



REDEEMER
CLASSICAL ACADEMY

Redeemer Classical Academy
Parent and Student Handbook

OMNIA PER EUM

Welcome to Redeemer Classical Academy!

Redeemer Classical Academy is a work of God and exists only through His sovereignty and by His power. Longing for a traditional Christ-centered Classical school option for area families, a group of educators and parents met in the spring of 2013 around a kitchen table and decided, after much prayer and scripture reading, to seek God's guidance on the formation of a new school. They determined God was leading them to form a Christ-centered Classical school for the north Rutherford county area, and, with the support of a few interested families, they formed Redeemer Classical Academy the following week. God's movement was evident early on, as 14 families committed to the school's opening grades 4 - 12. Within a few weeks, God led so many students to our door that the founders committed to providing a Christ-centered Classical kindergarten through 12th grade education. God continues to direct our path and bless our efforts as we submit to His leadership.

Redeemer Classical Academy is governed by a Board of Directors. Board members are elected for three-year terms. Proposed members are nominated by a committee consisting of parents, faculty, and other board members then elected by the Board. The Board of Directors' officers are elected by the board. All regular board meetings are announced and open to the public. All minutes of regular board meetings and copies of all policies and procedures are available to the public in the office and posted on our website (www.redeemerclassicalacademy.com). Under the board's authority and with a team approach, the day-to-day operation of Redeemer is conducted by administrating instructors who share the functions and responsibilities normally associated with that of "headmaster," while remaining actively involved in the overall education process and personally engaged with your child in a classroom setting. Should you need to contact an administrator for any reason, please feel free to do so: Amanda Bell (5th-12th), Lisa Carlton (K-4th).

The central symbol in Redeemer Classical Academy's logo and crest is a mighty oak. This image is drawn from Redeemer's foundational scripture: *to grant those that mourn in Zion - to give them a beautiful headdress instead of ashes, the oil of gladness instead of of mourning, the garment of praise instead of a faint spirit; that they may be called oaks of righteousness, the planting of the LORD, that he may be glorified. They shall build up the ancient ruins; they shall raise up the former devastations; they shall repair the ruin cities, the devastations of many generations, Isaiah 61:3-4.* Redeemer's second keystone scripture, Psalm 1:2-3, also invokes the image of a tree as a representation of the blessing that comes from placing God at the center of all things: *his delight is in the law of the LORD, and on his law he meditates day and night. He is like a tree planted by streams of water that yields its fruit in its season, and its leaf does not wither. In all that he does, he prospers.* The more the founders of Redeemer Classical Academy reflected on these verses and on the image of the tree, a mighty oak of righteousness planted for the glory of the LORD, the more they saw in this symbol the embodiment of their dreams for Redeemer.

The tree stands as a lasting reminder that, like all Christ-followers, we at Redeemer find our source and our sustenance in our Savior. In Isaiah, the image of the tree reminds us that nothing we build at Redeemer is ever really the work of our own hands; rather, it is the LORD alone who causes all things to grow and prosper, in His time and for His own glory and purposes. Psalm 1 calls us to place our focus first, foremost and forever on the LORD and His word, for only here will we find joy, fulfillment and fruitfulness. At Redeemer, our primary objective is to do all things in and through Christ in order

that the name of Jesus might be lifted up and that God's will might be done on earth even as it is in heaven. This thought is expressed in our motto: ***Omnia Per Eum*** - All Things Through Him.

The mighty oak, the fruit-bearing and un-withering tree of scripture, also provides for Redeemer Classical Academy a visual metaphor for the traditional classical model that guides our teaching methods. The roots of the tree represent the grammar stage, during which, like the deep, strong roots of a healthy tree, students soak up knowledge in all areas of study. The trunk of the tree represents the logic stage of instruction, when Redeemer's instructors capitalize on students' desire to understand relationships and reasons by emphasizing connections among facts and data and ordering knowledge into sound and rational conclusions. Like the trunk of the tree, the thinking skills established at this stage provide stability for future growth, allowing students to understand how things fit together in the light of God's Word and His Truth. Finally, the foliage of the tree stands as a figure for the rhetoric stage of the classical model, where we see the full flowering of a student's learning in the expression of his or her own unique conclusions and perspectives on what has been studied and in the student's ability to present information with confidence, grace, and humility. Thus, the mighty oak of our logo and crest speaks to us constantly of who we are and what we are about as a Christ-centered classical school.

