

# River of Life



Christian Academy

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## **Statement of Purpose, Doctrine, & Philosophy**

### **Statement of Purpose**

The purpose of River of Life Christian Academy (ROLCA) is to provide a Christian education for the young people of our area. We desire to provide an opportunity for children/young people to come to a saving knowledge of Jesus Christ, achieve a higher level of Christian maturity, attain a deeper commitment to God and His Word, and become more effective laborers and witnesses for the Lord.

A Christian education is not merely an education plus the Word of God: it is an education from the Word of God. Our goal at ROLCA is not to teach primarily how to make a living in this world, but rather how God would have us live in this world. The core of all instruction is to be the Holy Bible, final authority of truth on all curriculums. God raised ROLCA for the main purpose of training and preparing students to succeed in life from a biblical perspective. We understand that God has entrusted to the home the responsibility of raising children in the nurture and admonition of the Lord (Ephesians 6:4). At ROLCA, we want to come alongside parents who are committed to such a task and to assist and reinforce those biblical principles that are being taught at home. ROLCA is committed to providing your children with the best education in both core and elective subjects to immerse students in as broad and deep a curriculum as possible. Along with this, we endeavor to train and prepare students to be successful spiritually, relationally, emotionally, socially, and academically. Our desire is that “whatsoever you do, do all to the glory of God” (I Corinthians 10:31).

Our core curricular goal is to provide training in spiritual maturity, character development, and academic excellence. In the area of spiritual maturity, we hope to assist students in creating a personal relationship with Jesus Christ, developing an ever-growing fellowship with God, and growing in biblical, theological, and philosophical depth. In the area of character development, we aim to shape students into young gentlemen and ladies full of kindness, discernment, and love for each other and their fellow man, with knowledge of social courtesy and etiquette. In the area of academic excellence, we strive to develop and deliver a dynamic and comprehensive program in the core and elective subjects so that they will be ready for either their vocation or higher education.

ROLCA also wants to encourage and direct each student in becoming a loyal citizen dedicated to defending, upholding, and respecting the laws, flag, and country. We hope to instill in the students not only a love for their country but also a love for their God, His Word, His Ways, and His Principles. The aims and goals of ROLCA can be directly or indirectly traced to various principles found in the Word of God. The Holy Scriptures, therefore, is the sole authority upon which the school builds its educational programs and practices.



### **Doctrine & Statement of Faith**

ROLCA is a ministry of River of Life Fellowship Ministries, an independent, fundamental, Bible-believing ministry in Lehman, Pennsylvania. Being an integral part of the church ministry, the school is subject to the church doctrinal statement, constitution, and standards of conduct.

ROLFM is a non-denominational fellowship of believers who seek to follow the Lord Jesus Christ, working together to establish and administer places of worship under the guidance of the Holy Spirit (see Titus 1:5; Psalm 107:3; Acts 2:42, 46, 47; Hebrews 10:25; John 5:24; & Philemon 2:10-11).

It is the purpose of ROLFM to:

- Conduct the work of evangelizing both home & foreign missions in obedience to the command of our Lord Jesus Christ (see Matthew 28:19-20; Mark 16:15; Luke 24:46-47; & John 20:21).
- Create departments as may be necessary in order to establish places of worship, to spread the Gospel, including but not limited to educational, recreational, community, and social services, as well as to support missionary activity (see Acts 6:1-7).
- License ministers of the Gospel and be their covering (see I Thessalonians 5:12; II Thessalonians 2:15, 3:4; & Hebrews 13:17).

ROLFM abides by specific tenets of faith that serve as the foundation of its mission and its activities. The human phraseology employed in this statement is neither inspired nor contended, but the truth set forth in it is held to be essential to this ministry. No claim is made that it contains all the truth of the Bible, only that it covers the orthodox and fundamental matters that concern us.

### **The Scriptures Inspired**

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (see II Timothy 3:15, 17; I Peter 1:23-25; & Hebrews 4:12).

### **The One True God**

The one true God has revealed Himself as the eternally self-existent, self-revealed “I AM,” and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son, and Holy Spirit (see Deuteronomy 6:4; Mark 12:29; Isaiah 43:10-11; & Matthew 28:19).



### **The Fall & Redemption of Man**

Man was created good and upright, for God said, “Let us make man in our image, and after our likeness.” But man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (see Genesis 1:26-31; Genesis 3:17; & Romans 5:12-21).

### **The Salvation of Man**

#### **Condition of Salvation**

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ. Man is saved by the washing of regeneration and renewal through the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (see Titus 2:11, 3:5-7; Romans 10:13-15; & Luke 24:47).

#### **Evidences of Salvation**

The inward evidence to the believer of his salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of holiness (see I Thessalonians 4:7 & II Timothy 1:9).

