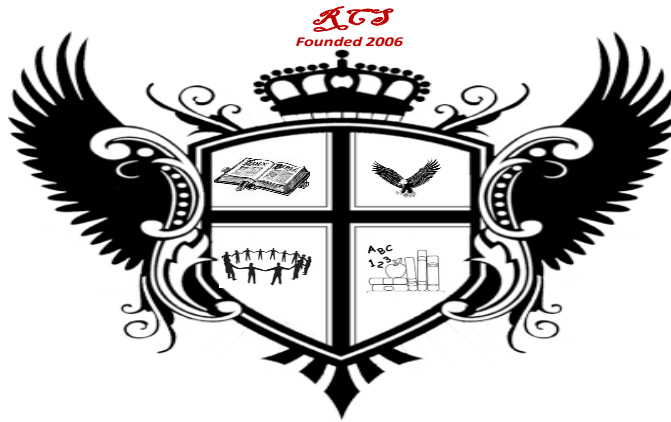


Revelation



Christian Academy

Revelation Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Parent/Student Handbook

2021-2022

And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. **Deuteronomy 6:6-7**

Table of Contents

Mission & Vision	3
Statements of Faith	4
Expected Student Outcomes	5
Attendance	6
School Hours	
Absence and Tardy Policy	
Drop-off/Pick-up Procedures	
Early Dismissals	
Admission	7
Academics	8
Withdrawal	
Grading Policy	
Homework	
Late Work	
Make-Up Work	
Cost of Lunch & Breakfast	
Medications	
Student Injury or Illness	
Uniform Policy	
Cell Phone/Electronic Device	
Severe Weather	
Parties	
Computer & Internet Usage	
Discipline Ladder	12
Grievance Policy	14
Student Code of Conduct	17
Technology Usage Policy	20
Anti-Bullying Policy	23
Child Photo/ Video Consent Form	25
Parent Student Agreement Form	26

Mission: The mission of the Revelation Christian Academy is to inspire our children with a biblically integrated curriculum that will equip them to excel spiritually, physically, and academically. Also, to challenge them to build Godly character that will cultivate a Christ-centered worldview.

Vision Statement: To cultivate a Christ-centered educational environment with the partnership of all stakeholders, parents, students, staff, and board members. Staff and students will boldly demonstrate a personal relationship with Christ in an academic environment characterized by fullness, rigor, and relevance in curricular and extra-curricular programs.

Vision for Students

- Skilled and active learners capable of critical, analytical, and independent thought
- Endowed with a great beginning which serves as the foundation for a life-long pursuit of study and learning
- Filled with joy, wonder and enthusiasm in learning truths about the world which God has made

Vision for Parents

- Committed to and engaged in their God-given role as those who are responsible for their children's education;
- Wholly committed to the unique educational approach of the integrated curriculum, confident in its effectiveness, and supportive of the teachers;
- Providing familial nurture and care which serves as the prerequisite for all learning both inside and outside the home;
- Participating in their child's educational experience through personal encouragement, instruction at home, and service in the classroom and larger school.

Vision for Staff

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the enabler of all things
- Demonstrate a servant's heart and a call to teaching
- Work competently to fulfill the tasks associated with their calling
- Enable the children to achieve their God-given potential

Vision for Board Members

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the Enabler of all things
- Provide clear, consistent and relentless articulation in promotion of the school's mission and the realization of its vision
- Provide encouragement and administrative support for the daily operation of all aspects of the school
- Provide competent leadership which will inspire and foster the school's future growth and development

Statements of Faith

- 1. We believe that the Holy bible was written by men divinely inspired and is a perfect treasure of heavenly instruction.*
- 2. We believe that there is one, and only one living and true God.*
- 3. We believe that man was created in holiness under the law of his Maker.*
- 4. We believe that the salvation of sinners is wholly of Grace.*
- 5. We believe that the great gospel blessing which Christ secures to those who believe in Him is justification.*
- 6. We believe that the blessings of salvation are made free to all by the gospel.*
- 7. We believe that in order to be saved, sinners must be regenerated, or born again.*
- 8. We believe that repentance and faith are sacred duties.*
- 9. We believe election is the eternal purpose of God, according to which He graciously, regenerates, sanctified, and saves sinners.*
- 10. We believe that sanctification is the process by which, according to the will of God, we are made partakers of His holiness.*
- 11. We believe that such only are real believers as endure unto the end.*
- 12. We believe that the law of God is the eternal & unchangeable rule of moral government.*
- 13. We believe that a visible Church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel.*