The image of the oak is so powerful to us at Redeemer that we have chosen it as our mascot. We are "The Mighty Oaks!" This symbol serves as a constant reminder of our purposes and goals, keeping us daily focused on our calling from God - to provide a Christ-centered Classical education.

Mission Statement

Redeemer Classical Academy is a Christ-centered classical school focused on achieving academic excellence through a traditional classical model and on training students through discipleship and service to love the LORD with their hearts, minds and souls. Our Core Values include:

- Pursuing God's truth and wisdom in all things
- Acting with integrity and transparency
- Working diligently as a learning-focused classically integrated community.
- Striving towards excellence with humility and charity
- Acting as agents of Christ's redemption in all facets¹ of our world
- Exercising stewardship of our time, talents and treasure in all matters internally and externally.

within the Fellowship of Grace.

¹By facets the group that drafted these values means to emphasize that RCA will prepare students in a well-rounded education, to include the humanities and the disciplines of mathematics and science.

Supremacy of Jesus Christ

He is the image of the invisible God, the firstborn of all creation. For by him all things were created, in heaven and on earth visible and invisible, whether thrones or dominions or rulers or authorities - all things were created through him and for him. And he is before all things, and in him all things hold together. And he is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent. Colossians 1:15-18 (ESV)

Jesus Christ is the beginning and end of all we think and do. We recognize Him as the Source, Center, and Head of all. He has been given authority by God the Father to rule over all and every knee will one day bow to His Lordship. We believe that we exist for God's glory and that man is inherently sinful and in desperate need of the salvation offered by Jesus Christ through His atoning

death. Each child is encouraged to enter by faith into a relationship with Jesus Christ and grow in his/her knowledge of and relationship with Him. This includes daily submission and surrender of the entire self to His authority and leadership, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit all areas of their lives to Jesus so they might experience the joy and fullness of a daily relationship with Him.

Authority of the Bible

All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work. 2 Timothy 3:16-17

The foundation for all we teach and do is the inerrant, infallible, authoritative Word of God. We seek to build within each student a Biblical worldview, taking our definition and standard of truth from the Scriptures. The Bible itself is a central subject in the academic curriculum. Further, Biblical truths are integrated into the learning experience of all subjects. Students learn how to process information and draw conclusions in the context of Biblical truth, leading to a life that glorifies God.

Partnership with Families

And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. Deuteronomy 6:6-7

We believe that God has given parents the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual and spiritual discipleship of their children. We believe that God has created each child as unique and worthy of our utmost attention. Further to our partnership with families, we seek to bring God's light, grace and truth to our broader community.

Academic Excellence

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. 2 Timothy 2:15

We have adopted a Classical approach to education. We believe that the historical, holistic approach personified by the traditional Classical model is exceptionally outstanding in preparing the student to retain knowledge, think logically and analytically, communicate effectively and succeed in living out God's calling on their life. Within that context, every teacher is passionate about his/her subject and has exceptional qualifications to perform his/her role with excellence. High academic standards are maintained for each student, with the expectation that each can succeed, regardless of background. Every child is encouraged to maximize his/her learning potential and develop a lifelong love for learning.

Cultivation of Christ-like character

For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, mutual affection; and to mutual affection, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ. 2 Peter 1:5-8 (NSV)

We believe that education is not just about training the mind with knowledge, but also training the heart for service - full of compassion, with the goal of living a life that exemplifies our Redeemer.

Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves, with the goal of glorifying God and leading others to a restored relationship with Him through our LORD. As students grow in their relationship with God, they will glorify Him through their interactions with others. A student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying. We recognize the role of the Holy Spirit in the development of Christ-like character in the student. Key virtues that are fostered include honesty, respect for authority and others, self-discipline, courage, compassion, service, responsible stewardship, perseverance, and good citizenship.

Christ-Centered:

Train up a child in the way he should go, even when he is old he will not depart from it. Proverbs 22:6 (ESV)

Redeemer Classical Academy purposes to bring glory to the Lord Jesus Christ by assisting parents in the Christian education of their children. As an extension of the Christian home, we desire to assist families in bringing the child into a personal relationship with God and in fostering his or her spiritual growth. To this end, we train children in Scripture memory and daily study of the Bible. All subjects, at all levels, will integrate a Biblical foundation and worldview. Further, it is a mission of the teachers and administration to teach and serve students and families in a manner that demonstrates the character of Christ. Through these means, Redeemer Classical Academy will equip students in all areas of their educational development to discover and fulfill God's purpose for their lives.