### **The Lord’s Supper (Communion)**

The Lord’s Supper, consisting of the elements, the bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and prophecy of His second coming, as is enjoined to all believers “until He comes” (see John 6:48, 51, 55-57; Luke 22:1, 20; II Peter 1:4; & I Corinthians 11:25).

### **Sanctification Process**

By the power of the Holy Spirit we strive to obey the command, “Be ye holy, for I am holy.” Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God’s Word (see Hebrews 12:14; I Peter 1:15-16; I Thessalonians 5:23-24; & I John 2:6).

### **The Church**

The Church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfilment of her great commission. Each believer is an integral part of the Church, and their names are written in the Lamb’s Book of Life.

### **Ministry**

Divinely called and scripturally ordained ministry has been provided by our Lord for a two-purpose: (1) the evangelizing of the world, and (2) the edification of the Body of Christ (see Mark 16:15, 20; & Ephesians 4:11-13).



### **The Blessed Hope**

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the Church (see I Thessalonians 4:16; Romans 6:23; Titus 2:13; & II Corinthians 15:51, 52).

### **The Millennial Reign of Jesus**

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are scriptural promises and our hope (see II Thessalonians 1:7; Revelation 19:11-16; Romans 11:25; & Revelation 20:1-7).

### **The Lake of Fire**

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake, which burns with fire and brimstone, which is the second death (See Revelation 19:20, 20:10-15).

### **The New Heaven & New Earth**

We, as promised in Scripture, look for a new heaven and a new earth wherein righteousness dwells (see II Peter 3:13 & Revelation 21:1).

### **Ordinances**

#### **Water Baptism**

The ordinance of water baptism (Matthew 28:19) shall be administered by all established places of worship to all those who have repented of their sins and who have believed on the Lord Jesus Christ to the saving of their souls (see Romans 6:3-5 & Colossians 2:12).

#### **The Lord's Supper**

The ordinance of the Lord's Supper shall be observed regularly by all established places of worship, as enjoined in the Scriptures (see Luke 22:19, 20 & I Corinthians 11:23-26).



### **Philosophy of Education**

Being a Christian education institution, ROLCA is dependent upon biblical, Christian philosophy, which provides the foundation, principles, and certain viewpoints for interpreting the facts encountered in the study of various disciplines. ROLCA cannot be thought of as a correctional institution for students with chronic behavioral issues. Although we certainly sympathize with those who have these types of difficulties, the school cannot be considered a refuge for students who are unable to succeed either spiritually, socially, academically, or physically in a public school or other place of learning. Attendance at our academy is a privilege, not a right. The goal of this academy is to train youth, not to reform them.

The school believes in and practices the philosophy that a student learns best in a well-organized and well-disciplined environment. Those in administration, supervisors, teachers, monitors, and others in authority are to be respected, honored, and obeyed at all times. The concept of “doing one’s own thing” is not acceptable or permissible at ROLCA. Students are expected to abide by and obey the rules, principles, and persons of authority at ROLCA.

ROLCA makes no apologies for its purpose, doctrine, or philosophy of Christian education. Much of our secular education is rooted in the humanistic approach to life, with man at the center of all things. At ROLCA our approach to education and life is founded and centered in the Word of God and that God is to be the center of our lives. This institution of learning desires to please and glorify God in all of its endeavors, regardless of what men may say.



## **Statement of Operation & Administration**

### **The Administration**

ROLCA began in 2015. This educational institution is a ministry that is part of and belongs to the church, River of Life Fellowship Ministries (hereafter ROLFM). The pastor of the church is ultimately responsible for the school. All employees of ROLCA, the Administrator, Principal, Supervisors, Teachers, Monitors, and other staff members are in reality employees of the church. The school is viewed by the church as a “missionary” endeavor in the community to those who attend ROLFM and those who do not, but who desire to have a Christian education for their children. ROLCA seeks to be a collaborative Christian ministry to the community, and covets the support of all believers, churches, and other Christian organizations who wish to support the Christian education of the area’s young men and women.

### **The School Board**

The members of the leadership team of ROLFM (made up of the pastor, elders, and deacons) are the governing school board, who serve in a supervisory capacity.

### **The Administrator**

One of the pastors of ROLFM serves as the Administrator of the school and oversees the functioning of the school. He, along with the Board, is responsible for the hiring of staff and establishing school-home relations as well as conducting chapels and special meetings at the school.

### **The Principal**

The Principal may be the Administrator of the school or another qualified individual who supervises the daily routine of ROLCA. His/her responsibility also includes screening and admitting students, scheduling school activities, and publishing the school letters.

### **Supervisors, Teachers, & Monitors**

The primary responsibilities of the staff (supervisors, teachers, & monitors) is to inspire the students to excellence in their studies and any extracurricular activities they may be involved in. The staff will carry out discipline, administer merits and demerits, supervise the academic program, and communicate with the parents.

