

# 2023-2024 Student Handbook



*Learners Today...Leaders Tomorrow*



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*Robert Toombs Christian Academy reserves the right to make changes to the Student Handbook during the term of the school year if the Board of Directors should determine that a change is necessary to ensure the sound and effective operation of the school.*

## MISSION STATEMENT

The mission of Robert Toombs Christian Academy is to offer a quality education conducted in a Christian environment utilizing rigorous academic standards and Christian-based discipline to foster intellectual, spiritual, and social growth.

## ACADEMIC VISION

The academic vision of Robert Toombs Christian Academy is to implement an academic program that provides continuity and connection for all students as they progress through each grade level. RTCA conducts an academic program that utilizes current educational resources and technology. RTCA offers a comprehensive learning environment that encourages all students to excel academically and spiritually to prepare them to be successful in their future educational endeavors and their society.

## SPIRITUAL VISION

Robert Toombs Christian Academy provides a Christ-centered environment in which students are encouraged and supported in developing a personal relationship with Christ. Students are provided with guidance and support to develop their personal spiritual vision in which students display and witness Christ-like character and actions to guide their everyday lives and develop as strong spiritual leaders.

## HONOR CODE

**An honorable person should be a person of integrity.**

**They shall not lie, cheat, or steal.**

**They shall conduct themselves with respect and a sense of fairness for others.**

Members of the RTCA student body carry a responsibility to follow this code of honor. This code of honor should guide you in every walk of life.

The RTCA student body is bound by their honor and adherence to the student code of honor to maintain and ensure the integrity of our school. As a student of RTCA, I have faith in Jesus Christ. I understand that He offers forgiveness but also provides us with the wisdom to make responsible Christian-based decisions. As a RTCA student, I pledge, with God's assistance, I will strive to be a student who:

1. Does not cheat in any manner including cheating on tests, copying homework, or plagiarizing of work. Honesty is the best policy. Proverbs 12:1
2. Refrains from language that is unacceptable and is offensive to others. I will also avoid participating in gossip or taking part in communication that damages a person's character. Proverbs 4:24
3. Makes a commitment to say no to alcohol, drugs and tobacco. I pledge to stand strong in my commitment and will encourage and support others to stand strong in their commitment. Romans 12:1
4. Respects others property. Under no circumstances will I steal or damage someone else's property. I will also encourage my classmates to respect other's property. Exodus 20:15.



5. Respects our school buildings and property and help maintain our buildings, school property and school grounds. I will encourage my classmates to maintain and respect our school and report individuals who abuse or damage our campus and property. Genesis 1:26
6. Makes a commitment to be sexually pure. This includes avoiding inappropriate magazines, movies, and web sites. 1 Corinthians 6:18
7. Does my best to honor God in all I do. My talents are a gift from God. In the classroom, on the playing field, on the stage or at work, I will do my very best. This requires always being prepared, working to develop to my full potential, and giving glory to God. Matthew 5:16

## COMMUNICATION

The FACTS student information system and parent/student email will be used to communicate with parents and students. Families will receive login information via email and at RTCA's Open House. The school information system and email are RTCA's main form of communication from teachers and administration. In addition, grade books, events, sports information and other pertinent information will be housed in the FACTS portal.

Daily announcements are made over the RTCA intercom system immediately after the morning tardy bell. Daily announcements are followed by a prayer and the pledge. Students are expected to remain informed of school events by listening to the announcements.

A calendar of activities are posted and maintained on the school website and FACTS. RTCA also utilizes social media accounts via Facebook and Instagram to communicate school events, academic deadlines and daily events at RTCA Links to these social media sites are available on the RTCA website. Other means of communication may be used by teams, organizations, clubs, etc. to communicate with families.

### Social Media Misuse

The use of social media by individuals affiliated with RTCA is widespread and common in today's society. Social media can be a very powerful, positive and effective means of communication; however, improper and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third party rights. Consistent with existing policies, RTCA reserves the right to dismiss any student who chooses to do harm to the school and/or its constituents through the misuse of social media or whose parent and/or other family members choose to do harm to the school and/or its constituents through the misuse of social media.

## SAFETY AND SECURITY

**Due to the ongoing Global Pandemic, we ask that all RTCA families adhere to all policy and procedure changes that are sent out by the school administration. All families must play an active role in keeping our school safe. All updates to the school safety plan will be sent to families immediately. At times some of the policy changes may temporarily conflict with portions of our student handbook. Families will be notified of policy or procedure changes as we transition from one phase to the next phase.**

We take the safety of our students and faculty very seriously. All visitors are required to check in at the front office to receive a visitor's pass, which must be visible before going anywhere else on campus. Teachers as well as administrators are expected to enforce this policy.

Elementary students are escorted to and from all activities. Middle and High school students are required to have a hall pass whenever out of their class. RTCA also conducts fire, tornado, lockdown and bomb drills throughout the school year as well as unannounced searches of campus and vehicles.

## **ADMISSION PROCEDURES**

Student applicants are admitted to Robert Toombs Christian Academy on an individual basis. An enrollment packet must be completed for each student to include items listed below. Once the file is complete administration will review each application and schedule a conference with the parents and student interested in enrolling.

The enrollment packet must be complete with the following items before a conference can be scheduled:

- A Completed enrollment packet for admission
- Transcript from the school the student is transferring from, complete with GPA. An unofficial copy will suffice pending withdrawal from transferring school.
- A 3.0 GPA or an 80 or above numerical average is recommended for admission. Students may be admitted on academic probation.
- Standardized test scores.
- Updated shot records.
- Discipline and attendance reports for last two years

Additional documentation: Birth Certificate, Copy of Social Security Card, Ear, Eye and Dental record.

Available space in the appropriate grade must be available to complete the admissions process.

Students must turn five (5) by September 1st to enroll in kindergarten and six (6) by September 1st to enroll in the 1st grade. Students will not be considered for enrollment if they are more than two years behind their grade level based on age or more than one year based on failure. All home schooled students must provide listings of courses completed, attendance records, and/or a portfolio of work completed.

### **Probationary Admission**

When a student is admitted on a Probationary Status, Administration will review the student's academic progress at end of the 1st nine weeks and at the end of the 1st semester. This review includes, but is not limited to a review of grades, discipline, attendance, work ethic, and overall positive impact on the school by the student and parents. The total academic probationary term will not exceed one year.

### **Re-Enrollment Requirements**

The enrollment status of every student will be reviewed yearly, and students will be readmitted on the basis of academic progress, attendance record, disciplinary record, and the overall positive impact the student and parents have had on RTCA

### **Non-Discrimination Policy**

Robert Toombs Christian Academy does not discriminate on the basis of gender, race, color, creed or national and ethnic origin in the administration of its educational policies, scholarships, athletics and other school administrated programs. Robert Toombs Christian Academy enrolls students of any race, color, creed, gender or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at RTCA

### **Tuition Policy**

When tuition is paid monthly, the first payment is due July 1<sup>st</sup> and on the first of each month through June. Tuition is past due after the 5<sup>th</sup> day of the month, at which time a \$25.00 late fee will be applied to the student's balance. A \$50 late fee will be added if not paid by the 20<sup>th</sup> day of the month. Parents cannot exceed three (3) late tuitions in a school term. Upon being past due the third time, the parent will have a choice of signing a bank draft form for monthly tuition payments, or pay the tuition owed in full. At any point deemed necessary by administration, tuition payments may be required to be put on bank drafts. If a catastrophic situation occurs, the Head of School must be contacted, and the Finance Committee will make a decision on the account. Report cards and transcripts will be held for all students with past due tuition, fees, or failure to return textbooks, athletic uniforms, unfulfilled community service hours, or other materials.

### **Return Check/Electronic Return**

It is the policy of Robert Toombs Christian Academy that every returned check/electronic return received will be charged a fee of \$50.00. Also, after the second time a return is received the family will have the option to either pay in cash/ money order or be placed on automatic bank draft. However, if the automatic bank draft returns the family will be required to pay with cash or money order only.

## **ATTENDANCE**

### **Tardiness**

A student who enters class late causes a teacher to interrupt their classroom instruction to accommodate a student's late arrival; this disrupts the learning process for all students in the classroom. Late arrivals also cause the late student to miss vital teacher instruction for the beginning of the class. Parents and students should make every effort to arrive on time for all classes. Students who arrive after 8:05am must sign in at the front office. Repeated or chronic tardies will result in a discipline referral. (See Code of Discipline: Rule #1 – Tardiness and Absenteeism per Quarter).

### **Absenteeism**

Students are expected to attend school everyday. Attendance is vital for the success of the student. However, if the student has a medical appointment an excuse will need to be provided to the school within 3 days of the student returning to school. After the 3 days the absence will be marked

unexcused. This also will apply if a student is absent due to sickness and/or death in the family. Parents will pay a \$50 fee for their child to attend Saturday school. Special circumstances can be appealed to the Leadership Committee for consideration.

Students must attend school until 11:30 or half a day to be counted present for the day. Students must attend at least half a day to participate in any extracurricular activity that day, including practices.

### **Making up school work due to Absenteeism**

Under no circumstances should a parent disrupt a classroom during the school day to request books or assignments directly from the teacher. Parents and/or students can use the FACTS system regarding missed assignments and communicate directly with teachers via email on missed work.

Students who miss tests or quizzes assigned prior to the absence will be expected to take the test/quiz on the day they return. Projects which have had extended work time are due on the date assigned.

Students are allowed to make up missed assignments for absences. In the event of an absence, it is the student's responsibility to determine what test(s), assignment(s), or other work has been missed. The student must take the initiative in making up work within the prescribed time limit. Failure to do so will result in a zero for any work missed.

A student will be allowed the number of days absent plus one additional day to make up and turn in missed work. (Example: student is absent Monday, Tuesday & Wednesday – student will have Thursday, Friday, Monday & Tuesday to complete missed work and turn it in.) Any work submitted after that time will not be accepted.

Being absent from school the day before a test does not automatically excuse a student from a test if the test has been previously assigned. If a test was assigned prior to the absence, the student will take the test/quiz on the day he/she returns.

### **Absence for Part of the Day and Early Departures**

Parents providing transportation for students must come into the front office to sign the student out of school. High school students who drive may sign themselves out provided they have a signed note from a parent to the office or the parent phones the office.

Students must sign out when leaving campus and sign in when returning to school. Students who do not sign in when returning to campus may be counted absent for the remainder of the day.