Redeemer Classical Academy seeks to:

- Encourage every child to begin and develop his relationship with God the Father through Jesus Christ. Matthew 19:13-15 and 28:18-20
- Teach all subjects as parts of an integrated whole with the Scriptures at the center. 2 Timothy 3:16-17
- Provide clear models of Christ-likeness through the examples of our staff members. Matthew 22:37-40

EDUCATION PHILOSOPHY

WE BELIEVE that we have much to learn from history. Therefore, we seek to develop in students an understanding of the broad sweep of history that has shaped our culture by integrating our curriculum across disciplines for specific time periods. **WE BELIEVE** that good books are like nutritious food. As a body needs a well-balanced diet, so a mind needs rich and satisfying material to help it grow mentally and spiritually. Because of this, our students will read the classics. **WE BELIEVE** in the power of the written and spoken word. Therefore, our students will be asked to write, write often and write well and will be trained to speak with poise and purpose. Finally, **WE BELIEVE** that in God we find the source of all knowledge. Thus, our students will study orthodox Christian doctrine in order to return all glory to our Maker.

Redeemer Classical Academy follows the traditional Classical education model and method. In the broadest terms, classical education is a philosophy of teaching that employs age-specific techniques to instruct students not only in the subjects they study but also in how to think and learn on their own, both in and out of the classroom. To do this, classical education follows the *trivium* or *three ways*: grammar, logic, and rhetoric. Each of these terms refers both to a stage of development in children and to a stage of the learning process.

The grammar stage, which coincides with the earliest years of formal education, focuses on learning facts using repetition, memorization, and recitation. Grammar stage students learn the rules of phonics and grammar, math facts, history timelines, science facts, and even Latin vocabulary through songs, rhymes and chants. This capitalizes on their natural affinity for memorization and repetition and lays a firm foundation for the next phase of learning.

As students reach 5th and 6th grades, we begin to see a greater desire to not just *know* but to know *why* and *how*; they are moving out of the grammar years and into the logic stage. In middle school, the student's mind naturally develops the ability and eagerness to think analytically and abstractly, so, in the logic stage, classical education seeks to hone these skills through the study and application of things like algebra, introductory logic, the scientific method, sound paragraph construction, and thesis support. Whether in history or science, instructors constantly engage logic stage students in examining the processes and relationships inherent in the topic of study. Thus, the student is equipped with tools to logically organize and work with the information that he knows and, therefore, to deepen his understanding of it.

The final stage of the trivium, the rhetoric stage, trains students to unite knowledge with understanding and furnishes them with the means of communicating their thoughts and conclusions with clarity, conviction, charm, and charity. In every subject area, attention is given to applying the rules of sound thinking acquired during the logic stage and to writing and speaking well. The emphasis at this stage of classical education dovetails with the teenagers' natural awareness of how others perceive them and their desire to express themselves and their own personalities.

Because the trivium aligns with natural phases of a child's development, it works *with* the strengths of the child to maximize learning. However, we also see the three phases of the trivium whenever learning occurs, regardless of age. The first step of the learning process is to gather data, facts necessary to the particular topic or process. These facts are the grammar of a subject. Next, the learner organizes the data, examining relationships and processes, seeing how information fits together. This is the logic of a subject. Finally, the learner acts on his or her understanding, communicating it to others in some way: the rhetoric stage. So, as students progress through the phases of the classical model, they are also learning how to learn.

Since the earliest days of formal education, Christians have recognized that the stages of the trivium also align with the biblical concepts of knowledge, understanding and wisdom: "By wisdom a house is built, and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches" (Proverbs 24:3-4). In today's Christ-centered classical classrooms, early in the grammar stage, students begin to hide the Word of God in their hearts by memorizing scripture; they learn the stories of scripture along side their history timelines and study the characters of the Bible as well as the marvelous character of our God. As students progress into the logic stage, classes begin to focus on understanding what we believe as Christians, why we believe it, and how the truth and tenets of Christianity effect the daily lives of believers, flowing into their actions and interactions with others. As students mature, they formally study comparative worldview and apologetics so that they might be more fully equipped to use their rhetoric training for the purposes and glory of our God. Recognizing that "the LORD gives wisdom; from his mouth come knowledge and understanding," a Christ-centered classical education approaches all learning and instruction through the light of God's truth (Proverbs 2:6). Therefore, throughout a child's experience in a Christ-centered classical school, all subjects - history, literature, science - are placed in the context of God's truth and examined for what they reveal about us, our God, and our relationship with Him. Thus, the Christ-centered classical model proves uniquely effective in training students to

love the LORD their God with their minds and in equipping them as ambassadors for Christ and agents of His redemption in our fallen world.