### **Volunteers**

Individuals who are willing to volunteer to assist in teaching or helping with elective activities at the school must be willing to abide by the school policies, philosophies, rules, and standards of dress and conduct.





\*\*\* All staff and volunteers must be in agreement with the statement of purpose, doctrine, and philosophy in order to be employed or involved with ROLCA. If an individual is involved with any activity, lifestyle, or organization that is in direct opposition to the purpose, doctrine, or philosophy of ROLCA, or the individual espouses views contrary to the statement of purpose, doctrine, or philosophy, they will have to appear before the school board and could face immediate dismissal from ROLCA. No individual will be employed or allowed to be involved with ROLCA who knowingly is in disagreement with the statement of purpose, doctrine, and/or philosophy of ROLCA.



## **Admissions Policy**

### **Kindergarten**

Children who have reached 5 years of age by September 30th of the current year are eligible for enrollment. Exceptions can be made based on testing and interviews with parents and the child. A child must be able to recognize their ABC's and numbers from 1 to 20 in order to enroll. High selection preference is given to students who have successfully completed a Pre-K program.

### **Grades 1-6**

Children applying for transfer from a public, private, or home school program will be required to take the ACE diagnostic test for placement in our curriculum. The student should have completed his/her previous grade level successfully or currently have passing averages if transferring during the school year. The student must be transferring with a good conduct report and must follow the admissions procedure.

### **Grades 7-12**

A young person applying for transfer during the high school years should have successfully completed all requirements for the grade level he/she is applying to enter. This student must be transferring with a good conduct report and must follow the admissions procedure.

## **Admissions Procedures**

All students transferring into ROLCA who have not previously been in the ACE curriculum will be placed on a three-month probationary period in order to see if they are able to adapt academically and behaviorally to this type of curriculum. The Administration and Staff reserves the right to review the student's progress academically and behaviorally to determine if the student should continue their education at ROLCA.

The Administration reserves the right to contact previous schools, the pastoral staff of the student's church, and anyone else Administration believes may be fruitful in determining the student's academic and behavioral performance. If it is found that parents or the student have lied to the school about the student's behavioral problems, the student could face immediate dismissal. A student can be denied enrollment due to their previous behavioral problem. If a student is seeking admission to ROLCA and we discover that he/she has been dismissed from their school due to behavioral problems, we will not accept that individual at ROLCA.

Due to the increase of diagnoses of behavioral disorders in so many students, ROLCA reserves the right to not accept, or place on probation any student so diagnosed to see if they will be able to satisfactorily adjust to the discipline and learning environment found at ROLCA. It may very well be that the student has needs that cannot be met by the staff at our school. Where we can work with an individual and help them, we want to be able to do so.



It is not the responsibility of the staff of ROLCA to reform or constantly correct a student who will not conform to the rules and regulations of this learning institution. It is the responsibility of each home to teach, train, and disciplining the student in Christian character. ROLCA is to be an extension of what is already being taught in the home. We realize that some students may not be able to conform due to physical and medical problems. We must consider what is best for the student, staff, and learning environment of the other students at ROLCA. We are not pre-judging any student and we desire to give every student an equal chance to achieve at our school.

ROLCA admits students of any racial, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to the students at the school. It does not discriminate based on racial, national, or ethnic origin in the administration of its educational policies, admission policies, athletics, and other school-administered programs. If in the future there will be the opportunity for scholarship, loan, and/or school voucher programs, there will be no discrimination shown to any student based on these opportunities.

### **Order of Selection**

The selection of students shall be in the following order:

1. Students who are children of those who call ROLFM or a supporting church of the school their church and place of worship and who faithfully support ROLFM or the supporting church by attending and giving of their financial tithes, gifts, and offerings.
2. Returning students.
3. Students transferring from another Christian school or Christian homeschool program.
4. Students transferring from public, non-Christian private, or non-Christian homeschool programs.

### **Enrollment Procedure**

The official enrollment process proceeds as follows:

1. Request an information pack and read all forms and the student handbook. Parents must be in agreement with the rules and standards set forth in the handbook and are willing to have the student(s) comply with them as well. Both student and parent must be in agreement with the Statement of Faith & Doctrine, Philosophy, and Purpose of ROLCA.
2. Set up an interview with the Administrator and/or Principal to visit the school.
3. Submit a written or digital application for enrollment with the appropriate registration fee and deposit.
4. Submit student transcript and health record. A thirty (30) day grace period is allowed for out-of-area students. ROLCA reserves the right to withdraw a student from the school program if a misrepresentation of the child's status or ability is evidenced.



### **Re-Enrollment**

Re-enrollment will be announced in early spring and an *Application of Re-Enrollment Form* should be submitted promptly to guarantee acceptance before general registration opens. Re-enrollment will not be automatic, but each application will be reviewed and approved or rejected. A student may be accepted for the following year on the condition of having a probationary period due to discipline or attendance problems from the previous year. This will be discussed with the student and parent(s) prior to acceptance of re-enrollment.