### **Students may not sign out for lunch.**

Absences due to approved trips may be excused under the following guidelines: The [Prearranged Absence Form](#) must be submitted at least one week prior to the trip for approval. The request may be approved or denied, depending upon the academic status of the student. Consideration will be given for trips of an educational nature. Consideration will not be given for trips during exam schedules.

### **Perfect Attendance**

In order for a student to receive a perfect attendance award, the student must be in school every day with no early dismissals or late arrivals. Students who are participating in school sponsored events, field trips, athletic participation or the two approved college visits will not be counted absent.

### **Sickness and Accidents**

Students who have a fever or may have an illness that is contagious should not be sent to school.

Should a student become ill during the day, he/she should request permission of the classroom teacher or staff member to go to the front office. Parents will be called when their children have a fever or feel they are too sick to be at school.

Before the student signs out, a parent must be notified through the office by telephone that the student is leaving the campus. Transportation will be provided only in emergencies.

Accidents occurring while on campus should be reported to a staff member. First aid supplies are available in the front office. Faculty or staff will take proper steps to handle emergency situations when a student needs medical attention and parents will be notified immediately.

### **Extended Absences**

Students who have an illness or disability that requires them to miss 10 or more consecutive days may be placed on Hospital/Homebound. Contact the Director of Academic Affairs for forms to be completed prior to being placed on Hospital/Homebound.

### **Monitoring/Notification of Tardiness and Absenteeism**

Students will have their tardies and absences monitored by their teachers as well as school administration. Parents will be notified of excessive tardies and absences. Parents will also be notified of any school referrals as a result of chronic absences or tardies. Such notices will be documented by the school.

### **Other Consequences for Absenteeism**

Due to Compulsory Attendance laws, students who miss more than 20 days in a school year may be subject to truancy proceedings by the school and local authorities and may not be assigned credit for the course/grade.

Students in K4-5th grade who accumulate more than 20 absences in a school year will not be promoted. Extenuating circumstances will be handled on an individual basis by following the Student Appeal process

A high school student who has more than ten unlawful absences in one school semester will be reported to the Department of Motor Vehicles, possibly resulting in the loss of his/her license.

### **Daily Arrivals and Departures**

The cafeteria will be open and staff will be on duty to accept students for early arrival beginning at 7:15 each morning. Students will be escorted from the cafeteria to the classrooms at 7:50 am each day.

After 7:50 a.m. K-3 through 5<sup>th</sup> grade should be dropped off under the awning closest to the gym. All other grades should be dropped off in the front of the school. Families with multiple grade levels should drop off under the side awning if one of the siblings is in K-3 through 5<sup>th</sup>.

Please note there are two lanes of traffic in front of the school. The inside lane is for drop off and the outside lane is for traffic. Please do not park in either lane. If you have to come inside, please park in a parking spot.

Students who are not picked up by 3:25 will be escorted to After School Care and charged accordingly. If a student is still on campus after 3:30, RTCA is no longer liable for that student unless the student is involved in an extracurricular activity or is in after school care. Students are not allowed on campus after 3:30 on full school days or 1:00 on half days unless involved in an extracurricular activity or in after school care or has received permission from an administrator.

## Medication

Any student required to take prescription medicine during school hours will have the medication dispensed by a member of administration in accordance with the medications directions. All medicine must be presented in a labeled prescription bottle and the medication form completed and signed by a parent must be returned to the front office. Students MAY NOT keep medication with them during the school day.

Exception: Asthma medication and EpiPens may be kept with the student during the day. The student assumes the responsibility of the medications and its use.

Parents/guardians assume responsibility for informing the school of any change in the student's health or change in medication. The school retains the right to reject requests for the administration of medication for a sufficient cause.

The front office will administer over the counter medications in accordance with parent permission. The medications must be listed on the medication form that may be obtained from the front office. The front office will administer over the counter medications in accordance with parent permission. These medications must be listed on the medication form that may be obtained from the front office.

## AFTER SCHOOL CARE

After school care is available for students in grades K3-5th who are enrolled at Robert Toombs. Hours are Monday through Thursday from 3:00 p.m. until 5:30 p.m. and Friday's until 5:00 p.m. Services include homework time, snack time and play time. The number of providers is determined by the number of children enrolled for After School and will follow state guidelines. There will be a worker certified in First Aid and CPR on premises at all times. All children not picked up at their dismissal times should be enrolled in the After School Program. All children, regardless of regular or drop-in status, must be registered. A registration fee per child must be paid when returning the registration form.

## BUS ROUTES

RTCA currently offers bus transportation to students living in the Ailey/Soperton/Vidalia areas. The current pickup and drop off points for students is the 1<sup>st</sup> Baptist Church in Soperton, the Daniel Baptist Association parking lot in Ailey and the parking lot located by Ellis' Florist Shop/ Café 201 in Vidalia. These stops are subject to change at any point during the school term. If you live in these areas and



desire bus transportation, please fill out the [Bus Transportation](#) form or pick up the form from the office.

## **ON CAMPUS AFTER HOURS**

Students are not allowed to be on school property after normal school hours or normal school activity hours without adult supervision and prior permission from an appropriate school official. Students identified who are or have been on campus without permission will be asked to leave immediately and may be subject to disciplinary action.

## **CHAPEL**

RTCA Chapel is held on Wednesdays with separate times for elementary, middle and high school students. Different topics, devotions and themes will be discussed throughout the year. Speakers are invited to RTCA chapel to speak; these speakers include ministers from local churches and local community leaders.

## **CURRICULUM**

### **Pre-School Program**

The pre-school curriculum is integrated across learning domains in order to meet the needs of the whole child. Each child is allowed to progress within learning domains at their own rate. RTCA's pre-school curriculum addresses development in language, literacy, mathematics, science, creative arts, social/emotional skills, learning approaches, and physical/health areas while using themes to help interconnect all domains. Many of the lessons teach Christian character in addition to age appropriate skills to help in the transition to Kindergarten. K3 and K4 are both accredited and licensed through the Georgia Accrediting Commission.

Students are accepted on a first come basis with preference given to families already enrolled at RTCA. Students must be three (3) for K3 and four (4) for the K4 program before September 1<sup>st</sup>. Students must be potty trained to be accepted in the program.

### **Lower School (Grades K-5)**

Early childhood education is a period of time when students not only begin acquiring necessary academic skills to function successfully in life, but also are acquiring attitudes and habits which lead to positive social adjustment. Robert Toombs Christian Academy is structured to give its students wholesome educational experiences spiritually, intellectually, emotionally, and physically. Members of the faculty are carefully selected not only for their academic qualifications, but also for their skills in guiding young children.

The kindergarten curriculum consists of educating children in the basic academic and social interactions with peers. Academic skills are taught in reading, mathematics, and writing. In grades 1<sup>st</sup>-5<sup>th</sup> grade, the students follow a course of study including Mathematics, Reading, Language Arts, Science, Social Studies, Physical Education, Music, Bible, and Art. Students utilize Google Chromebooks in their classrooms to create projects and presentations to begin to develop their computer skills. Kindergarten (K5) students participate in an art class, weekly Bible and music classes. Christian principles are incorporated throughout the curriculum. Teachers also participate in a classroom daily devotional with their students.

## Middle School (Grades 6-8)

6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
English/Literature	English/ Literature	English/Literature
Math	Pre-Algebra	8 <sup>th</sup> Grade Math or Algebra I
Earth Science	Life Science	8 <sup>th</sup> Grade Science
Social Studies	Social Studies	Georgia History
Connection Classes	Connection Classes	Connection Classes
PE	PE	PE

All middle school students will participate in a group of classes called Connections classes. These Connection Classes can include: Reader's Theater, Bible, Creative Writing, Art, Intro to Computers (Basic Keyboarding and Computer applications), for a semester long period of time.

Students are placed into either 8th Grade Math or High School Algebra I at the completion of their 7th grade year. Students placed into the high school credit bearing Algebra I course, will be learning high school Algebra I curriculum in addition to a portion of eighth grade mathematics. Algebra I in 8<sup>th</sup> grade is a compacted course, which means that the course rigor will encompass a full year and an additional half year of Algebra I and additional 8<sup>th</sup> grade math curriculum into a single course.

Therefore, the students that are recommended for this class will be challenged and engaged with high school content at a faster and challenging pace. The advanced middle school courses are intended to be a preparation for higher-level rigor high school classes (i.e., Advanced Placement, Honors, and DE) and to give students the opportunity to experience a more challenging curriculum before the transition to high school. Students not taking this course will be placed in 8<sup>th</sup> Grade Mathematics which is not a high school credit bearing course.

## High School

The high school at RTCA provides a college preparatory education.

### Students must have 24 credits to graduate.

English	4 Units
Math	4 Units
Science	4 Units
History/Social Studies	4 Units
PE/Health	1 Unit
Foreign Language	2 Units
Elective Courses	4 Units
Senior Bible Course	1 Unit
Total Units	24 Units

RTCA offers various types of high school courses, including College Prep, Honors, AP, and Dual Enrollment courses. Students are encouraged to choose courses based on their interests and strengths.

## Taking an Honors Course

The goal of RTCA is to provide all students with the best education possible. Our goal is to place students in the classes that will enable them to succeed to the best of their abilities.



1) It is recommended that students have an **88 or above** in each respective subject area in order to take an Honors Class.

2) **Teacher recommendations**— Teacher recommendations serve the role of providing feedback as to whether a student is capable and will do the heightened level of work and possesses the work ethic and motivation required to be successful in Honors courses. Additional factors that can be taken into account are academic potential, motivation, and conduct. Because of the personal nature of this input, teacher recommendations are confidential.

3) Honors classes receive 3 **bonus points added to their final class average at the end of the school year**. Bonus points are added to the student's final grade by the Academic Administrator.

### Retention in Honors Track

Once in the program, a student should maintain grades at an A or B level. At the conclusion of the current school year, a student is expected to maintain at least an 80 yearly average in each course. If the student is below this level, the Director of Academics will contact the student/family to discuss options.

### Dual Enrollment

RTCA students that meet the eligibility requirements for Dual Enrollment may take courses offered through the Dual Enrollment program in which students can simultaneously earn college and high school credit. To participate, see the Director of Academics.

Dual Enrollment allows high school juniors and seniors to take academic degree level core courses, diploma level and certificate level programs. RTCA partners with Southeastern Technical College for Dual Enrollment. As a student at STC and RTCA, the student will be required to adhere to all high school and technical college rules and regulations. **Dual Enrollment core academic classes will receive 3 bonus points added to their final grade at the end of each semester. Bonus points are added to the student's final grade by the Academic Administrator.**

### Pre-Approval for Outside Courses

Students wishing to take courses outside of RTCA or the DE program with STC must first get approval from the Director of Academic Affairs to ensure the credits are relevant to graduation plans.