Expected Student Outcomes

Academic Outcomes

Students will be equipped *academically* to fulfill God's purpose for their lives, showing evidence that they:

- understand that the fear of the Lord and knowledge of His Word is the beginning of all wisdom.
- are independent, creative thinkers with a solid Biblical worldview.
- are proficient in the disciplines of language arts and communication including reading, writing, speaking, and analyzing literature.
- are proficient and skilled in mathematics and science, understanding that God designed the universe in perfect order.
- have an understanding of the world's cultures, geography, government, and history.
- have an appreciation of the arts and how they express values and glorify God.
- have the skills to examine circumstances, solve problems, and make wise decisions.

Spiritual Outcomes

Students will be equipped *spiritually* to fulfill God's purpose for their lives, showing evidence that they:

- understand and commit to a personal relationship with Jesus Christ.
- recognize the Bible as the inerrant Word of God and the sole infallible source of knowledge and wisdom.
- have the knowledge to apply God's Word in daily life.
- possess understanding, knowledge, and skills to defend their faith.
- are empowered by the Holy Spirit choosing to strive for a life of peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).

Social Outcomes

Students will be equipped *socially* to fulfill God's purpose for their lives, showing evidence that they:

- understand, value, and protect the value of every human being as created in the image of God.
- utilize their God-given talents and abilities to serve God and others in their communities.
- respect and show integrity when relating to others by displaying selflessness, good manners, compassion, encouragement, and good sportsmanship.
- are prepared to show responsibility in civic, community, and family living.

Attendance

School Hours

School hours are from 7:30 AM-3:00 PM. Students may begin to enter the building at 7:15 AM. Students will be counted as tardy after 7:45 AM. All students should be picked up no later than 3:30 PM to refrain from incurring a late fee.

Absence and Tardy Policy

In order for a child to receive the best possible education, he or she must attend school regularly. Students of RCA are permitted to miss no more than 15 days per school year. Parent excuses are acceptable within 3 days after the child has returned to school. However, if a child is absent more than 15 days, a doctor's excuse must be provided. If a student's absence exceeds 15 days without a doctor's excuse, the child will be retained for the present school year.

Section 16-28-12—Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

Tardiness can be very disruptive to the learning environment. If a student arrives after 7:45, a parent is required to sign the student in using the tardy log. For every 3 unexcused tardies, the student will be assigned a one hour detention to be served from 3:15-4:15.

Drop-off/Pick-up Procedures

All students should be dropped off and picked up at the School's entrance. If there is no one present at the entrance door, students must be escorted to their classroom and be signed in at the office. If a student is not picked up by 3:30, the parent will incur a fee of \$5.00 for every five minutes and an additional \$10.00 charge after 30 minutes. **Students will not be release to anyone unless their name is listed on the student's enrollment card.**

Early Dismissals

All students must be signed out before checking out early. A child may not be released to anyone other than those persons listed on their enrollment card unless a written request has been submitted to the office by the parent or guardian.

Admission

Admissions Policy

Revelation Christian Academy is a Christian school that serve students beginning in PreK4 through 5th Grade. RCA admits students based on academic performance, and personal qualifications. RCA accepts students regardless of parental faith assuming parental consent to Christian teachings. Students must meet the age deadline of September 1 to enter PreK4 and Kindergarten. Students who do not meet the deadline but seek to enroll may be considered on an individual basis and must pass a screener.

Learning Differences

Students who have current documentation on file for an identified learning differences, diagnosed by a licensed psychometrist or personnel may or may not be considered for enrollment. Admission for students with learning disabilities will greatly depend on the diagnosis, accommodations that are required, and the school's ability to meet those accommodations. Due to staff and funding limitations, Revelation Christian is not equipped to handle implementation of Individual Education Plan to their fullest.