Biblical Worldview

Worldview is that larger frame of reference, our mental concept of the picture of reality, as shaped by our conscious beliefs or subconscious assumptions about God, creation, humanity, moral code, and purpose. Everyone has a worldview, not all are biblical. A Biblical worldview (frame of reference) ought to govern a Christian's perception of reality in every subject. Part of our challenge is to help students make the connection between academic subjects and a biblical frame of reference, thus reinvesting facts with their God-intended meanings. This cannot successfully be accomplished by simply opening classes with prayer and a devotional reading, it necessitates integration of subject matter and Biblical truths.

Denominational Differences

We support the parental role of bearing the educational responsibility of their children, academically and theologically; therefore, **we will defer all major denominational instruction to the home** and focus on shared, Trinitarian belief and reading scripture. Though we certainly do not support the nurturing of an antagonistic environment, a key component of Christ-centered Classical education with a Biblical Worldview is learning how to defend one's faith with a logical, well constructed argument and in a valid rhetorical manner and style, both oral and written. Further, discussion of controversial and/or denominational issues will be appropriately and respectfully addressed, particularly in upper school classes at Redeemer Classical Academy. We are an interdenominational work and embrace those differences as our individual distinctions within the one body of Christ.

Instruction

"Finishing the textbook" or "teaching to a test" in **not** our goal!

Teachers are encouraged to decide how to pace his/her course based on departmental scope and sequence guidelines and course objectives. Each year, the previous year's curriculum guide is used to plan how much material can be covered in each grading period. This may be adjusted based on the ability of the current class and/or changes to the curriculum approved by the appropriate administrator. Teachers make every effort to complete the required elements of each assigned course, without sacrificing instruction and practice: depth, not breath, is our goal. The pace of each course should be at a speed that offers an adequate amount of time for the required amount of practice needed for concept mastery, while maintaining a level of rigor that allows the course to be challenging to the majority of students in the course.

We strive to stay abreast, through research and training, of various techniques that use technology as an additional tool of instruction. The use of technology in the classroom simply for the sake of using technology should be avoided. Technology is one of many tools of which teachers should avail themselves.

Personal Attention

The traditional Classical model followed at Redeemer Classical Academy fosters a unique opportunity for students to excel in multiple areas, as well as an excellent opportunity for individualized instruction. Our small class sizes (12-15:1) offer our instructors the opportunity to

know and love every student in a way that will encourage each to live up to his or her own God-given potential and to work cooperatively with others.

DISCIPLINE

Children, obey your parents in the LORD: for this is right . . . and, fathers do not exasperate your children, but bring them up in the nurture and admonition of the LORD - Ephesians 6:1,4.

It is our desire at Redeemer Classical Academy to instruct by word and deed each student to obey his/her parent, as well as demonstrate respect for authority figures. No student is to be disruptive to the process of instruction or mistreat another student. Enforcement is accomplished through a combination of rewards for positive behaviors, balanced with a consistent application of consequences for negative. The ultimate responsibility of discipline a child, however, belongs to the parent.

The ultimate mission of discipline at Redeemer Classical Academy is to foster our students to walk in Christ-likeness and Christ-centeredness; however, a by-product of that mission is to create an atmosphere conducive for our administration, faculty, and staff to prepare our students' minds for leadership and their hearts for service. Successfully implemented and followed, this mission also produces an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as all instructional and private property, so that all members of our RCA family will be allowed to pursue learning without distraction. Redeemer Classical Academy recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus, and helps prepare students for good citizenship in adulthood. Accordingly, students are expected to adhere to the general rules of RCA, as well as those established by each teacher, sponsor, and coach.

Disciplinary Action

Disciplinary consequences will be incurred for behavior including but not limited to, the following:

- direct, willful disobedience
- improper classroom behavior,
- direct and deliberate disobedience,
- disrespect,
- teasing, roughhousing, and/or fighting,
- lying or creating a false impression,
- computer, phone, electronic device misuse,
- abuse/destruction of school/personal/public property, and
- displaying any conduct/behavior/activity deemed unbecoming an RCA student by a teacher, staff member, and/or administrator.