### **Withdrawal Policies**

If a student must be withdrawn for any reason, it is asked that a seven-day notice be given to the school. ROLCA will likewise give a seven-day notice to parents if a child is to be withdrawn for any reason other than disciplinary action.

ROLCA bases its yearly budget on the number of students we have at the beginning of the school year. Parents who pay their tuition in full before the school year begins and then withdraw or are asked to withdraw their child during the school year will not be refunded for any tuition paid for the remaining months of the school year. Parents paying tuition monthly will be required to pay the next month's tuition regardless of when the student is removed from the school. Deposits for enrollment are non-refundable, as each student's enrollment is taken into account for the next year's staffing and other budgetary factors.



## **Rules & Procedures**

### **Academic Policies**

ROLCA uses the curriculum published by Accelerated Christian Education (ACE) for academic studies on all grade levels. Additional material is used in Kindergarten/First Grade to enhance math and reading skills. ACE is an individualized mastery program of study whereby students must master the concepts of study within their booklets or PACEs. This program of study is based on biblical principles, which are integrated into all subjects.

Because we use ACE curriculum, which is a mastery program, 80% is the passing grade for all PACEs. Because letter grades differ from school to school, ROLCA uses numerical grades for clarification purposes.

ROLCA will begin administering a standardized achievement test this year. This allows us to follow a student's progress by comparing their scores with national norms and helps in identifying any specific weaknesses a student may have encountered.

### **Arrival & Dismissal**

School begins at 8:30 am and dismisses at 2:30 pm. Doors will open for students at 8:15 and will close at 8:25. Students should arrive by 8:25 and with the exception of staff children or where special permission is obtained by Administration, students should leave school property by 2:40. Families whose students are not picked up by 2:40 will incur a fee of \$0.50 per minute after 2:40 that will be collected to compensate staff who must remain to oversee students. Please make your transportation provider aware.

Students are not allowed to leave school with another student or adult without written permission from their parent(s). Verbal consent will be granted at the discretion of Administration. If a student is not allowed to travel with any particular individuals, ROLCA must be notified in writing and this request will be kept on file. Please note that if a student disregards the rules of traveling with individuals not authorized by parents/guardians, in violation of these rules, ROLCA cannot be held liable for any complications, accidents, and difficulties that would unforeseeably occur.

### **Articles Prohibited in School**

The following is a list of some items that are not permitted at school. Some items may be allowed at times and must be approved by the Administrator, Principal, or Supervisor:

Music devices; laptop computers; radios or TVs; matches; vape or vape materials; books or magazines containing inappropriate content; guns, knives, and other weapons; alcohol, tobacco, or other drugs; water guns; lasers. No cellphones on classrooms.



### **Attendance**

Attendance at ROLCA is a privilege and a responsibility. The school cannot allow haphazard attendance habits to develop in any of its students. Therefore the following rules concerning attendance have been established and must be carefully obeyed by every student and parent.

1. Absence Form(s) are to be sent by the parent(s) with the student upon return to school from absence or with the student that is tardy. The form must be filled out legibly, and include the student's whole name, date(s) of absence or tardiness, specific reason(s) for absence or tardiness, and the parent's signature and the date on which the note was written. Absence Forms are a legal document and become part of the school's permanent record. Absence Forms are available at rolfm.com under the ROLCA tab.
2. The only excusable absences are a.) the illness of the student, b.) death in the immediate family, and c.) any absence approved in advance by Administration. Please note that advance approval can only be granted if the staff member granting the approval knows of the anticipated absence in sufficient time for the student to either make up the work misses or if the student will be taking work with them.
3. Any absence from ROLCA with or without the knowledge or approval of the parent(s), which does not meet the requirements outlined in (2) above, will be considered an unexcused absence. Truancy will result in disciplinary action.
4. Accumulated absences involving three consecutive days must have a written statement from the attending physician to qualify as an excused absence. Any student who has been absent from school, for any period of time due to sickness and has been seen by a doctor, must provide a note from the physician.
5. Students who arrive after 8:30 will be marked as tardy, and those who leave before 11:30 will be marked as absent. After 2 unexcused tardiness or 2 unexcused absences parents will be notified, and after 4 unexcused tardies or 4 unexcused absences attendance will be directly reported to county and student will be ineligible for sports unless student is a senior who has completed or is on track to complete graduation requirements early. Late or absent students will not be able to participate in a game/practice, and a student who is tardy or misses the day following a game will not be able to participate in the next one unless they bring in a doctor's note excusing the absence or lateness

### **Chapel**

Chapel is scheduled for every other Friday morning from 10:15 to 11:00 am. The chapel service is usually conducted by the ROLFM staff. There are times when guest speakers are asked to address the students. The messages are intended to promote Christian character and at time present the Gospel to those who are unsaved in our student body.