Admission Procedures

- Complete and Submit Enrollment Forms (1-3)
- Turn in all Required Documents
- Submit Registration Fees
- Submit Book Fees

Required Documents

- Enrollment Forms (1-3)
- Photocopy of Certified Birth Certificate
- Up to Date Immunization Card
- A copy of student's transcript and/or report card
- Copy of student's most current standardized test scores
- Copy of all test results for learning disabilities or IEP to help assist student achievement if applicable

All returning students must pay registration and book fees by **July 1st** of each school year.

* Students who have been suspended or expelled from the previous school attended or who have documented discipline problems **may or may not** be accepted.

Academics

Withdrawal

If a parent wishes to withdraw their child, they must provide a written notification. The student's records will be released within 24 hours if their account has been cleared. Records include all textbooks. Tuition, enrollment, and book fees **WILL NOT** be refunded if a student is withdrawn at any time.

Grading Policy

Students attending RCA will be graded by the following scale:

90-100	A
89-80	B
79-70	C
69-60	D
59 or below	F

All K4 and kindergarten students will receive the following ratings in academic and enrichment classes, and students in grades 1-5 will receive the following ratings in all enrichment classes.

E-Excellent S-Satisfactory U-Unsatisfactory N-Needs Improvement

Grading categories and weights will be as follows for grades 1-5:

- a. Tests 30%
- b. Class Work: 40%
- c. Quizzes: 20%
- d. Homework: 10%

Progress reports will go out every 4-4 1/2 weeks. Report cards will go out at the end of a 9-week period. Kindergarten reports will go home daily. All progress reports and report cards must be signed and return to school by the following Friday.

Homework

Homework will be a review of previously taught material. Students will not receive homework on material that has not been taught. Students will receive a completion grade for completing and returning homework. Homework will be worth 10% of the student's grade.

Late Work

All students in grades 1-5 will be deducted 10 points every day an assignment or project is late. After five school days, the assignment will receive a grade of zero.

Make-Up Work

If a student will be absent more than one day, parents should call the school to receive the homework that their child has missed. One calendar day is allowed to make up missed work for each school day missed. Students will be required to make up work for unexcused absences but may or may not receive full credit depending on the circumstances.

Cost of Lunch & Breakfast

Lunch	\$2.75/ Student
Breakfast	\$1.00/Student

Lunch and breakfast may be paid daily, weekly, and/or monthly. However, if your choice is to pay weekly or monthly, lunch payments must be made on Monday of that week or the 1st of the month.

Medications

If a child is in need of medicine, the parent must fill out a medicine request form and return it to the principal. Students are not allowed to possess any prescription or over the counter medicines. Medicines will not be dispensed unless the parent has completed a medicine request form with the principal and the medicine must be in the proper prescription container.

Student Injury or Illness

If a child is injured at school, an injury report will be filled out by the adult present. Teachers may treat minor injuries. However, if the injury is major, the Principal will be notified immediately so that parents may be contacted. Students should not be sent to school if they are experiencing any of the following: **fever, diarrhea, body rash, or any illness that is contagious. Before returning to school, a student must be free of the symptoms for a total of 24 hours.**

Uniform Policy

The students of RCA are required to wear uniforms. Please adhere to the following uniform guidelines.

Girl's Uniform	Boy's Uniform
Burgundy Cardigan Sweater* Burgundy Polo Style Shirt Khaki Pleated Skirt White Knee Socks Solid Black Shoe White Peter Pan Collar Shirt* Burgundy Cross Tie*	Burgundy Cardigan Sweater (Grades K4-2nd Grade) * Burgundy Blazer (3rd-5th Grade) * Burgundy Tie* Burgundy Polo Style Shirt White Oxford Shirt* Front Pleated Khaki Pants Black or Brown Belt Solid Black Shoe
Highlighted clothing articles must be monogrammed and worn on Wednesday's.	

Boys may not have ear piercings. Girls or boys are not allowed to have hair coloring and/or tattoos. Violation of the uniform policy is a Class A Offense. Please refer to the discipline ladder.