Lower school teachers will establish and communicate a consistent, age-appropriate process for dealing with disciplinary issues.

Upper school teachers use the following system for daily discipline:

T.H.U.M.B. - All students are required to carry a planner; checkmarks for disciplinary issues are recorded in planners with these notations: **T** - tardy to class; **H** - homework missing or incomplete; **U**

- uniform infraction; **M** - missing required materials; **B** - behavior. A checkmark should be initialed by a parent on the day it is received; if it is not, a second checkmark may be issued.

5th - 8th Grades:

Three checkmarks in a week results in a parent contact. If a fourth checkmark is received in the same week, the homeroom teacher will call the parent. If a fifth checkmark is received in the same week, a meeting will be scheduled between the parents and appropriate teacher(s). Consistent checkmarks for the same offense, even if fewer than three per week, or the need for consistent parent contact about disciplinary issues may result in detention. Students are relieved of all checkmarks at each quarter break.

9th-12th Grades:

Three checkmarks in a quarter will result in the student receiving a demerit. A student who receives three demerits in a quarter will serve a detention or other appropriate consequence. Students are relieved of demerits at each quarter break.

A student who is subject to a third detention during one semester will serve, instead of that detention, a one-day, out of school suspension. Students are required to complete and submit all work assigned during the suspension for up to 82% credit. Subsequent suspensions during a single academic year will increase by one day per suspension.

Prohibited Items

Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material will be treated as grounds for immediate expulsion, whether during school or during a school related activity. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

Suspension and Expulsion

For all Redeemer students, the appropriate administrator may suspend any student when, in his/her judgement, circumstances necessitate. Any student who demonstrates a general unwillingness or inability to abide by classroom or RCA rules and expectations is subject to expulsion. After meeting with parents, the student, teachers, and appropriate administrator, administrators and the President of the Board of Directors will decide if expulsion is warranted.

Students expelled from RCA may reapply for admission after one academic semester. Applications will be processed according to current admission standards. Applicants must meet all established criteria. RCA reserves the right to deny admission, re-enrollment, or continued enrollment to any student whose actions demonstrate that his or her admission/enrollment is not in RCA's best interest.

PARENT INVOLVEMENT

Parents are an integral part of Redeemer's foundation and success and are strongly encouraged to be highly involved in both their child's education and the overall operation of Redeemer Classical Academy by volunteering for cleaning duty, observing classrooms, providing transportation, etc.. At this time, RCA sees no need for setting criteria for this involvement, in that we are all committed to making RCA a success!

Parents are welcome to attend assemblies, symposia, visit classrooms, and/or join his/her child for lunch. Parent volunteers are constantly needed for various needs throughout the day-to-day operation of RCA. Because the work of a volunteer is under the supervision of the classroom teacher, the teacher is required to be present. Parents are expected to be supportive of the day-to-day activities, routines, and procedures of each classroom teacher, as well as hold themselves and others accountable for following RCA's behavior expectations. Parents are also an integral part of the financial success and stability of RCA and are expected to assist in various fundraisers, capital campaigns, building funds, etc.

Dances

Redeemer Classical Academy may have dances, socials, and formals as deemed appropriate. Persons wishing to chair/sponsor such activities such make request to the appropriate administrator(s).

Class Size

It is the goal of Redeemer Classical Academy to maintain a class ratio of at least 10:1. Maximum class ratios are

Kindergarten - 2nd grade: 12:1,
3rd grade -12th grade: 15:1.

International Students

At this time, due to our small faculty and limited resources, Redeemer Classical Academy is not able to accept international students residing in the U.S. through host-family/student exchange programs.

Student Withdrawal

Once a student is enrolled in Redeemer Classical Academy, written notice is required to withdraw the student. Parents should indicate the effective date of withdrawal, clearly outline the reason(s) for withdrawal, and send the letter to the attention of the appropriate administrator. Payment of all tuition and fees is unconditional and no portion of the amounts paid or outstanding will be refunded or cancelled in the event of absence, withdrawal, or dismissal for the school. Redeemer Classical Academy will notify the local education agency that the student is no longer enrolled.

Student Records

Transferring student's records will be sent directly to the school when requested by the student's new school. Student records will not be released to the parent. No records shall released until the family's account is paid in full.