### **Disciplinary Action**

ROLCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that ROLCA will reform him/her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students who have not used A.C.E. curriculum prior to attending ROLCA will be on a three-month probation to see if they can adapt to the new type of curriculum and method of education. We realize that coming to a new school with a new curriculum can be difficult. We want to work with and encourage each student to do their best and to help them adapt. At the end of three months, if there is evidence that the student is having difficulty adjusting, there will be a meeting with the parents and student(s) to discuss the further continuation at ROLCA.

Griping by students or parents toward staff and school will not be tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that the school has reasons for all rules and that they are enforced without partiality.
3. Support the Administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be spoken with and if there is no evidence of change then the child will be placed on probation and both parents/guardians will be called for a conference. If the situation does not change within two weeks the parents will be asked to withdraw the child from ROLCA.

If a student damages school property either willfully or through negligence, parents will be expected to pay for a replacement or to have damage repaired at the discretion of the school. This includes but is not limited to the purchase of desks that have been defaced, cubicles that have been intentionally damaged, damage to the gym ceiling from the intentional kicking of balls/other equipment at it, and so on.

With age comes greater responsibility. We ask that the older students in the school (9-12th Grade) remember that they should set a godly example and Christ-like testimony before the younger students of ROLCA. They need to remember to set the same example among themselves. It should be noted that discussion of inappropriate activities, music, movies, TV programs, literature, etc. will not be tolerated, at or in school or "off school property activities" (field trips, away athletic games, etc.). Remember you are influencing someone at all times. We want our students to accept the responsibility to "walk honorably before all men."



A referral to the office may result in a three-day suspension from after-school activities. A second referral may result in a five-day suspension. A third referral may result in indefinite suspension from after-school activities and an automatic scheduling of a parent conference with administration.

At ROLCA we have discipline that is firm, fair, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and genuine regard for the students. When disciplinary action becomes necessary, it will be carried out, with the parents' full knowledge of why, how, and what sort of discipline was administered. ROLCA does not use corporal correction. This is the parent's decision. We ask that the students be reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life.

ROLCA does have a merit/demerit system that is used in disciplining and rewarding students. Merits are based on three levels (Level A, C, & E). The merit system provides the student with the opportunity for privileges within the school. Level of merit is dependent on the student's PACE average, the number of PACEs completed, behavior and attitude in school, willingness to participate in school or church ministry, etc. Demerits are given to students when they violate the rules of ROLCA. The number of demerits given are dependent upon the severity of the infraction. For example, a student turned around in their seat talking to another student may receive two demerits (one for being turned around in their seat and one for talking) whereas a student caught cheating receives ten demerits. You will find a list of offenses and the number of resulting demerits in the ADDENDUM.

In some cases, an in-school suspension is given in lieu of suspension at home. An occasion would be when the school is aware that no parent will be home. The student is placed in a room by themselves to do their academic work. They are not to have contact with other students. They eat lunch at a separate time and are not allowed to go out for break. They will be allowed bathroom privileges upon request and permission granted from a staff member.

Suspension and expulsion will be used in cases where there has not been a response to previous discipline. These will be for violations that have been committed without doubt, always giving the opportunity for the student to tell their side of the story. Parents will be notified in time to make arrangements for the suspension or expulsion.

The administration and staff of ROLCA reserve the right to make any changes to the merit/demerit system and procedures of discipline. We reserve the right to administer discipline to each student as we deem necessary. Discipline will be fair and administered according to the student's individual and personal needs.





## **Dress & Appearance Standards**

At ROLCA, there is no formal dress code, but students will be required to follow certain guidelines.

Girls: No low-cut tops are permitted. Dresses and shorts must be as long as the student's longest fingertip or longer. Leggings are allowed but student's shirt/skirt must go to mid-thigh or lower. No clothing with secular music, movie, or television characters. No holes/tears in clothing, no see-through clothing, no cut-outs, and no shoulder, cleavage, or belly should be visible. Graphics must not include skulls, Halloween related imagery, or depictions of violence. Students may not obtain tattoos while enrolled at ROLCA, and pre-existing ones must remain covered at all times.

Boys: No tank tops or sleeveless shirts. No shorts after December 31, 2022. No clothing with secular music, movie, or television characters. No holes/tears in clothing, no see-through clothing, no cut-outs, and no shoulder or belly should be visible. Graphics must not include skulls, Halloween-related imagery, or depictions of violence. No piercings of any kind. Students may not obtain tattoos while enrolled at ROLCA, and pre-existing ones must always remain covered. As of January 1, 2023, boys will wear collared shirts and casual pants.

Chapel Fridays and when we have special guests at ROLCA are recommended dress up days.