Students may only take 2 full credits in any one subject area outside of RTCA, excluding Dual Enrollment courses. For example, a student could not take three of their math credits in the summers in place of taking math courses during the school year at RTCA

### Class Schedules

Class schedules are made with the number of students and class load of staff members in mind. The Director of Academics develops schedules for students. Schedule changes will need to be adjusted by the Director of Academics. No changes will be made without the approval of the Director of Academics and Head of School. No schedules will be changed after the second week of the semester. For students choosing to move to a higher or lower level course, the grades for the first two weeks of class will follow the student to the new class.

## Summer Reading

Summer reading is required for grades 4-12. The reading assignments will be given the last week of school for the next school year. A committee appointed by administration will approve reading lists for both summer reading and yearly reading assignments.

## RTCA DIPLOMA TYPES

Students will be awarded one of three diploma types based on their chosen courses:

### 1. College Prep

Students will take all regular level courses. These classes will meet state diploma requirements.

### 2. College Prep with Distinction

Students will take a combination of Honors, Dual Enrollment (DE) and College Prep courses. A student must have at least four full Honors, DE or AP level credits.

### 3. Honors

Students will take all Honors courses offered by RTCA Beginning with the Class of 2021, the “one course off track” rule is no longer an option (i.e. Students who are Honors track may no longer take one course off track.).

**Please note that an Honor Graduate is different from an Honor Diploma. An Honors Graduate maintains a 90 or above numerical grade average, in academic classes. An Honors Diploma student takes the highest-level courses offered at RTCA**

## MEDIA CENTER

A trained librarian is responsible for maintaining the school media center. Reference volumes, periodicals, regular stocks, and fiction books are available. Each student is encouraged to ask for information and help if needed. Students through the fifth grade have regularly scheduled time in the media center. Reference volumes must remain in the library; other volumes may be checked out.

### Library Rules

No book is allowed to leave the library without being scanned. Only one book at a time may be checked out by any one student. Elementary students are allowed to check out books for a week. Middle and High School are allowed to check out books for two weeks. The checkout may be renewed under some conditions. Families must cover the cost of lost books. Student's report cards will be held for lost books. Students who abuse books or misbehave in the library may lose their library privileges.

## RELEASE OF RECORDS

Before student information can be forwarded to a college or new school, a parental consent form must be signed to release this information. Report cards, transcripts, test scores, discipline reports, etc. will not be released until all financial obligations are met. In addition, no holds can be on the student account including books, uniforms, or unpaid lunch balances.

## PARENT-TEACHER CONFERENCES

Parents can request teacher conferences by contacting the teacher through the school's student information system.

## GRADING

Elementary students receive weekly folders that include grades for the week. Report cards will be available every 9 weeks. The following is the grading system used:

### Kindergarten

- E – Skilled
- S – Satisfactory
- N – Needs Improvement
- U – No Interest Shown

### 1st Grade

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

### 2nd-12th

- A - 90 - 100
- B - 80 - 89
- C - 70 - 79
- F - Below 70

Students who take Advanced Placement courses will receive 5 bonus points added to the final grade at the end of the school year. Students who take Honors coursework will have 3 bonus points added to the final grade at the end of the school year. Students who participate in Dual Enrollment courses will have 3 bonus points added to the final semester grade.

## FINALS

Students in grades 6-12 will take a Mid-term exam for Semester 1. A final exam will be given at the end of the school year for Semester 2. These tests will represent 10% of the semester grade.

To calculate the semester grade:

First Nine Weeks Average	-----45%
Second Nine Weeks Average	----- 45%
Exam	-----10%

### RTCA Final Exam Exemption Policy

Exemption of finals is an honor for students who have maintained satisfactory academic progress and have satisfactory attendance. Only final exams in College Prep and Honors classes are eligible for exemptions. Dual Enrollment and AP classes are not eligible for exemption. Any student who chooses to not take the AP exam will be required to take a final exam for the class. All students are required to take mid-term exams. Absences are counted on a class by class basis.

Student in grades 6<sup>th</sup> – 12<sup>th</sup> are eligible to exempt a final exam if they meet both the grade and attendance requirement for exemption.

**Finals Exemptions criteria for students 6th through 11<sup>th</sup> grade:**

- Students who have maintained an **90 or above average and no more than 6 unexcused absences** for the school year.
- Students who have maintained an **80 or above average and no more than 3 unexcused absences** for the school year.
- Semester long classes that have a final may be exempt if a student maintains an **80 or above average and no more than 3 absences** within the Semester time period.
- Tardies – no more than 3 per semester on a class by class basis and/or no more than 3 per semester to Homeroom.
- Seniors must maintain an **80 average and no more than 6 absences** in the school year.

## **PROMOTION/RETENTION**

Students will be retained using the following guidelines:

### **Kindergarten - 5th Grade**

- Teacher recommendation.
- A student fails reading and math for the year.
- A student fails reading or math and another academic subject for the year.
- Excessive Absences.

### **6th -8th Grades**

- Students may fail one course with no penalty.
- Students who fail two academic classes in grades 6 - 8 must make up one of the courses during summer school.
- Students who fail three or more will be retained.
- Excessive Absences.

### **Upper School**

Grade level in upper school is based on credits earned. Students must have:

- 6 or more credits to be considered a 10<sup>th</sup> grader,
- 12 or more credits to be considered an 11<sup>th</sup> grader, and
- 17 or more credits to be considered a senior.
- Excessive Absences can result in the student not receiving credit for a course.

## **FAILED COURSES/SUMMER SCHOOL**

If a student repeats a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. All students needing to retake courses must consult with the Director of Academic before registering for any summer school class. It is the parent's responsibility to pay for the course. An official transcript showing completion of the course must be given to the Director of Academic Affairs in order for the credit to be transferred to the RTCA transcript.

## STANDARDIZED TESTING

### Benchmark Testing

Benchmark tests in the areas of Reading, English/Language Arts, and Mathematics will be administered to students in grades K-8 at the beginning of the school year and again at the end of the school year. The Benchmark Tests are based upon learning objectives that are taught at each grade level using the Georgia Standards of Excellence as a basis to align the curriculum vertically. Students' scores at the beginning of the year will be used as a baseline to identify student strengths and weaknesses and aid teachers in planning effective instruction to meet individual student needs. The end of the year benchmark test score data will be used to measure individual student growth and to determine individual student needs for instructional intervention.

### PSAT

All 8<sup>th</sup> and 9th grade students will take the PSAT. Juniors may choose to take the PSAT to be possible candidates for the National Merit Scholarship Program. The PSAT establishes basic skills and ability and assists in measuring student aptitude toward college level classes.

### SAT/ACT

All students are encouraged and expected to take the SAT and the ACT as part of their application process for college. The SAT measures the critical thinking, mathematical reasoning, and writing skills that students need to be successful when taking college level work. The ACT assesses high school students' general educational development and their ability to complete college level work.

### Advanced Placement (AP) Exam

All students enrolled in AP courses are encouraged to take the AP Exam at the end of the year. These exams are at the expense of the parents. Students who choose to take the AP Exam are exempt from their final in that course. However, if a student does not take the AP Exam they are required to take the final in that course and will not be allowed to use an exemption.

## ACCOMMODATIONS FOR STUDENTS

RTCA wants to address the needs of students with specific, documented Learning Differences and/or Attention Deficit Disorder and to help these students learn academic strategies to enhance their educational experience. However, as a private school, RTCA is limited in what services can be offered.

Students are required to provide the following documentation to be considered for accommodations:

- An educational/psychological evaluation that is no more than three years old.
  - This evaluation must be administered by a private, licensed psychologist or by a school psychologist in the public school system and contain academic recommendations outlining what the student needs to be successful in the classroom.
- If the student had an IEP or 504 plan at a previous school, this should be provided as well.

RTCA school counselor will review the student's test results and recommendations in the educational/psychological evaluation to determine how the student will be best served at RTCA. RTCA school counselor and RTCA Learning Lab Advisor will work collaboratively with the student's teachers to implement the directives recommended in the required comprehensive educational/ psychological evaluation in accordance with school policies. The school counselor will schedule quarterly meetings to review the agreed upon plan set forth by the team. Adjustments will be made if necessary.

## **LEARNING LAB**

The RTCA Learning Lab provides a one-on-one and small group learning environment for students with documented learning accommodations. The Learning Lab Advisor works directly with students with defined accommodations to foster academic support and success. Unlike tutoring, the Learning Lab helps students strengthen their academic weaknesses through learning support programs.

## **SPECIAL EVENTS**

Social functions involving school organizations must be approved by the administration. No definite arrangements should be made or funds expended until such approval has been obtained. Class dues and money donated to classes or other school entities from fundraising or other sources are not refundable.

### **Field Trips**

Field trips provide students with first hand learning opportunity. Students are encouraged to take advantage of field trip experiences. Students are reminded that they represent the school, their family, and their teachers when they are on a field trip. School rules apply during all field trips. Students who violate rules will face normal school consequences.

Students who choose not to attend school field trips will be counted absent for the class where the field trip was taken unless a valid excuse is presented. Depending upon the circumstances, teachers may give reasonable grade penalties or assignments to these students.

### **Homecoming**

Homecoming week will be set by the Head of School and Athletic Director. The Cheerleading Sponsor along with the cheerleaders will plan all activities for the week. Students in grades 9 - 12 will select homecoming representatives.

- The 9<sup>th</sup> grade will select one female representative from their grade for homecoming court.
- The 10<sup>th</sup> grade will select two female representatives from their grade for homecoming court.
- The 11<sup>th</sup> and 12<sup>th</sup> grades will select three female representatives from their grades for the homecoming court.
- The senior football players will select one female senior representative for the homecoming court.

Students in grades 9 - 12 will vote for homecoming queen from the representatives on the homecoming court. The final vote will be taken on Friday of Homecoming Week. Ballots will be counted by the Head of School, Counselor, and two faculty representatives selected by the Head of School. The top voted Senior will be named Homecoming Queen, and the representative with the second most votes will be named Homecoming Princess. The crowning of the Queen and Princess will take place at half time of the Homecoming football game.

### **Field Day**

Field Day is held every spring with Seniors serving as team coaches. Teams are made up of students from grades K5-11. Because Field Day involves the entire school, all students are expected to participate.