Access to records

Student files are kept locked in a fire-resistant cabinet. Only the following Redeemer Classical Academy staff may access a student's file without written permission from the parent: the child's teacher, an administrator, and clerical assistants. Parents may also review their child's file upon request. Files are the property of Redeemer Classical Academy.

Academic Probation

In order to remain in good academic standing, students are required to maintain a quarterly grade point average of 2.0 or higher and must pass all courses for that quarter. If a student falls below

these expectations, he/she will be placed on academic probation for the following quarter. A student conference will be arranged at this time, and parents will be notified in writing of this probation. In the event a student has not risen to a grade point average of 2.0 or higher and if the student has failed 1 or more courses, the appropriate administrator will reevaluate the student's placement at Redeemer Classical Academy. The student, if allowed to remain at Redeemer Classical Academy, will remain on academic probation for the ensuing quarter. Any student placed on academic probation is ineligible to participate any extra/co-curricular activities while on probation.

PSAT/ACT/SAT Tests

Redeemer Classical Academy students may register for college preparedness tests. We will provide students with an ID to assist with test registration. Information concerning tests dates and registration shall be placed on the school's web site and communicated with the appropriate families by the appropriate administrator.

Promotion and Retention

Students who achieve passing credit in all subject areas and skills areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one or more subject areas may be promoted provisionally or may be subject to retention. Final determination of placement for each student will be based on discussions with the child's parents, teachers, and the appropriate administrator.

Grade Advancement

Though this is an extremely rare occurrence, parents, teachers, and the appropriate administrator may determine, based on selected criteria, may advance a student one grade level, as is best for the child's physical, emotional, and academic development.

Textbook Usage

Textbooks are the property of Redeemer Classical Academy and are loaned to students for a portion or entirety of the academic year. Students will be charged a replacement fee equal to the replacement value of book return in a condition that prohibits its use in following years and/or is lost. Students will not be charged for normal wear and tear of textbooks.

Classroom Volunteers

Redeemer Classical Academy strongly encourages and relies on the involvement of volunteers. Because the work of the volunteer is under the supervision of teachers and administration, volunteers are authorized agents of Redeemer Classical Academy and should adhere to all expectations and requirements contained therein. Redeemer Classical Academy's teachers and administration is accountable for the volunteers following the policies, procedures, curriculum, and good judgment required of all RCA employees.

Chapel

Redeemer Classical Academy will gather as a community each Wednesday at 8:05 to worship our Creator and King. Family members are encouraged to attend and participate. Chapel programs are approved by the appropriate administrator

Immunization Requirements

All students entering, attending, and/or transferring to public, private, or parochial schools in Tennessee must provide current immunization records or submit the religious exemption form for the student's records. The State of Tennessee requires that all students entering public school (any grade) for the first time have a complete physical examination by their health care provider and complete the appropriate "blue" or "green" form available from the Rutherford County Health Department. Although the examination and medical forms are not required for private schools, Redeemer Classical Academy strongly suggests their completion and submission.

CALENDAR

Each year's academic calendar will be distributed in enrollment packets, as well as via *The Oak Leaf* newsletter. Additional copies are available upon request.

ACADEMIC POLICIES

ADMISSIONS

Admission into Redeemer Classical Academy is a three-fold process: application, testing, and interview. Because the classical model is created as a linear progressive model that builds each year upon the other and each stage of the trivium rests upon the previous, we require testing to identify potential academic deficiencies. In order to overcome these proficiencies, students entering RCA may be required to attend additional classes up to, but not limited to the repetition on their previous academic year.

ACADEMIC HONESTY

Redeemer Classical Academy seeks to nurture absolute respect for intellectual property. Intentional or unintentional misrepresentation of another's work or ideas as one's own - cheating, copying, and/or plagiarizing - will be treated with the utmost gravity. Students will receive an "F" on the assignment and will be presented to administration for further action.

GRADING

Progress reports are available to students and families during the 5th week of each quarter. Parents receive full report cards every term (9 weeks) regarding their child's academic progress and standing. RCA uses the following grade scales:

1st-6th Grades:

100-92	A
91-83	B
82-74	C
73-70	D
<69	F

7th-12th Grades

100-95	A	4.0	82-80	C+	2.33
94-92	A-	3.67	79-77	C	2.0
91-89	B+	3.33	76-74	C-	1.33
88-86	B	3.0	73-70	D	1.0
85-83	B-	2.66	<69	F	0.0

GRADES

Redeemer Classical Academy semester grades for high school courses are calculated in the following manner: 9 weeks' average = 75%; final exam = 25%, with final grades calculated as each semester counting 50%. It is imperative your child always do his/her best.