Students who do not bring the proper gym clothes will not be allowed to participate in P.E. and will be given demerits and possibly a written assignment. If a student misses 2 gym classes a quarter, they will receive an incomplete for that quarter. If a student who is acquiring credits for graduation misses 5 P.E. classes a school year, they will forfeit the ½ credit for gym class that school year.

Students will dress according to ROLCA standards of length, fit, and modesty for all academy functions and activities unless otherwise stated.

Failure to comply with the dress code will result in demerits and notice sent home. Repeated offenses will not be tolerated. If necessary, a student may be suspended or expelled if parents and students do not comply with the school dress code.

All students must wear sneakers to use the gym.



### **Financial Policies**

There are a few tuition payment options available to our school families.

1. If tuition is paid in full by August 1st, a 5% discount will be applied.
2. A 10% nonrefundable deposit is required to enroll students at the academy. ROLCA has found that without the presence of a deposit, parents may pull their children after making a commitment to attend for the year, which can disrupt staffing decisions and put the school at a serious disadvantage for the school year.
3. A ten month payment plan is offered, with the first payment due upon the handing in of the enrollment form and subsequent payments beginning in August and ending in April. No additional interest is charged for monthly payments. Payments are due by the 1st of the month.

A late fee of \$10.00 will be charged per month when accounts are not current. Outstanding bills of 15 days will result in a meeting with the Administrator and the possible removal of the student from the school unless arrangements are made with the Administrator. Fees for PACES are due no later than August 1st. PACE are non-refundable. Checks are to be made payable to: ROLCA.

Throughout the school year there will be the possibility of additional fees the student will be responsible for. In addition to the tuition and registration fee, listed below are additional expenses you may incur throughout the school year:

1. PACES (nonrefundable)
2. Supplies
3. Bus or van transportation to activities
4. Athletic fees and supplies
5. Art and/or music
6. Elective fees and supplies
7. Regional and International ACE Competition
8. Standardized Testing
9. Computer materials
10. Snacks, hot lunches, and beverages



### **Graduation Tracks**

ROLCA currently offers three graduation tracks for its students: General, College Preparatory, & Honors. General is recommended for those students who will not be pursuing higher education after completing their coursework at ROLCA, while College Preparatory and Honors are recommended for college-bound students. Those students who have completed the College Preparatory and Honors track will be eligible for early graduation if they complete their coursework before their senior year, while General students will be required to take additional coursework, ideally in pursuit of the College Preparatory track, if they manage to complete their coursework before graduation. While the school may offer vocational training in the near future, ROLCA does not currently offer vocational training to the extent of offering a Vocational graduation track for our students. The following are the current course requirements for each track currently offered by ROLCA, though please keep in mind that these may be changed at the discretion of ROLCA's administration:



## ROLCA ACE General Course of Study

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**Math:**

Algebra I  
Geometry  
Business Math

**English:**

English I  
English II  
English III  
English IV

**Science:**

Biology  
Physical Science

**Social Studies:**

World Geography  
World History  
American History  
US Civics  
Economics

**Bible:**

REL 100: Survey of Christianity  
REL 106: Christian Ethics  
New Testament Survey

**Core & Electives:**

HTH 100: Health  
PFI 100: Personal Finance  
Etymology  
Music  
Speech  
3 Foreign Language & Elective Credits

**Minimum Total Credits: 23**



## ROLCA ACE College Preparatory Course of Study

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### **Math:**

Algebra I  
Geometry  
Algebra II  
Trigonometry

### **English:**

English I  
English II  
English III  
English IV

### **Science:**

Biology  
Physical Science  
Chemistry

### **Social Studies:**

World Geography  
World History  
American History  
US Civics  
Economics

### **Bible:**

REL 100: Survey of Christianity  
REL 106: Christian Ethics  
New Testament Survey

### **Electives:**

HTH 100: Health  
PFI 100: Personal Finance  
Etymology  
Speech  
Music  
2 Foreign Language Credits  
1 ½ Elective Credits

**Minimum Total Credits: 25**



## ROLCA ACE Honors Course of Study

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### **Math:**

Algebra I  
Geometry  
Algebra II  
Trigonometry

### **English:**

English I  
English II  
English III  
English IV

### **Science:**

Biology  
Physical Science  
Chemistry  
Physics

### **Social Studies:**

World Geography  
World History  
American History  
US Civics  
Economics

### **Bible:**

REL 100: Survey of Christianity  
REL 106: Christian Ethics  
New Testament Survey  
Old Testament Survey

### **Electives:**

HTH 100: Health  
PFI 100: Personal Finance  
Etymology  
Speech  
Music  
2 Foreign Language Credits  
1 ½ Elective Credits

**Minimum Total Credits: 27**



### **Health Service & First Aid**

First aid will be administered for minor injuries and an ambulance will be called for an injury that staff or administration determines to be serious. Parents, of course, will be notified as quickly as possible if their child needs to be taken by ambulance. If a child becomes ill and has a fever, the parent will be called to make arrangements to take the student home.