Cell Phone/Electronic Devices Policy

Students are not allowed to bring cell phones or electronic devices of any sort to school unless permitted by administration. If a student brings a phone or electronic device to school for the first time, a parent will have to come to the school to pick it up. If a cell phone or electronic device is brought a second time, it will be confiscated and returned at the end of the school year. The school will not be responsible for any loss or damaged electronic devices brought to school, (cell phones, tablets, etc).

Severe Weather

If severe weather occurs while students are present at school, parents will be notified concerning dismissal changes. If by chance the weather is too severe for students to attend school, the parents will be notified via phone call, email, or text message.

Parties

Each class will have 2 scheduled parties for the year, Christmas and End of the Year. It is normal for students to bring in special snacks at Easter and Valentines. However, Christmas is celebrated as the birth of Jesus Christ and Easter as Christ's Resurrection. Halloween, Santa Claus, or the Easter Bunny will not be mentioned.

Computer and Internet Usage

If a student violates the technology usage agreement, then he or she will be automatically suspended from school for 3 days.

Discipline Ladder

Group A Offense- these acts of misconduct include those student behaviors which disrupt the orderly educational process, in the classroom or anywhere else under the school jurisdiction, such as the following:

1. Excessive talking
2. Minor act(s) of disobedience
3. Being improperly dressed/out of approved uniform
4. Minor misbehavior on school bus/van
5. Non-participation in class; no books, materials, etc.
6. Any other offense which the principal may deem reasonable to fall within this category of acts of misconduct.

***Teachers must attempt to resolve Group A behaviors when it is appropriate before referral to the principal's office for disciplinary action.**

1st Offense **Minimum: Administrator/Student Conference**
Maximum: Suspension from school (3days)

2nd Offense **Minimum: Administrator/Student/Parent/Guardian conference**
Maximum: Suspension from school (5 days)

Group B Offense-

1. Leaving the classroom without permission
2. Cheating and/or copying the work of other students
3. Acts of minor physical aggression
4. Class skipping
5. Acts of willful disobedience
6. Possession of and/or use of Electronic Communication Devices
7. Possessing, selling furnishing, giving away, distributing, transferring, or obtaining a realistic toy, replica, or look-a-like-gun.
8. Use of obscene/profane language-whether spoke, written or by gestures
9. Use of internet for other than approved academic reasons
10. Any other offense which the principal may deem reasonable to fall within this category of acts of misconduct

1st Offense **Minimum: Administrator/Student Conference**
Maximum: Suspension from school (5 days)

2nd Offense **Minimum: Administrator/Student/Parent/Guardian conference**
Maximum: Suspension from school (10 days)

Group C Offense-

1. Arson
2. Theft of Property
3. Receiving and concealing stolen property
4. Assault

1st Offense **Minimum: Administration/student conference**
Maximum: Suspension from school (10 days)

2nd Offense **Minimum: Administrator/Student/Parent/Guardian conference**
Maximum: Recommend Expulsion

Group D Offense

1. Possession of and/or use of alcohol
2. Possession of and/or use of drugs
3. Possession of and/or use of weapons

1st Offense **Recommend for expulsion and/or may notify law enforcement agency**
for arrest.

**Revelation Christian Academy has a zero-tolerance policy
for drugs and/or weapons!**

Revelation Christian Academy Grievance Policy

Policy: Revelation Christian Academy is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will always be made with impartiality and due care and confidentiality will be respected.

Rationale: Revelation Christian Academy is composed of many people and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of *Matthew 18:15-17*.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Revelation Christian Academy. This includes students, parents, staff, volunteers, administration and board. It is understood that if any disputes arise which are not covered by this policy, the head of school will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made based on something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or head of school if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication and resolution.
- Decisions by the board are final. No further appeal will be granted.

Grievance Resolution Process:

Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is always required.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parent's satisfaction, the parents should appeal the decision to the head of school in writing. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Revelation Christian Academy Board within two weeks of the head of school's determination requesting a review of the school's determination.