EXEMPTION

Seniors may earn exemption from FINAL exams, according to the following:

You are exempt from a class's final exam, if you have

- an A average & less than 4 excused absences, not including approved and documented university visits, or
- a B average & less than 3 excused absences, not including approved and documented university visits.

HOMEWORK/ASSIGNMENTS

Meaningful homework and other academic assignments are an important part of Redeemer Classical Academy's curriculum. Teachers assign appropriate, quality homework. Homework is to be completed before the beginning of the class for which it was assigned, unless assigned over a multiple night period. If a child is spending excessive time working diligently on any given assignment, with the unlikelihood of completion, the parent should help the student find a reasonable stopping point and then attach a note to the teacher to the submitted portion of the homework detailing the amount of time spent. The teacher will accept the completed homework and then contact the parent to discuss the circumstances. This option should not be exercised on a regular basis. Teachers give careful thought and consideration to the type and amount of homework assigned, including extracurricular activities in which his/her students are involved and that of other teachers' assignments. However, we acknowledge sometime our assessments are faulty. In grades 9-12, late assignments are accepted without penalty from students with an excused absence from the date of that assignment.

TESTING

Students in grades 1-8 and in high school as determined by TANAS take a nationally normed standardized test battery each spring. The results of this testing will also be compared to other norm groups for private and classical schools, allowing us a measure of where we are in relation to our instructional goals and where we might best focus efforts of ongoing improvement. Testing will certainly not be the only measure of this, but it is a useful one. High school students are strongly encouraged to take the PSAT and other appropriate tests to help prepare them for taking the ACT and SAT and to open opportunities to them for scholarships and enrichment activities.

COMMUNICATION

Apart from the normal term report cards, teachers are asked to stay in communication with parents regarding the quality of student work. Redeemer Classical Academy's mode of communication is e-mail and *The Oak Leaf* digital newsletter. Please ensure that you list on all appropriate

forms an email account you will regularly check. If you do not begin to receive communication from RCA the first week of school, please contact the office. Parents are invited to call the office during normal school hours and/or make appointments to discuss student work, after school hours. In so doing, parents are kept apprised of their student's progress and work on a consistent basis.

ACADEMIC RECOVERY

Upper classmen at Redeemer Classical have the opportunity to re-take a maximum of two (2) previous courses in which a grade of <C- was earned. Students must obtain the approval of the appropriate administrator in order to re-take any course.

POST-SECONDARY CREDIT

Juniors and seniors are encouraged to complete college courses for both secondary and postsecondary credit. Students must complete the appropriate college/university's application requirements and inform the appropriate administrator. In order to obtain dual credit, students must enroll in an accredited institution, successfully complete said course, and said course(s) must meet the required objectives for upper school graduation.

Though Redeemer Classical has no cooperating arrangement with a college/university, we will gladly work with families in accepting courses from an accredited institution of their choice.

INTEGRATED SERVICE PROGRAM

Meaningful, purposeful, intentional community service and Christian servant-hood will be an integral part of Redeemer Classical Academy's graduation requirements. Such policy and procedure is currently being developed.

Traditional school community service programs often resort to accumulating "hours" that intend to represent, in a quantitative way, an accurate engagement with service. Redeemer's Integrated Service Program concentrates on the qualitative service experience. This is accomplished through four steps: preparatory formation, engaged active experience, post-experience reflection, and future action. In addition, a key aspect of our program focuses on intentional alignment with allied efforts across the school campus in order to maximize effective engagement with service opportunities.

(Roman 12:3, 2 Corinthians 9:11-13, Ephesians 4:12, et al.)

SENIOR THESIS

Senior Thesis is the culmination of the Redeemer Classical Academy Rhetoric stage. Throughout the year, each student will research a topic, utilizing the logic and critical thinking skills they have learned during their time at RCA, and write a 15-18 page paper considering the topic based on a Biblical worldview. After completing the writing

portion of the project, the students will prepare presentations of approximately 25 minutes in length with an additional 10 minute panel defense to immediately follow the presentations. These presentations will be open to the public. Furthermore, in addition to applying their writing, speaking, and logic skills during the senior thesis process, the class will include an apologetics component, focusing on discussing and working through the difficult questions that confront Christianity.