### **Dances and Prom**

- A Father/Daughter Dance is held for Elementary School in the winter.
- Dances for Middle School are held at Homecoming and late winter (Middle School formal).

- High School students have a Homecoming Dance, Winter Formal and Junior/Senior Prom. If students plan to bring a date that is not an RTCA student to any of these school functions, the [Guest Form](#) must be filled out. Forms are also available in the front office.
- Students attending any of these school functions will need to comply with the [Formal Dress Code Guidelines](#). If students change out of dresses or tuxes while attending the school function, the clothing must meet school dress code.
- Only Middle School students are allowed to attend Middle School events. No middle school students may attend high school dances. High school students and guests under 21 may attend high school dances.

## **COMMUNITY SERVICE**

It is the goal of RTCA to nurture students to become young adults who are responsible, have a respect for commitments, and a sense of community. RTCA implements a community service requirement in an effort to develop these qualities and prepare students for life beyond their high school years. Students should be dressed in RTCA attire when doing community service hours.

### **Guidelines for Community Service Requirement**

- Students in grades 9-12 will be required to complete a minimum of 20 hours each school year for a total of 80 hours upon graduation.
- Mid-year transfer students will be assigned a required number of hours based on their transfer date.
- Once service is completed, forms must be signed by a supervisor or sponsor of the agency.
- Transcripts and reports cards may be held if hours are not completed each year by the last day of school.

### **Community Service Hours That Are Acceptable**

- Activities which benefit the school or community provided that the community organizations benefiting from the services are non-profit, with the exception of hospitals, nursing homes, or educational activities.
- Activities which render service to individuals who cannot otherwise provide for themselves.

### **Examples of Approved Activities**

- Participating in a service project as a member of a service club or community organization.
- Volunteering at a local hospital, nursing home, etc.
- Volunteering one's services to individuals, i.e. senior citizens or the disabled.
- Outreach programs of religious organizations and other non-profit organizations, which provide service to the poor, sick, needy, etc.
- Participating in events, i.e., marathons, walks, races, which benefit charitable organizations.
- Volunteering at the Boys and Girls Club.
- Mission trips with church.
- Participating in clean up days at RTCA, helping at the auction, working at the concession stand.

### **Community Service Hours Will Not Be Accepted In Any of the Following Circumstances**

- Service for which a student receives compensation.
- Court-directed community service.
- Service that is a prerequisite for employment.
- Service to one's own family.
- Unsupervised service.



## Completion of Community Service Application

- Remember to complete the [Community Service Student Volunteer Verification Form](#) and include the student, parent and the supervising agency signatures.

## HONORS AND AWARDS

Students are recognized each semester for Head of School List and Honor Roll. Honor Roll and Head of School's List are calculated **ONLY** at the end of the first semester. Head of Schools List and Honor Roll are calculated using first semester averages. Students who have maintained the requirements for the year will receive Yearly Head of School or Yearly Honor Roll at an Honors Awards Ceremony. **Extra points for AP, DE and Honors classes will be included in the end of the year averages used to calculate these awards.** The criteria for recognition are shown in the table below.

Head of School List	Honor Roll
95 or above average in academic subjects with no <u>academic</u> semester grade below a 95.	90 or above average in <u>academic</u> subjects.

For Head of School List and Honor Roll, averages with a remainder of 0.5 or higher will be rounded up.

## PAGE Student Teacher Achievement Recognition (STAR)

RTCA's STAR student is nominated by achieving the highest SAT score on any single test date taken through the November test date of their senior year. The STAR student must also be in the top 10 percent or in the top 10 students in their graduating class based on their grade point average. For more information please visit <http://www.pagefoundation.org/page/STAR6Guidelines>

## Honors Ceremonies

Honors ceremonies will take place during the final weeks of the school year. Students being recognized will receive an invitation to the ceremony. Students will be recognized in 2<sup>rd</sup> through 12<sup>th</sup> grades.

## Graduation

Graduation will be planned and arranged by the cooperative efforts of staff and seniors. The service is a special, reverent ceremony in which graduates and their families are honored. All that attend are encouraged to refrain from any activity that would take away from the dignity of the special occasion. Students must complete all community service hours (80 hours total) and meet 24 credits to graduate. Students who are one credit short will be eligible to walk, but they will not receive their diploma or final transcript until all graduation requirements are met. Seniors may not be more than a one credit deficit.

If the student does not complete the credit deficit by the first day of the next school year, the student will be required to pay a \$500 fee to be considered an enrolled student working towards graduation. There are no exceptions to this rule.



## Honor Graduates/Valedictorian & Salutatorian

Valedictorian, Salutatorian and Honor Graduates are those students who have a cumulative **academic grade point average of 90 or above**. This average will consist of only academic courses. Non-academic grades/electives will not be used for Honor Graduate calculations (ex. yearbook, weight training, psychology, personal finance, etc.). Rounding will be used in the Honor Graduate calculation. All students must be enrolled in at least four on-campus (RTCA campus) classes per semester. Honor Graduates will wear special regalia during graduation activities to distinguish them for their achievement.

Transfer students may qualify as Honor Graduates; however, transfer grades will only be accepted from accredited schools. Homeschooled students may qualify as Honor Graduates if the transfer grades are from an accredited on-line school.

The Valedictorian and Salutatorian must have taken all Honors level courses for their high school years. Students must be enrolled at RTCA their sophomore, junior, and senior years in order to qualify for the Valedictorian and Salutatorian awards.

A committee of administrators and teachers will review all grades and calculations to ensure correct ranking.

**Only classes listed in the chart below will count toward Honor Graduate status. This list is subject to change based on courses offered.**

<u>English:</u> 9 <sup>TH</sup> Grade Literature/Comp 10 <sup>th</sup> Grade Literature/Comp 11 <sup>th</sup> Grade American Literature 12 <sup>th</sup> British Literature and AP English Literature	<u>History:</u> Bible History World History and AP World History US History and AP US History Government/Economics AP European History
<u>Mathematics:</u> Algebra I Algebra II Geometry Advanced Algebra/Trig Pre-Calculus Calculus and AP Calculus	<u>Science:</u> Biology I and Biology II Physical Science Environmental Science Chemistry I, Chemistry II, and AP Chemistry Physics Anatomy and Physiology
<u>Dual Enrollment:</u> Dual Enrollment Courses in Core Academics ONLY (English, Math, Science or History)	All Honors level Academic classes

## Junior Marshalls for Graduation

The Junior Marshalls are the top four ranked students in the junior class whose grades have been calculated in the same manner as Honors Graduates. These students will assist with all graduation events.

## GA FUTURES

To calculate the student's HOPE GPA for eligibility the Director of Academics will upload transcripts to the Georgia Student Finance Commission website after each school year. Final HOPE calculations are done by the Georgia Student Finance Commission. HOPE eligible students must also have taken 4 HOPE rigor courses while in High School. **Please note that all bonus points awarded for Honors, AP and Dual Enrollment courses are removed by Georgia Futures for HOPE**

**calculations.** Please visit [www.gafutures.org](http://www.gafutures.org) for more information on the HOPE scholarship and to create a student account.

Courses of Rigor include but are not limited to the following: Spanish II, Algebra II, Advanced Algebra/Trig, Advanced Math Decision Making, Calculus, Pre-Calculus, Physics, Chemistry I, Biology II, Anatomy, all AP courses, and all DE courses.

## **DRIVER'S LICENSE INFORMATION**

The school will provide the Certificate of Enrollment and any other necessary documents.

## **VEHICLES**

Vehicles are to be parked in the designated areas and operated in accordance with state and local laws. RTCA reserves the right to search all cars on school property or at a school function for any reason deemed appropriate. Student parking passes are issued at the beginning of each year. Seniors will be assigned first. Parking passes will be issued for \$10. Students must bring a valid driver's license and proof of insurance to be issued a parking pass. Learners' permits will not suffice.

### **Student Driving Rules On/Off Campus**

- Due to the large number of small children on the campus, great caution must always be exercised.
- No vehicle is to be driven over 10 miles per hour on campus.
- Students may not sit in cars or play music in cars before, during, or after school hours.
- Students cannot go to vehicles during the day without permission. This rule will be strictly enforced.
- Students should use extreme caution when leaving campus.
- Students should keep music volume low to avoid distracting classes as they leave.

## **PROPERTY**

### **Electronic Devices (Cell Phones, Smart Watches, Etc.)**

**Cell phones will be allowed in between classes and at break.** Electronic devices should be placed in backpack or purses and not be on the student. Students caught using cell phones or smart watches during school hours will have the item confiscated (see Discipline Code).

It is up the discretion of a teacher to provide a location for electrical devices to be placed during class. Phones may only be used at teacher's direction for classroom activities.

Students may use the office phone before school, at break and during lunch; unless an emergency arises. Students are not to use the office phone unless given permission by an administrator. If parents need to leave their child a message, they may do so by calling the school office.

### **Lockers**

All students in grades 6-12 will be issued lockers. Although stealing is not tolerated or frequent at RTCA, it is not recommended to leave valuables in unlocked areas. If a lock is not used for a student's locker, the locker must remain closed and tidy. No papers, clothes or books may be hanging out of the locker.

## Lost and Found

Articles that are found should be turned into the front office. Articles that are not claimed in a reasonable length of time will be donated to charity.

## Textbooks

Textbooks are provided by Robert Toombs Christian Academy. Students are expected to take care of books they are issued. Teachers may request students to use book covers. The condition of all books will be rated at the beginning of each school year. Books that drop more than one rating during the year will be assessed a damage fee. Fees for lost or damaged books must be paid before the student's grades are released.

Students will be responsible for purchasing workbooks, class reading material, summer reading books, and some supplies in various classes.

## Uniforms

Students must turn in uniforms following the end of their sport. Students who do not turn in their uniform will have a hold placed on their account. Report cards and transcripts will not be released until all school property is returned.

## DRESS CODE

RTCA students represent the excellence and expectations of our school through their personal appearance. At RTCA, we expect a student's first priority to be learning; therefore, he or she should dress accordingly. **The school administration reserves the right to judge what is and what is not appropriate. RTCA reserves the right to change, alter or amend this policy at any time at its discretion.** Adherence to the dress code is expected while on the RTCA campus. Appropriate dress is expected at all school functions and all athletic events. On some occasions, students may be prohibited from wearing certain clothing, such as shorts, and asked to dress in a manner suitable to the occasion. Students should be clean, neat, and modestly attired. Students are discouraged from wearing precious jewelry or unusually expensive clothing during the regular school day. Field trips and other special events may require particular attire.