Parents/Association members/Donors to administrator:

1. If parents, association members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the head of school. Complaints at this level and above are documented by the head of school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Revelation Christian Academy Board within two weeks of the head of school's determination requesting a review of the school's determination.
4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

Staff to Administration:

1. All concerns about the school must first be presented to the appropriate principal. A respectful demeanor is always required.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the head of school. The head of school will schedule a meeting to discuss the matter. Complaints at this level are documented by the head of school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is not a satisfactory resolution, the staff member may appeal to the board in writing within two weeks of the head of school's final determination. The appeal should be submitted to the head of school to be submitted to the board. The board will not entertain requests until step 1 & 2 have been completed.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the head of school. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If the resolution is unsatisfactory, the volunteer may appeal to the board in writing within two weeks of the head of school's final determination. The request will be passed through the head of school. The head of school is required to pass the request on to the board.

Code of Conduct

A. Searches

1. A general search of school property is recommended and required at any time when there is reasonable suspicion to believe there exists on the campus any item(s), possession of which constitute a crime and/or violation of the Student Code of Conduct.
2. A search of a specific area assigned to a student shall be conducted when there is reasonable suspicion to believe there exists on the campus any item(s), possession of which constitute a crime and/or violation of the Student Code of Conduct.
3. A search of the person shall be conducted when there is reasonable suspicion to believe there exists on the campus any item(s), possession of which constitute a crime and/or violation of the Student Code of Conduct. A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. Parental consent is not required under emergency conditions.
4. A search of personal belongings shall be conducted when there is reasonable suspicion to believe that they conceal any item(s), the possession of which, constitute a crime and/or violation of the Student Code of Conduct.
5. Strip searches are prohibited.
6. The principal shall take appropriate disciplinary and/or legal action against any student who fails to be cooperative with school authorities in investigation of the Student Code of Conduct violations, criminal violations, and/or other matters relation to the orderly and safe operation of the school.
7. When searches are being conducted by school authorities, it is recommended that a professional person be present as a witness.

B. Law Enforcement

Students are required to cooperate with school authorities in their investigation of Student Code of Conduct violations, criminal violations, and other matters related to the orderly operation of the school. Students shall be allowed to participate in investigations conducted by law enforcement authorities while under jurisdiction of the Revelation Christian Academy. The law enforcement agent will interview at or remove a student from school or a school sponsored activity only if the law enforcement agent can provide proof that he/she has exhausted all other means of contact with the involved student; or in the law enforcement agent's professional opinion the presence of the involved student on the school campus or at a school sponsored activity presents a substantial risk to others; or in the law enforcement agent's professional opinion, immediate contact with the involved student is mandated by the circumstances related to the investigation.

Interview Conducted on Campus Which Requires Removal from Campus of a Student as a Victim, Witness, or Suspect Related to an Abuse and/or Neglected Investigation:

The law enforcement agent who is on campus for the purpose of interviewing a student or for the purpose of removing a student from the campus to be interviewed as a victim, witness, or suspect related to an abuse and/or neglect investigation will contact the principal of the school and advise him or her of the need for the interview.

The principal will provide a location for the interview to be conducted which affords privacy or will release the student into the custody of the law enforcement agent if removal of the student from the campus is requested by the law enforcement agent. The principal shall not be permitted to be present during the interview unless specifically requested by the investigating law enforcement agent.

The principal will contact the involved student's parent(s) or guardian(s) to advise them of the circumstances unless the investigating law enforcement agent requests same.

The principal will have the investigating law enforcement agent sign the release form if a student is removed from the campus.

Court Order

The law enforcement agent who is authorized by a court order to remove a student from a school campus or school-sponsored activity will contact the principal. The law enforcement agent will present the court order to the principal for inspection. The principal will release the student into the custody of the law enforcement agent. The principal will contact the involved student's parent(s) or guardian(s) immediately.

Arrest Warrant or Juvenile Complaint Form (State of Alabama Unified Judicial System Form JU-2):

The law enforcement agent who is affecting the arrest of a student at a school or school sponsored activity by the execution of a valid arrest warrant or complaint form will contact the principal. The law enforcement agent will present the valid arrest warrant or complaint form to the principal for inspection. The principal will release the student into the custody of the law enforcement agent. The principal will contact the involved student's parent(s) or guardian(s) immediately.