If your child is not feeling well (even if it is a bad cold), please keep him/her home. Disease can spread rapidly in a school environment, and so it is in the interest of other students and staff that sick children be kept home.

No staff member will be allowed to administer any medicines, tranquilizers, or aspirin, ibuprofen, etc. to any student for headaches, fever, or other reasons without parent authorization in writing. All medicines must be kept and administered at the school office.

### **Homework**

The responsibility for scholastic achievement is placed on the student. Daily goals are set by the student and reviewed by the Supervisor. Should the student not meet his/her goals for that day, he/she will be required, at the discretion of the Learning Center Supervisor, to complete the work at home. Should the student have homework, a "homework slip" will be sent home informing the student and the parents of the work that needs to be completed for the next school day. The slip is to be marked accordingly (homework complete or incomplete, with a reason why it was not completed) and signed by one of the parents/guardians and returned the next school day. Parents should be involved with their student(s) and check to see that they have done the required homework. Resource books may be taken home if signed out by the student.

### **Lunch**

ROLCA does not provide lunches. Students are responsible for bringing lunch. Students must:

- Eat only at designated times and in designated areas
- Put trash in the appropriate receptacle
- Clean off their table
- Pick up food that may have dropped onto the floor
- Go to recreational area or classroom upon being dismissed from the table

### **Merits & Merit Store**

Merits will be given for acts of conduct or academic performance that go above and beyond what is required. Merits granted to students cannot be given away to another student. Merit Store will be held quarterly with supervisor, monitor, or approved high-school student present. Students cannot set or change merit store prices or give items away.



### **PACE Testing**

To take a PACE test, a student must hand in their PACE, with completed self-test, the day before the PACE test is taken. PACE Tests are to be taken in the morning before 10:00 am and completed before lunch, in the student's learning center, overseen by a monitor or supervisor.

### **Pledges**

**Pledge to the American Flag:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**Pledge to the Christian Flag:** I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

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

### **School Closings and Delays**

Any closing or delay necessitated due to inclement weather or catastrophe will be published on the school Facebook page and through the school cell phone message system. In the event of an early closing of school, the same media is used, and parents or emergency contacts will be notified by the school personnel when possible. In such cases, it is the parent's responsibility to pick up their child/children if the student(s) do not ride the bus. Watch and listen the news for Lake-Lehman School District closing. When they cancel, so does ROLCA.

### **School Equipment**

All school equipment that is checked out and/or used by a student must be returned by the student who signed it out. Failure to return equipment will result in demerits, and if equipment is lost or damaged/destroyed by student negligence, the student responsible will have to pay for the equipment.

### **Scripture Memory**

There will be a portion of Scripture assigned on the first school day of the month. It will be read aloud every morning in the Opening Exercises and is to be memorized by the end of each month. Each month, every student in the Learning Center (Grades 2-12) will be required to recite the monthly verse, individually to the Learning Center Supervisor. They may say it as early in the month as they like but it must be recited by the end of the month, or they will receive an incomplete. The student is graded on the Scripture Memorization. The total number of verses vary but usually range from 5-8 verses.





### **Searches for Suspicious, Unauthorized, & Illegal Materials**

ROLCA reserves the right to search the student's person and belonging in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or parents' consent. More than one staff member of the same sex as the student will be present for a search of a student's person. There will be more than one staff member present when belongings are searched. Registering your child constitutes your parental consent to such searches. The following items may be search:

Automobiles; backpacks; purses; pockets; lunch boxes; gym bags; offices; notebooks; pencil boxes; lockers; etc.

It will not be necessary to notify the student/students/parents in advance of the search. There will be at times a general impromptu search of all students' bags and offices, and students may be asked to empty their pockets.

### **Senior Work Release & Young Scholar Programs**

Seniors on the general, college preparatory, or honors track who have completed over 80% of the graduation requirements may leave early for work or college courses. Must attend half day. Students on the vocational track do not qualify for the program.

Students who have completed the PACE requirements for their track (general, college preparatory, or honors) may work or attend college full-time for the remainder of their senior year after consultation with administration.

### **Standards of Conduct**

Students of ROLCA are expected to conduct themselves in a godly, Christ-like manner that would bring honor to the name of Jesus Christ, does not reflect negatively upon the school, and does not demean the very character of the individual themselves. It is understood that the following practices are unacceptable at ROLCA, but they will also not be tolerated outside of the school. No ROLCA student is to participate in any form of drinking alcoholic beverages, smoking, use of other nicotine products, narcotics, vaping, gambling, swearing, stealing, or cheating. Such involvement will be considered an offense subject to suspension and/or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. It is expected that all students at ROLCA will strive to conduct themselves properly in areas of dress, conduct, and attitude. Consequences will be handled on a case-by-case basis.