**RTCA prohibits students from wearing any type of political attire while on school campus or during any school activities. This includes hats, shirts, outerwear, flags, bandanas, buttons, or any other viewable articles that may be seen by others. RTCA also prohibits any student from wearing articles of clothing representing or depicting any K-12 school system other than Robert Toombs Christian Academy.**

## K4-5th Grade

Teaching the importance of dressing in an appropriate manner begins in the elementary grades. Therefore, no wild fads or clothing of questionable tastes should be worn. Modesty should be stressed, and the appropriateness for the situation/season/activity observed.

- Students in 4<sup>th</sup> and 5<sup>th</sup> are not allowed to wear yoga pants, leggings, jeggings, etc. as pants. These items may be worn under a dress that would be an appropriate length without the leggings.
- These items may be worn by students in grades K3-3rd grade, but only with appropriate length (mid thigh) tops.

## 6th – 12th Grade

- **Shorts** - Shorts may be worn by all students. Shorts must be no shorter than six inches above the top of the knee. Shorts must be hemmed, not cutoff or unraveled. Gym shorts are not allowed. All shorts must be worn at waist area and will not droop below the undergarment. Students are allowed to put leggings under athletic shorts during the colder months.
- **Pants** - Pants or shorts that sag are not allowed. Sweatpants are not allowed. Leggings will be allowed for female students as long as the shirt reaches the child's finger tips. Clothes shall be sufficient to conceal undergarments at all times. Blue jeans may be worn. They shall not be excessively baggy or frayed. Distressed or torn jeans/pants are allowed as long as no skin is showing above the knee or undergarments are showing. Jeans with holes above the knee will need to have leggings underneath so no skin is showing. All pants will be worn at waist area and will not drop below the undergarment.
- **Skirts/Dresses** – Dresses and skirts will be hemmed, not cutoff or unraveled. Dresses and skirts must be no shorter than six inches above the top of the knee. Leggings are allowed under dresses/skirts.
- **Tops** – (Males and Females) Necklines shall be modest and shall not be low cut in the front or back. All tops shall be long enough to cover midriffs while standing and sitting. No bare midriffs will be allowed in front or back. Extreme clothing styles such as very tight garments, see-through or fishnet fabrics, cut-off shirts, halter tops, tank tops, sleeveless, cold shoulder, off the shoulder or low-cut tops, and spaghetti straps are prohibited. Tops shall be fitted so that they do not “accidentally” fall off the shoulders.
- **Males** - Male students are required to wear a belt daily. Male students must have their shirttails tucked in at all times unless the student is wearing a non-collared t-shirt.
- **Shoes** - Shoes must be worn at all times. Casual shoes, dress shoes, tennis shoes, and sandals are appropriate. Nice flip flops or slides will be allowed.
- **Caps/Hats** – (Males and Females) Caps/hats are not permitted during school hours. Caps/hats are permitted when attending after school athletic events. Males are not permitted to wear bandanas or headbands outside of athletic events.
- **Hair** - Male students should maintain neat haircuts that are not extreme in length or style. Hair should not be longer than the bottom of the ear on the sides, below the eyebrows, or longer than the collar of a collared shirt. Longer hair tucked behind the ears is acceptable. Hair should be kept neat and combed and should not draw excessive attention to individuals. Unnatural hairstyles or color are not permitted if it does not meet specifications outlined in explanation of “Hair” even if it’s a fad or trend in today’s society. No facial hair is permitted. Male students are prohibited from wearing ponytails or buns. Girls are not to bleach or dye their hair any unnatural color or have any extreme, non-traditional hair style.
- **Body Piercing and Tattoos** – (Males and Females) No students shall have tattoos or body piercing on any parts of the body that are visible at any time. Male students are not permitted to wear earrings at school or any school function. Girls are allowed to have appropriate earrings.
- **Physical Education** - Physical education attire should be worn only during PE classes for grades 6-12. Students must wear tennis shoes at PE.
- **School Sponsored Activities** - Teachers/coaches/sponsors may define appropriate dress for school sponsored activities. Approved RTCA team sport uniforms will be allowed when worn for approved school events and scheduled activities.

## Chapel Dress Code

### **Chapel Dress attire for girls:**

- Girls are required to wear 'Sunday's best'. This includes khakis, capris, dress pants, dresses, skirt/skort, leggings under dresses, dressy sandals, flats, wedges or heels. No jean/denim fabric of any color.
- Form fitting tunic/dresses, t-shirts (band, quote, athletic, etc.), ripped jeans/leggings and athletic tennis shoes will not be allowed.
- All clothing must meet school dress code for length of garments.

### **Chapel Dress attire for boys in grades 1-5**

- Collared shirt, Navy Blue or Khaki shorts or pants. No flip flops will be allowed.

### **Chapel Dress attire for Boys in grades 6-12**

- Collared shirt and Navy Blue or Khaki pants or shorts and a belt. No flip flops will be allowed.

## Athletic Event Dress Code

Student athletes traveling to their athletic event should dress in school logo team attire. Coaches will inform their teams as to what the traveling team attire will be for the season. Students will wear the required attire while traveling and entering into another school.

## EXTRACURRICULAR ACTIVITIES

RTCA recognizes the importance of offering a comprehensive, balanced school program to all students attending RTCA. Students have the opportunity to learn leadership skills and be exposed to positive character traits and life skills through participation in extracurricular activities. The Board of Directors believes the academic curriculum is enhanced when students have access to a variety of extracurricular activities. National Honor Society, Beta Club, Y-Club, Student Government, P.A.L.S., Literary, One Act Play, Yearbook, and Band are all offered at RTCA. Students need to see the advisor for each of these extracurricular activities to find out the criteria for membership in these organizations.

## Sports

RTCA maintains an active interscholastic sports program, competing in football, basketball, baseball, softball, tennis, golf, shotgun, track, soccer, wrestling, cheerleading, and cross country with other private schools in Georgia. Student participation in sports is an excellent way to learn or reinforce many character and life skills such as being part of a team, being gracious in winning and losing, developing leadership skills, showing respect for others, etc. The coaching staff at RTCA also emphasizes Christian concepts at practice and in the games.

The school is a member of the Georgia Independent School Association (GISA). All students participating in athletics are required to exhibit a positive Christian attitude at all times, on and off campus. Student athletes must be counted present at school in order to practice or play on a particular day. A student must be present for half of the school day in order to be counted present. In extreme situations (death of family member, immediate family member graduation, etc.) the student may appeal the attendance rule to the Head of School.

## Eligibility Requirements

RTCA students must pass at least 5 subjects to be eligible during the following semester. For example, a student who has passed 5 subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes 5 subjects, for the second semester or for the year is eligible for the following year. Of the 5 subjects, three must be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion and Business Education. Excluded from any credit is teacher's aide, office aide, and study hall. Students who do not pass the required 5 subjects for the first semester may be allowed to become eligible at the end of the 3rd nine weeks grading period if they are passing the required 5 subjects at that time.

Summer school credits are limited to one credit for sport eligibility.

All students must take four (4) or more classes on campus to be eligible.

No student may participate in more than two team sports simultaneously unless otherwise approved by administration.

RTCA follows the [GISA's policy](#) for Mitigating Head Related Injuries During Athletic Practices.

RTCA abides by the GISA Rules and Regulations for Eligibility Requirements.

## Unsportsmanlike Conduct

### Ejections

Any player ejected from any interscholastic competition game will be suspended from play for 1 game. Game suspensions will carry over into the next sport in which the athlete participates. Any player or coach ejected from a game will pay the fine imposed by the GISA Executive Director and an additional fine of \$100.

According to GISA policy, a coach who is ejected will be suspended for one game. A player who is ejected from interscholastic competition for the second time within an academic school year will be ineligible to participate in any sport the remainder of the year. The player will be declared eligible to play in subsequent years only upon recommendation of the Head of School.

### Unsportsmanlike conduct by Parents and Fans

Any parent or fan, who prompts action upon the school by the GISA Executive Director; including but not limited to letters of reprimand, fines, or suspensions, will be subject to a fine of \$100. In addition, the parent or fan will pay any fines imposed by the GISA Executive Director resulting from the conduct that prompted the action upon the school. A secondary offense by the parent or fan will result in further disciplinary action.

Any coach who feels that an athlete has behaved in an inappropriate manner at practice or at any school sporting event will be responsible for taking immediate action against the athlete and will report the action to Athletic Director or Head of School. Repeated offenses will result in suspension from athletic competition.

### Parent Conferences with Coaches

Parents may schedule a conference with a coach if they have concerns or other issues involving their child. The Head of School or Athletic Director may also be present. **At no time are parents allowed**



**to question the coach about playing time or other decisions immediately after the game.**  
Conferences should be scheduled for the next day.

## DISCIPLINE

### Philosophy

Robert Toombs Christian Academy believes that discipline at school is an extension of discipline established at home by parents. School is a place of learning. One important lesson to be learned is discipline; what is and is not appropriate behavior. Each student is entitled to learn without interference from other students. Each student has the duty to avoid behaviors that distract, disrupt, or disturb the education process. The school has the right and the responsibility to alter or to eliminate the source of behavior that significantly interferes with the educational process. Discipline is the key to good conduct. Proper consideration for other people will help develop self-control, character, self-esteem and efficiency.

### Student Behavior Expectations

We expect RTCA students to be responsible and considerate. We will make every effort to help further their sense of responsibility for themselves and the entire RTCA family. When a student enrolls at RTCA, he/she automatically becomes a representative of the school in the community; therefore, every student should behave at all times in ways that honor the school, their families, and God. This is especially true of all school-sponsored activities at which all school rules of conduct and responsibilities still apply.

### Parents' Responsibility

Parents are the primary custodians of their children. Even though their children are at school, parents retain primary responsibility for the proper conduct of their children. Parental support for disciplinary action taken at school is crucial to the effectiveness of school officials in their functions as disciplinarians. The school pledges to inform a parent when the child's behavior has interrupted the educational process and disciplinary action has been taken. Parents reserve the right to prohibit the use of corporal punishment for their children. **Parental conduct can affect acceptance and denial of admittance for the following school term if administration feels the conduct has a negative impact on the overall atmosphere of the school.**

### Consequences for Violation of School Rules

Students may be assigned work details around campus, after school or on break time or on Saturday as a form of punishment. Students will be given a 24-hour notice for detention. Students and their parents are responsible for arranging transportation on the day of detention.