Interview of a Student as a Witness Conducted on Campus

The law enforcement agent, who is on a school campus for the purpose of interviewing a student as a witness will contact the principal and advise him/her of the need for the interview. The principal will provide a location for the interview. The principal will provide a location for the interview to be conducted which affords privacy. The principal will be permitted to be present unless, at the discretion of the investigating law enforcement agent, the nature of the

investigation prohibits same. The principal will contact the involved student's parent(s) or guardian(s) immediately or as soon as practical and advise same of the circumstances.

Removal of a Student from Campus for Interview as a Witness

The law enforcement agent who is on a school campus for the purpose of removing a student from that campus to be interviewed as a witness at another location will contact the principal of the campus. The principal will release the student into the custody of the law enforcement agent. The principal will have the investigating law enforcement agent to sign the release form. The principal will contact the involved student's parent(s) or guardian(s) immediately or as soon as practical and advise same of the circumstances.

Interview of a Student as a Suspect Conducted on Campus

The law enforcement agent who is on a school campus for the purpose of interviewing a student as a suspect will contact the principal and advise him/her of the need for the interview. The principal will provide a location for the interview to be conducted which affords privacy. The principal will be permitted to be present during the interview unless, at the discretion of the investigating law enforcement agent, the nature of the investigation prohibits same. The principal will contact the involved student's parent(s) or guardian (s) immediately or as soon as possible and advise the same.

Removal of Student from Campus for Interview as a Suspect

The law enforcement agent who is on campus for the purpose of removing a student from the campus to be interviewed as a suspect at another location will contact the principal and advise him/her of the need for the removal of the student from the campus for the purpose of interview at another location. The principal will release the student into the custody of the law enforcement agent. The principal will have the investigating law enforcement agent sign the release form. The principal will contact the involved student's parent(s) or guardian(s) immediately.

Sexual Harassment

The school has a sexual harassment policy that clearly outlines the policy and guidelines and procedures for sexual harassment. It is available to all students, parents and/or guardians, teachers, and other staff members at all times. Check with the principal of the school for a copy of the policy on sexual harassment.

The Board of RCA does not condone or tolerate any form of sexual harassment of, or by, staff (including non-employee volunteers who work subject to control of school authorities) or students. The Revelation School Board is committed to the creation and maintenance of a learning and work environment which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment. The Board will take necessary action to ensure that such instances are addressed swiftly, fairly and effectively.

Technology Usage Policy

The Revelation Christian Academy recognizes that advances in technology improve access to and communication of information and may also improve and enrich instruction and student learning. The Board generally support students accessing rich information resources and developing appropriate analysis and evaluation skills. In a free and democratic society, access to information is a fundamental right of citizenship. Information technology resources have significantly altered the information landscape for schools. We require that all school material be supporting and enriching of the curriculum while taking into account the varied instructional needs, learning styles, abilities, and developmental levels of students. In the past, instructional and library media materials could usually be screened prior to use by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Digital resources, which can be accessed through the Internet from any publicly available fileserver in the world, open classrooms to electronic information that may not have been screened by educators for use by students of various ages. Information literacy skills, in a digital world, are fundamental for digitally literate citizens and 21st century employees. The Board expects that staff will blend thoughtful use of such skills throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of digital tools and resources. Staff will consult the guidelines for instructional materials contained in the system's guidelines and will honor the goals for selection of instructional materials contained therein. Network and internet access are provided as a tool for education. Access will be provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the school computer network and internet just as they are in a classroom or a school hallway. As communications on the network and internet are often public in nature, **general school rules for behavior and communications apply** (see Student Code of Conduct). Independent but supervised student use of digital resources will be permitted upon the submission of the agreement form. Access to the network and the internet enables students to explore a seemingly infinite number of resources. The Board believes that the benefits of student access to information resources and opportunities for collaboration exceed the potential disadvantages. Ultimately, however, parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using digital resources. Revelation Christian Academy Board will not be liable for the actions of any person, student or staff, connected to the internet through the **Revelation Christian Academy**. All users assume full liability—legal, financial, or otherwise—for their actions.

CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET

The use of Internet resources accessed from any computer that is the property of the school or any computer connected to a local area network within the school is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or punishment for such violations as prescribed in the Student Code of Conduct. **Revelation Christian Academy Board** will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.