Students are to follow Learning Center procedures and help maintain a quiet, peaceful atmosphere conducive to study and learning.



Student clothing is to be clean, in good repair and ironed. Students should also be well groomed with teeth brushed, clean and combed hair, and proper hygiene should be evidenced.

ROLCA students are expected to refrain from cheating in any way and will be dealt with accordingly. For the first offense of cheating the student will receive all new PACEs and a 3 day suspension. For the second offense of cheating, a meeting will be called between the Administrator, Learning Center Staff, the student, and their parents to determine if expulsion will be in order.

Another student's property and office are off-limits to other students. Taking anything from another's office, including "borrowing" without explicit permission, will be considered stealing. This will result in automatic expulsion.

Marked on, defaced, or broken property of the school or another student is to be replaced at the offending student(s) expense and will result in a 3-day suspension. The second offense will result in an automatic expulsion.

All students are expected to keep their hands off other students. There is to be absolutely no physical contact between boys and girls. "Fooling around" will not be an excuse for pushing, shoving, hitting, kicking, scratching, or fighting. The first offense will result in a 3-day suspension, while the second may result in expulsion.

### **Student Address of Faculty & Staff**

To ensure proper decorum and respect within the school facility and on school grounds, students are expected to address faculty & staff by the appropriate honorific (ex. Mr., Mrs., Ms., Pastor, etc.) followed by the faculty or staff member's last name, unless that faculty or staff member has given explicit direction that their first name is to be used following the honorific (ie. Pastor John, Mrs. Jane, etc.).

### **Student Vehicles**

When a student becomes a licensed driver and desires to drive to school, the parent must send in a notice requesting permission for their student to drive themselves to school. This is a privilege and must be understood to be so. If the privilege is abused on school grounds, the student will not be allowed to drive to school. It is up to the discretion of the Administration as to what is considered an abuse of the student school driving privilege.

A student who drives and parks their vehicles at school does so at their own risk. ROLFM/ROLCA is not responsible for any damages or theft.



Student drivers must:

- Arrive on time and be in the building by 8:25. Chronic lateness will result in the loss of driving privilege and report of tardiness to the local district
- Park cars in designated areas upon arrival to school
- Remove everything needed for the school day
- Lock their vehicle
- Upon dismissal, return to their car and leave school grounds immediately
- Driving to school or riding with another student is never an excuse to be tardy. Drivers may only transport those students who have written permission to ride with them

### **Use of Public Transportation**

Although we do not encourage the use of public school transportation, we are aware that it is the only means by which many of our students are able to arrive at school. Because students at ROLCA come from numerous public school districts that provide this service for them, each parent using public school transportation is responsible for:

1. Contacting their local public school district and informing them of their need for public school transportation to ROLCA.
2. Find out what times the bus will pick their student(s) up and when they will be brought home.
3. Know what days our school calendar is different from your school district calendar and whether your district can meet our schedule. ROLCA provides each school district with our school calendar. It is then the responsibility of the parents to arrange for transportation in a timely fashion if the school district cannot meet our schedule.

Our authority within the public school transportation system is limited; therefore, any difficulties with such things as schedule and discipline will be the responsibility of each family and/or driver. Students are to conduct themselves in a respectful and responsible manner while on the public school transportation. Any reports of difficulties from students of ROLCA while on the public school vehicles, as reported to us by the driver or school district, will require notifying the parent(s) and the appropriate steps will be taken to correct the problem. Please remember that ROLCA expects students to conduct themselves respectfully and responsibly while using the public school transportation. Consistent reports of difficulties from the school district or driver will require a parental meeting and a consideration of dismissal from ROLCA.

### **Visitors**

Visitors should report to the school office before entering a Learning Center. Guests are welcome to visit ROLCA so long as they are willing to follow procedures, do not pose as a disturbance to school/individual classrooms, dress appropriately, and present the school with required state clearances and background checks. Items to be delivered to students should be left at the school office to be given to the student at such times as would not disrupt his/her studies.



### **Disclaimer**

ROLCA and the pastoral body reserves the right to make changes to the handbook as is deemed necessary and appropriate and an exception in policy for one is not meant as an exception in the policy for anyone else.



I have read and agree with all items listed in the River of Life Christian Academy Handbook.

I promise to support and give the benefit of the doubt to the administration and staff of River of Life Christian Academy when my child complains and gripes about the actions that have taken place in the academy.

I understand it is my responsibility to uphold the high standards of the academy and if I fail to do so, understand that my child(ren) may be removed from the academy enrollment without remedy.

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Student Signature

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Date

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Print Student's Name

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Parent's Signature

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Date

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Print Parent's Name

Please sign, date, and return to the ROLCA Office.