### Abbreviations for Consequences:

- Recess Detention (RD)
- Break Detention (BD)
- Before School Detention (BSD)
- After School Detention (ASD)
- Saturday Detention (SD)
- Out of School Suspension (OSS)

### **SPECIAL NOTE:**

***Parents will be charged a \$50 fee per session for students assigned to Saturday Detention.***

## **Detention**

### **Before School Detention (BSD)**

Before School detention is from 7:30 am to 8:00 am. Students are to report to the designated classroom for detention. Students who arrive at the room after 7:30 am are considered late and shall serve an additional day. Students are expected to complete the assignment given by the monitor during the allotted time of detention. Incomplete work can result in the assignment of additional days of detention. Detention will take precedence over all other meetings, including literary practices, athletic practices, and games. Failure to report to BSD will result in SD. Students who accumulate 10 days in detention enter "Repeated Violations"

### **After School Detention (ASD)**

After School Detention is scheduled 3:30 p.m. until 4 p.m., Monday through Thursday. Students are to report to the designated classroom for ASD. Students who arrive after 3:30 p.m. are considered late and shall serve an additional day. Students are expected to complete the assignment given by the monitor during the allotted time of detention. Incomplete work can result in the assignment of additional days of detention. ASD will take precedence over all other meetings, including athletic practices, games and extracurricular activities.

### **Saturday Detention (SD)**

In an effort to provide consequences that will serve as a deterrent to violations, Saturday Detention has been added. Saturday Detention will be supervised by a staff member. The Saturday session will run from 8:00 am until 12:00 pm. It is possible for students to be required to serve multiple sessions. Students must report on time. Students failing to report will have additional sessions added. Failure to report will result in additional sessions and will pay a higher fee. Students will be responsible for general clean up detail around the school. There will be a \$50 fee imposed for each Saturday detention session.

### **Corporal Punishment**

Parents who do not want their children to receive corporal punishment should mark their contract accordingly at the beginning of each school year. If the parents sign to permit corporal punishment, students will be paddled with a wooden paddle that is kept in the Head of School's office. Students will be given no more than three (3) licks on their behinds on any one occasion of paddling. Administrators shall issue corporal punishment. An adult witness shall be present during any use of corporal punishment. A female faculty member shall be present if a female student is paddled. A written record of the occasion for the paddling will be kept. Parents will be notified prior to corporal punishment being administered. However, in cases where the parents cannot be reached after reasonable attempts, or if the Head of School determines that a delay in punishment may be detrimental to the restoration of order, a student may be paddled without prior parental consent. Students (and parents) shall be informed of the reasons for the paddling. Corporal punishment shall be used only when necessary and only then with great care.

### **Suspension**

Suspension from school is the form of discipline used when other disciplinary methods have failed or when the severity of the problem demands more action. Suspensions will vary in length from one day to ten days.

### **Out of School Suspension**

Students may be suspended from school for serious violations of school rules. Students shall not come on campus when they are suspended (unless accompanied by their parents). They shall not be eligible to participate or attend athletics or other activities while they are suspended. A suspension



from school (OSS) for violating school rules is counted as an unexcused absence. Students will serve 4 hours of community service on the days that they are serving OSS and will have a one-point deduction from their quarterly grade for every day they are suspended. Any student who receives OSS will have to take all final exams (This may be taken to the Head of School for appeal).

### **Expulsion**

Students may be expelled from school in extreme cases of student misconduct, either when illegal actions occur or when actions considered detrimental to the overall mission and philosophy of the school.

### **Pre-School Program Behavior**

Chronic behavior issues for students in grades K3 and K4 will result in dismissal from the program for the day.

### **Bullying**

#### **Bullying Defined:**

Bullying is the superior use of power (physical, verbal, emotional and relational) to intentionally harm another child over time and for no justifiable reason. It is victimization without provocation that usually includes some form of isolation, humiliation and even terror.

To ensure our school is a safe environment that is conducive to learning, and to teach tolerance and respect for individual differences, the following procedure will be enforced:

- All incidents of bullying, including physical, verbal, written, interference with another individual, psychological (silent bullying), and cyber bullying, should be reported to a teacher, staff member, School Counselor or the Head of School immediately.
- Teachers or staff members may take appropriate action to prevent the bullying from occurring again or will refer the matter to the Head of School.
- RTCA will act promptly whenever an incident of bullying is reported.
- Parents will be notified.

RTCA recognizes that all students have the right to feel safe and secure when they come to school. Students should also feel safe when reporting incidents to members of staff without fear of reprisal. It is important that the school's anti-bullying procedure be administered proactively, fairly and consistently to all students.

For more information on bullying, access the State of Georgia Department of Education's website: [www.gadoe.org](http://www.gadoe.org). Type "bullying" in the search area, and you should be able to access the Bullying Prevention Tool Kit as well as a Bullying Flow Chart that can help you determine if your child is being bullied or is having a conflict, misunderstanding, miscommunication, etc. with another student.

### **Criminal Acts**

The following acts are very serious and will be dealt with sternly. Consequences will include suspension, parental contact, possible contact of law enforcement officials, and possible expulsion.

### **Violence**

Violent behavior in the form of fighting, making threats, or showing inappropriate physical aggression will not be tolerated. The term "fighting" (which is prohibited by this section) shall include any physical contact between students which is motivated by any danger or bad feeling including punching, pushing, hitting, kicking, etc.

## Explosives

Possession or use of fireworks, stink bombs, smoke bombs, or any like explosives is prohibited by state law and will not be tolerated at RTCA.

## Weapons

Knives, guns, or other items considered being weapons are prohibited on campus by all students. O.C.G.A. 16-11-127.1 STATES: "It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property, or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, Bowie knife, switchblade knife, ballistic knife, and other knife having a blade of three inches ( straightedge razor, spring stick, blackjack) any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, ammunition of any description, bat, club, or other bludgeon-type weapon or article (baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes are not included or prohibited if they are in the possession of a student at a time and place which is appropriate or related to the use of these items for athletic purposes by a student), or any weapon of like kind.

## Tobacco

Possession or use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, etc.) on campus, or off-campus when representing RTCA, is prohibited. This also includes vapes and any electronic smoking devices.

## Alcohol and Drugs

Possession, consumption or sale of alcoholic beverages or illegal drugs is prohibited on the school campus and at school activities. The possession, consumption or sale on the school campus or at a school activity of a drug of any description, which is believed to be or represented to be illegal, is prohibited. Moreover, the sale or transfer of any drug including, but not limited to, a controlled substance, a prescription item, an over the counter product, or a homemade item, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. "Illegal drug" shall include, but not be limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, controlled substance as defined under Georgia law or intoxicant of any kind. "Possession" shall be strictly defined as having an item under one's control, for example, in one's book-bag or purse, in one's automobile, or in one's locker.

A student shall not be present on the school campus or at school activities while under the influence of any alcoholic beverage or other controlled substance as defined by Georgia law or while the odor of alcohol is about his/her breath. Drunkenness or drunken behavior at school or at school sponsored activities, which shall include but not be limited to, being present on the school campus or at a school activity with the odor of alcohol about one's breath, is prohibited.

## **ALL STUDENTS ARE SUBJECT TO DRUG TESTING.**

## Drug-Related Crimes

Any student who has engaged in, or who has been convicted of a drug-related crime, or drug related criminal activity to include possession, sale, transfer, manufacture, or use of illegal drugs or controlled substances as defined by Georgia law, whether or not the student's actions were on the school campus or at a school activity or during the school day shall be recommended for expulsion; it being the opinion of the Board of Trustees and the school administration that such a student may constitute

a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

### **Commission of Violent Crimes**

Any student who has engaged in or has been convicted of a violent crime (felony) such as rape, aggravated assault, robbery, etc. whether or not the student's actions were on the school campus or at a school activity or during the school day shall be recommended for expulsion; it being the opinion of the Board of Trustees and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

## **SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item deemed dangerous by the R.T.C..A administration to the health or safety of student or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **Personal Searches**

A student's person and/ or personal effects (e.g., purse, book bag, cell phones or other personal electronic devices, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible.

If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present and only upon the prior approval of the Chairman of the Board of Trustees, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. A student who refuses a reasonable request by the Head of School to submit to a personal search shall be suspended from school for ten (10) school days, and the Head of School shall recommend his/her expulsion from RTCA

### **Locker Searches**

Students' lockers are school property and remain at all times under control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **Automobile Searches**

Students are permitted to park on the school campus as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of students' automobiles on school property. Automobiles may be opened and the interiors of students' vehicles may be searched or inspected more thoroughly whenever a school official has reasonable

suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows or in any other area of the vehicle which gives rise to the reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. Patrols of student parking lots or parking areas and inspections of student vehicles may be conducted without notice, without student consent, and without a search warrant. A student who refuses a reasonable request of the Head of School to cooperate with the search of his/her automobile shall be suspended for ten (10) school days, and the Head of School shall recommend his/her expulsion from RTCA

### **Searches by Drug-Sniffing Canines**

In the continuing effort to maintain a drug-free campus, student lockers and vehicles located on school campus shall be subject to a drug-sniffing canine at any time and under any circumstances deemed by school officials to be appropriate, to include, but not limited to, those occasions where school officials have reasonable grounds to believe that drugs or other like contraband or improper substances are on campus.

### **Seizure of Illegal Material**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **CODE OF DISCIPLINE**

An attempt will be made to contact parents on all referrals which results in consequences.

### **Rule 1 Unexcused Tardiness and Absenteeism Per Quarter**

A student is tardy to homeroom or class when he/she reports after the tardy bell has rung. Each student is allowed three tardies per nine weeks. The three tardies include tardy to school and tardy to each class, not three tardies to one particular class. On the 4<sup>th</sup> and 5<sup>th</sup> unexcused tardy, the student will be assigned work details. On the sixth tardy, the parent will be contacted and informed of the consequences. Consequences will be left to the discretion of administration depending on severity of action.

### **Rule 2 Refusal to Comply**

Students refusing to carry out reasonable instructions of faculty or staff members will be subject to punishment. This includes but is not limited to: failure to identify themselves upon request, reporting to class without materials, repeated failure to do homework. Consequence will be left to the discretion of administration depending on severity of action.

### **Rule 3 Disrespectful Attitude**

No student shall be disrespectful in words or actions towards faculty or staff. Consequence(s) will be left to the discretion of administration depending on severity of action.