Unacceptable uses of the school network and Internet include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
 - Using the network for financial gain, commercial activity, or any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other individuals.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Revelation School Board.

All users should be aware that the inappropriate use of Internet resources could be a violation of local, state, and federal laws. Contract Regarding Safe and Acceptable Use of the Internet By signing the Parent/Guardian and Student Acknowledgment for the Student Code of Conduct, which is found on the student enrollment information, the parent/guardian agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. The parent and/ or guardian of this student has read the terms and conditions for system Internet access privileges. The parent and/ or guardian understands this access is for educational purposes and that the Board of RCA has taken reasonable precautions in forewarning and educating all interested parties of the controversial material that is accessible through the internet. The parent and/or guardian also recognizes that it is impossible for the Board of Revelation Christian to restrict access to all controversial materials. The parent and/ or guardian will not hold the Revelation Christian Academy Board or its employees responsible for materials acquired by their child over the school's network. The parent and/or guardian accepts that inappropriate behavior may lead to penalties, including revoking of internet access, disciplinary action, and/or legal action. The student agrees to abide by all rules that are listed in Revelation Christian Academy Board's Core Rules for Safe and Acceptable Use of the Internet. The student realizes that the primary purpose of the Revelation Christian Academy Board's Internet connection is educational, and that as such, educational purposes shall take precedence over all others. The student realizes that the use of the Internet is a privilege, not a right.

Technology Usage Agreement

STUDENT

I have read, understand and will abide by the Revelation Christian Academy Technology Usage Agreement. I further understand and accept that any violation of the regulations and policies in the agreement is unethical and may result in revocation of my privileges, school disciplinary action (up to expulsion), and/or appropriate legal action.

Student Name (Printed)	Student Signature	Date

Parent

As the parent or guardian of this student, I have read the Revelation Christian Academy Technology Usage Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Revelation Christian Academy to restrict access to all controversial material, and I will not hold RCA responsible for materials acquired illegally on the school's wireless network. I understand that should my child commit any violation described in this agreement that his or her privileges may be revoked, and disciplinary action may be taken.

Signature of Father/Guardian	Date

Signature of Mother/Guardian	Date

Anti-Bullying Policy

John 15:12- *"My command is this: Love each other as I have loved you."*

In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur. Revelation Christian Academy realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is line with biblical standards.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others.

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliation experiences.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook or other electronic means

Policy Statement: From time to time in a large community such as a school, conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

Revelation Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relation to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Revelation Christian Academy has zero tolerance for bullying. Revelation Christian Academy recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the Administration and addressed according to the discipline policy.

Revelation Christian Academy

Anti-Bullying Policy

STUDENT

I have read, understand and will abide by the Revelation Christian Academy Anti-bullying policy.

I further understand and accept that any violation of the regulations and policies in this agreement is unethical and may result in school disciplinary action (up to expulsion), and/or appropriate legal action.

Student Name (Printed)

Student Signature

Date

Parent

As the parent or guardian of this student, I have read the Revelation Christian Academy Anti-bullying policy. I understand that should my child commit any acts described in this policy that the administrator deems as bullying, he or she may receive disciplinary actions (up to expulsion), and/or appropriate legal action.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

Revelation Christian Academy

Child Photo / Video Consent Form

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity (Facebook, SmartChurch App, Web Site, etc.).

I give Permission to take photographs and / or video of my child.

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Name of child	
Name of parent / guardian	
Signature of parent / guardian	
Date	

Parent - Student Agreement

As a parent, I have read the 2020-2021 Parent/Student Handbook in its entirety. I understand that I must *support* all Revelation Christian Academy's policies through my actions and words, and I must require that my child *complies* with all RCA policies with their actions and words. I agree to do so cheerfully and willingly in order to partner with RCA in the *training for life* of my child. We are in harmony with all RCA policies and hereby pledge our full cooperation.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

As a student, I have read the 2020-2021 Parent/Student Handbook in its entirety and/or reviewed it with my parents. I understand that I must comply with all RCA policies with my actions and words. I agree to do so cheerfully and willingly and pledge my full cooperation.

Student Name (Printed)

Student Signature

Date