### **Rule 4 Classroom Disturbance/School Disturbance**

Students shall not engage in actions that disturb the flow of teaching activities in the classroom. **This includes any form of protests on school campus or during a school-related activity. Protests may include the usage of signs, flags, demonstrations, paraphernalia, clothing, or any other materials that the school administration deems as inappropriate. Severe disruptions may result in SD/OSS on first referral.**

<b>1<sup>st</sup> Offense</b>	<b>BSD</b>
<b>2<sup>nd</sup> Offense</b>	<b>SD and 2 hours of service</b>
<b>3<sup>rd</sup> Offense</b>	<b>1-3 days of OSS</b>

### **Rule 5      **Vulgar Language****

No student shall use profane, vulgar or obscene words, gestures or actions directed towards faculty, staff, or students, nor use vulgarity in a non-directive manner at school events or functions. Severe vulgar language will result in a more severe consequence even on the 1<sup>st</sup> offense. Consequence(s) will be left to the discretion of administration depending on severity of action.

### **Rule 6      **Truancy/Cutting Class****

Any student who misses one or more classes or leaves campus without permission is considered truant.

1 <sup>st</sup> Offense	SD
2 <sup>nd</sup> Offense	1-3 days SD
3 <sup>rd</sup> Offense	1-3 days OSS

### **Rule 7      **Lunchroom Conduct****

Students are expected to follow cafeteria rules:

1. Keep noise level down.
2. No playing with your food or other students' food.
3. Do not bring items to lunch unless they are related to lunch.
4. Pick up around table and floor.

### **Rule 8      **Dress Code****

Students will not violate dress code outlined in the Handbook. Students will not be allowed in class until they are appropriately dressed.

1 <sup>st</sup> Offense	BSD
2 <sup>nd</sup> Offense	BSD
3 <sup>rd</sup> Offense	SD
4 <sup>th</sup> Offense	SD and 4 hours work detail

### **Rule 9      **Food, Drink, Gum****

No student shall have food, drinks, or gum in the halls, classrooms, or restrooms unless approved by a teacher.

1 <sup>st</sup> Offense	Discretion of teacher/administrator
2 <sup>nd</sup> Offense	BSD
3 <sup>rd</sup> Offense	SD

### **Rule 10      **Cheating/Dishonesty****

No student shall cheat in completion of school work. A zero may be assigned. No student shall forge signatures of other parties nor alter information on documents. No student shall destroy or secure items not belonging to him/her. A monetary reimbursement may be required. Consequences: Severity will determine consequence which includes BSD/SD.

### **Rule 11      **Refusal to Report****

No student shall fail to carry out assigned consequences for misconduct or fail to report to teachers or administrators for disciplinary action. This includes failure to attend Before School Detention. Consequence will be bumped up on discipline scale.

### **Rule 12      **Cell Phones/Smart Watches/Other Electronic Devices****

Cell phones will be allowed in between classes and at break. Students will need to place their phones in designated areas during classes or in their bookbag on silent. Smart Watches and Fitbit type devices must not receive texts and emails if worn on campus. Students caught with a phone will

automatically receive BSD/ASD and must turn in phone to the office every day. A second offense will receive an in school suspension.

### **Rule 13      Inappropriate Items**

Students cannot supply, possess, transmit and/or discharge any item that is disruptive or potentially dangerous. Items include whistles, water guns, air horns, fireworks, etc. Items will be confiscated. Consequence(s) will be left to the discretion of administration depending on severity of action.

### **Rule 14      No Hall Pass/Restricted Areas**

A student must have a hall pass whenever he/she leaves a class during the school day. Students are not allowed in restricted areas. Students must also use sidewalks where available and not climb over rails.

- 1<sup>st</sup> Offense      Discretion of Administrator
- 2<sup>nd</sup> Offense      SD
- 3<sup>rd</sup> Offense      1-3 days of SD

### **Rule 15      Public Display of Affection/Inappropriate Touching**

Students shall not engage in inappropriate physical display of affection or touching on school property or at school functions/activities.

- 1<sup>st</sup> Offense      BSD
- 2<sup>nd</sup> Offense      SD
- 3<sup>rd</sup> Offense      1-3 days of SD

### **Rule 16      Physical Contact**

Contact such as pushing, shoving, tripping or other behavior that does not result in a fight is not allowed. Severity of offense will determine consequence.

### **Rule 17      Fighting**

Fighting is not allowed. Fighting is defined as physical contact intended to do physical harm. If one student can be determined as the aggressor, the consequences may be less severe for the other individual.

- 1<sup>st</sup> Offense      1-3 days SD
- 2<sup>nd</sup> Offense      1-3 days OSS
- 3<sup>rd</sup> Offense      3-5 days OSS

### **Rule 18      Repeated Violations**

Repeated violations of the school disciplinary code will result in more severe, long-term consequences than those associated with isolated actions.

### **Rule 19      Theft/Major Vandalism (Property of more than \$5)**

Consequence (including restitution) will be left to the discretion of administration depending on severity of action.

### **Rule 20      Alcohol and Tobacco**

Students shall not possess or use any form of alcohol or tobacco on school property or while attending any activity under school supervision.

- 1<sup>st</sup> Offense      1-3 days SD
- 2<sup>nd</sup> Offense      3-10 days of OSS
- 3<sup>rd</sup> Offense      Recommend to administration for  
Expulsion



Alcohol is considered a more serious offense and OSS will be assigned on first offense. Use or consumption will add greater consequence over possession. Saturday detention may also be assigned in addition to ISS/OSS.

### **Rule 21      Extortion or Attempt to Extort**

Students shall not extort or attempt to extort property from other students or school employees. Extortion is defined as obtaining property by force or threat of force. Consequence will be left to the discretion of administration depending on severity of action.

### **Rule 22      Gambling**

Students will not gamble on school property or while attending any activity under school supervision. Gambling includes playing cards, betting, matching, etc. for money or property.

- 1<sup>st</sup> Offense      SD
- 2<sup>nd</sup> Offense      1-3 days SD
- 3<sup>rd</sup> Offense      1-3 days of OSS

### **Rule 23      Activating a Fire Alarm under False Pretense**

- 1<sup>st</sup> Offense      2-4 days SD
- 2<sup>nd</sup> Offense      1-3 days OSS
- 3<sup>rd</sup> Offense      Recommend to administration  
for expulsion

### **Rule 24      Illegal Activity**

No student shall commit illegal acts at school or away from school. Any illegal act committed by students could result in expulsion. RTCA in its sole discretion shall determine whether an illegal act has occurred at school or away from school, and RTCA's decision thereon is not dependent upon any finding of fact by law enforcement or the judicial system for purposes of formal charges or conviction for the accused acts, nor shall RTCA be subject to federal or state due process or burdens of proof. Referral to proper legal authorities may be made by RTCA in its sole discretion.

### **Rule 25      Minor Violations**

Minor violations or actions by students that do not directly disturb the flow of teaching activities in the classroom. Example(s): Sleeping in class, talking in study hall, talking in chapel (not disturbing speaker), silliness if student conforms to redirection, etc

- 1<sup>st</sup> Offense – BD
- 2<sup>nd</sup> Offense – BD
- 3<sup>rd</sup> Offense- BSD
- 4<sup>th</sup> Offense- ASD

### **Rule 26      Bullying**

No student shall commit verbal, physical or emotional acts to intimidate, harass or target another student or faculty and staff member. Nor use electronic devices to utilize cyber bullying to initiate damaging conversation by texting, snap chatting or any form of social media to harm or cause embarrassment to students, faculty or staff. (on or off campus)

Consequences will be left to the discretion of administration depending on severity of action.

- 1<sup>st</sup> Offense – 1-3 Days SD
- 2<sup>nd</sup> Offense- 1-3 OSS
- 3<sup>rd</sup> Offense – Tribunal Review (possibility of expulsion)

## **Rule 27      Other Acts of Misconduct**

No student shall commit illegal acts at school or away from school. Any lewd acts or behaviors that are otherwise offensive and inappropriate committed by students could result in expulsion. RTCA in its sole discretion shall determine whether an illegal act has occurred at school or away from school, and RTCA's decision thereon is not dependent upon any finding of fact by law enforcement or the judicial system for purposes of formal charges or conviction for the accused acts, nor shall RTCA be subject to federal or state due process or burdens of proof. Referral to proper legal authorities may be made by RTCA in its sole discretion.

## **Student Right to Appeal**

Students have the right to appeal any disciplinary action by submitting a written request to the Head of School for a conference with the Appeals Committee.

- Both the parent and the student shall meet with the Appeals Committee at a designated time to discuss the situation if a grievance has been deemed appropriate.
- If the student is not satisfied with the Appeals Committee's decision, the student may appeal the Appeals Committee's decision in writing.
- Both the parent and the student shall meet with the Appeals Committee at a designated time to discuss the situation.
- If the student is not satisfied with the Appeals Committee's decision, the student may appeal the decision in writing to the Head of School.
- Both the parent and the student shall meet with the Head of School at a designated time to discuss the situation. The Head of School's decision is final.

# **GEORGIA INDEPENDENT SCHOOL ASSOCIATION**

## **Code of Good Behavior**

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

- 1) All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example, and leadership at all times.
- 2) Each year students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
- 3) Every student athlete, coach and official is to be treated with honor, dignity and respect before, during and after each athletic event.
- 4) Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions, which cause an embarrassment to the school.)



- 5) When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
- 6) It is the host school's responsibility to provide and insure that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing school fans, police, etc.
- 7) Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as deemed necessary.)
- 8) Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, and fans. With proper leadership, all associated with the school are expected to know and exhibit good sportsmanship, proper acceptable behavior and manners becoming a host/guest at any event.

## **Robert Toombs Christian Academy Fan Code of Conduct**

What we expect from our fans at Robert Toombs Christian Academy:

- 1) Parents are their child's biggest fan. The goal is to improve your child's character and athletic skills. Winning is nice, but secondary.
- 2) Let the officials do their job. You do not have to agree with every call, but must respect their decisions. Do not insult officials by calling them names, using improper language, gestures, or other actions that insult the officials.
- 3) Profanity is not allowed. Use of profanity can result in removal from the event.
- 4) Fans should encourage, cheer, and applaud our team. Talking negatively about our coaches and players or our opponents' coaches and players is not acceptable. Parents are encouraged to avoid talking negatively about coaches and players in front of your child, other players, or other players' parents.
- 5) Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or event.
- 6) Failure to abide by these guidelines may result in the loss of privilege to attend RTCA extracurricular events.



## Bus Transportation Contract 2023-2024

RTCA currently offers bus transportation to students living in the Ailey/Soperton/Vidalia areas. We currently pickup and drop off students at the 1<sup>st</sup> Baptist Church in Soperton, the Daniel Baptist Association parking lot in Ailey and the parking lot located by Ellis' Florist Shop/ Café 201 in Vidalia. These stops are subject to change at any point during the school term. If you live in these areas and desire bus transportation, please complete the contract below and return with your enrollment information.

If you live in other areas and would be interested in transportation, please suggest a centrally located bus stop and return to the office. These additional stops will be considered if enough interest is generated.

Transportation costs for the 2023-24 are listed below. Fees are due monthly, August through May. Checks can be sent in separately or added to your tuition. If you prefer the fees to be drafted, please call Lindsey in the office to make arrangements. Fees are as follows:

Students riding one way (morning **OR** afternoon): \$ 75  
(Add \$10 for each additional child)

Students riding both ways (morning **AND** afternoon \$135  
(Add \$20 for each additional child)

Occasional riders will be charged per trip \$ 5

Parent's Name: \_\_\_\_\_

	One Way	Both Ways
Student # 1 Name: _____	_____	_____
Student #2 Name: _____	_____	_____
Student #3 Name: _____	_____	_____
Student #4 Name: _____	_____	_____

### Bus Stop Option:

Ailey \_\_\_\_\_ Soperton \_\_\_\_\_ Vidalia \_\_\_\_\_



## Medical Form

Students Name: \_\_\_\_\_  
Last Name, First Name

### **PERMISSION TO ADMINISTER MEDICATION AT RTCA**

My child (ren) may be given **Tylenol, Advil, Motrin, Pepto-Bismol or cough drops** by the school administrator. I understand that any other medications must be kept in the administration office and will **require** a note and dosage instructions **signed by the parent**.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list any illnesses, allergies, or other physical problems for each child:

Please list any medications takes on a daily basis for each child:

<del>Person(s) to contact in case of sickness if parent cannot be reached :</del>			
Please list any additional information that you feel administration/office staff may need to know:			
(	Name:	Relationship to student:	Phone: ( )
2	Relationship to student: _____		
)	_____		
_____			

### **AUTHORIZATION FOR MEDICAL TREATMENT**

As the parent(s) or legal guardian of the student(s) listed above, I/we hereby grant to the Head of School (or whomever he/she may designate) of Robert Toombs Christian Academy, the authority to sign authorization for medical treatment of the above named student(s). This authority is granted only under the following three (3) conditions: (1) the injury was incurred during school hours, (2) the injury was incurred while participating in athletic games representing Robert Toombs Christian Academy, (3) the parent or legal guardian is not available to sign authorization at the time of injury. Authorization covers any emergency treatment prescribed by the licensed physician assessing the injury (including admission as inpatient).

**Signature of Custodial Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please contact the office with any questions.**

**(912) 526-8938**

## Prearranged Absence Approval Form

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Day of Week	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason for absence

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Absences will be excused for the following reasons.

- Scheduled medical/dental procedures
- Mandatory appearance by a government agency.
- School sponsored trips/events
- Absences due to an approved trip (with one week's prior approval)\*
- College visitation days for seniors (Set up through counselor's office; maximum two.)

\*For a family trip to be considered excused, it should be considered educationally justifiable, and the reason should be clearly explained above.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_ **Excused**

\_\_\_\_\_ **Not Excused**

- When this form is completed, it should be turned in to the office for pre-approval. A copy will be maintained in the counselor's office.
- The student must record homework assignments and make-up test dates and obtain a teacher signature for each class on the Make Up Plan form.
- Please review the Parent-Student Handbook section on absences.



2023-2024  
**RTCA Guest Form**

**RTCA Student:** \_\_\_\_\_

If you are bringing a date to any RTCA function that is NOT a student at RTCA, please have them fill out the below form. Form must be signed by the Principal and returned to Administration for approval.

Name:

\_\_\_\_\_

School Currently Attending:

\_\_\_\_\_

Birthday: \_\_\_\_\_

Discipline Referrals (with contact information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_



## RTCA Prom, Formal and Homecoming Dress Code



### Dress Code-Girls

- Dresses may be backless, as long as they are not cut below the naval.
- Two-piece dresses are allowed as long as no more than 2" of your midriff is showing.
- Plunges in the front below bust line and large side cutouts should be covered in mesh. The mesh cutouts should be lined twice.
- Your dress should be no more than 5 inches above your knee. **If your dress has a slit, the slit should be no more than 6 inches above the knee.**
- Shorts inseam should be NO shorter than 6 inches from the seam of your shorts onto your thigh and must have a belted skirt or overlay. Shorts are NOT allowed on Homecoming court.
- Jumpsuits are acceptable, as long as the top meets qualifications.
- **Guests** must abide by these rules & sign Guest Form found in the handbook.

### Dress Code-Boys

- Formal or prom attire may be classified as a tuxedo or dress suit, including a bow tie, dress shirt, vest or cummerbund and dress shoes are all acceptable.
- Athletic tennis shoes are not acceptable. Casual, styled or dress shoes are acceptable.
- **Guests** must abide by these rules and sign Guest Form found in the handbook.

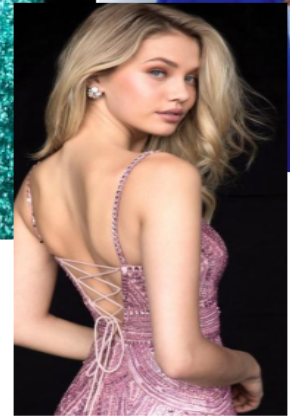
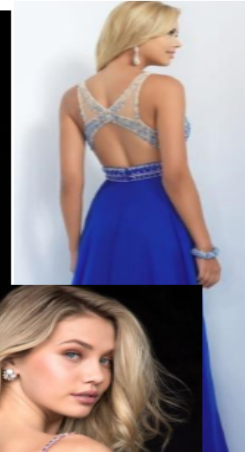
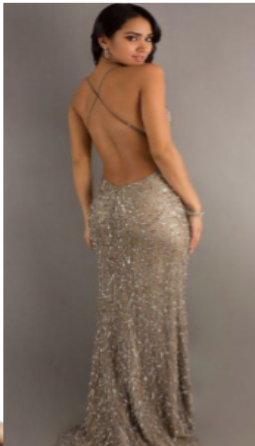
### Approval Needed

- **NOTICE: IF YOU COME TO PROM/FORMAL/HOMECOMING IN INAPPROPRIATE ATTIRE, YOU WILL NOT BE ALLOWED TO TAKE PART IN THE CEREMONY AND YOU WILL NOT BE CROWNED PRINCESS OR QUEEN.**
- To avoid confusion on whether or not your dress meets the rules, you are **required** to text a picture of you in your dress to Nicole Dykes for approval (245-4919). You are required to send a picture of the front AND back of the dress BEFORE you purchase it.
- We will print a copy of the picture you send and have it with us at Prom/Formal/Homecoming. Your dress should fit the same way on Prom/Formal/Homecoming night as it did in the picture you sent for approval.
- These rules also apply to **guests**.

Not Acceptable

## Rule #1-Back

Acceptable



Dresses may be backless, as long as they are not cut below the naval.

## Rule #2-Two-Pieces

Not Acceptable

Acceptable



Two-piece dresses are allowed as long as no more than 2" of your midriff is showing.



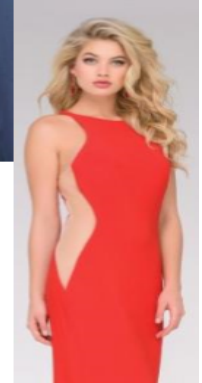
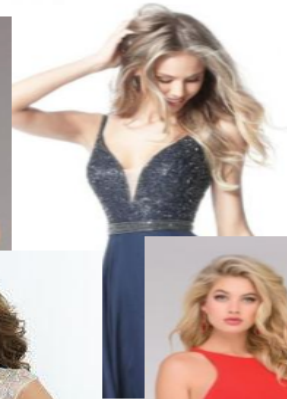
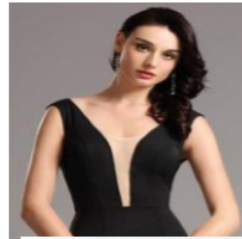
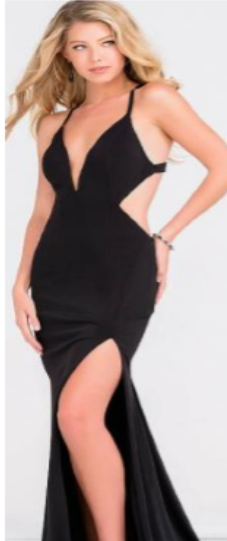


## Rule #3-Plunges & Side Cutouts

Not Acceptable

Plunges in the front below bust line and large side cutouts should be covered in mesh. Please double line all mesh.

Acceptable



## Rule #4-Slits & Dress Length

Unacceptable

Your dress and/or your slit should be no more than 5 inches above your knee

Acceptable



## Rule #5-Shorts

Unacceptable



Acceptable



Shorts inseam should be NO shorter than 5 inches from the seam of your shorts onto your thigh and must have a belted skirt or overlay. Shorts are NOT allowed for Homecoming.

## Rule #6-Jumpsuits

Unacceptable



Jumpsuits are acceptable, as long as top meets qualifications.

Acceptable



## Community Service Student Volunteer Verification Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of Community Services Site:

\_\_\_\_\_

Phone #: \_\_\_\_\_

Please describe the duties the student performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Hours completed for Community Service: \_\_\_\_\_

Name of Contact Person that supervised student community service:

(Please print) \_\_\_\_\_

Signature of Contact Person Verifying service was completed:

\_\_\_\_\_

Date: \_\_\_\_\_

Robert Toombs Christian Academy  
628 W. Oglethorpe Avenue  
Lyons, GA 30436  
912-526-8938

## DOCUMENTATION THAT STUDENT AND PARENTS HAVE READ HANDBOOK

**THIS FORM MUST BE SIGNED AND RETURNED TO THE OFFICE THE  
FIRST WEEK OF SCHOOL**

The enrollment status of every student will be reviewed yearly. Students will be readmitted on the basis of academic progress, attendance record, disciplinary record, and the overall positive impact the student and parents have had at RTCA.

Consistent with existing policies, RTCA reserves the right to dismiss any student who chooses to do harm to the school and/or its constituents through the misuse of social media or whose parent and/or other family members choose to do harm to the school and/or its constituents through the misuse of social media.

I have read and understand the contents of the 2023-2024 handbook.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

Handbook can be found at [www.rtcacarusers.org](http://www.rtcacarusers.org).