GRADUATION

Redeemer Classical Academy Upper School students follow traditional classical course of study, as previously set forth. These requirements meet and/or exceed the minimum graduation requirements as set forth by the Tennessee Department of Education (T.D.O.E.)

In addition, RCA recognizes the following diploma distinctions:

To receive a *Cum Laude* diploma, a student must:

1. Maintain a ≥ 3.0 GPA
2. Attend RCA at least one full academic year.

To receive a *Magna Cum Laude* diploma, a student must fulfill all requirements of a *Cum Laude* diploma, as well as:

1. Maintain a ≥ 3.5 GPA and a minimum of one (1) of the following:
 - academic/vocal/instrumental competition or performance group or team.
 - an AP exam score of ≥ 3
 - 1 or more college level course successfully completed with ≥ 3.0
2. Attend and/or be a member of one (1) Governor School, All state and/or nation competition in an art or academic discipline.

To receive a *Summa Cum Laude* diploma, a student must fulfill all requirements of a *Magna Cum Laude* diploma, as well as maintain a ≥ 3.8 GPA.

Adaptations of the above criteria will be made for students graduating in 2014, 2015, and 2016, helping them meet RCA's distinctive diplomas requirements.

Graduation ceremonies for seniors are held annually at the end of the second semester. The ceremony includes songs, choral presentations, Scripture readings, a charge from RCA's leadership, and guest speakers. The ceremony is formal, as befits the occasion.

ROUTINES

Redeemer Classical Academy daily emphasizes the best from our student body, promoting self-respect which results in a child's academic accomplishment, proper conduct, and regard for others. When RCA students come to school, they come to do important, rigorous work in a well-structured, caring, Christ-centered environment.

RCA's daily routines support the school's seriousness of purpose. All routines are designed to convey a clear sense of expectation and to demonstrate personal concern for each individual student from the RCA faculty.

OFFICE and CLASS HOURS

Our office is open 7:30 a.m. – 3:30 p.m.

Kindergarten: 8:00 a.m. – 12:00 p.m.

1st – 12th: 8:00 a.m. – 3:00 p.m.

ARRIVAL

All cars must enter campus at the far entrance from Myers Drive. Students are to be dropped off at the main entrance. Cars should exit onto Sulphur Springs Road. Student drivers (motorized and non-motorized) are to park in the middle row of spaces of the parking lot nearest the cottages. Student drivers may directly enter the cottages.

START OF THE DAY

Students are to be dropped-off each day at the office entrance after 7:45 a.m.; **no one is to be on campus earlier than 7:45 a.m., unless in before-school care or other supervised activity.** Students with a driver's license, who meet RCA's criteria, **and** have written permission from parents on file may drive to campus. Vehicles must be parked in the designated parking area(s). Students are to report to 1st period, ready for class, no later than 8:00 a.m. daily. After students are assembled and before class begins, the teacher leads his/her class in the Pledge of Allegiance. Next, a designated person will lead the class in morning prayers, followed by a reading from scripture and/or devotional reading, as assigned by that teacher.

LUNCH

ALL LUNCH DELIVERIES must be made before 11:30 a.m.

Kindergarten students will not be eating lunch unless they remain for after-school care.

Students may bring his/her lunch from home, parents/siblings may bring lunch to students, or students may purchase lunches on days provided. Students are to demonstrate the highest level of Christian behavior, proper etiquette, and table manners, creating and maintaining an atmosphere of order and civility throughout the lunch period. Students are to dispose of all litter and leave the dining area as clean as it was upon their arrival. Parents and other family members are always

welcome to dine with RCA students/faculty, during our scheduled lunch times.

Redeemer's Open Lunch policy for student drivers, grades 11 and 12, is a privilege and should be maintained with greatest care.

SPECIAL ACTIVITY SCHEDULE

Providing opportunities for club activity and special school day experiences is important to the overall development of the student. RCA will provide a weekly activity schedule for 7-12 students to participate extracurricular activities. Some examples include, but are not limited to the following:

1. Fellowship of Christian Athletes
2. Junior Classical League
3. Art Club
4. Debate Team
5. Student Council

OFF-CAMPUS EDUCATIONAL PROGRAMS

Redeemer Classical Academy strives to offer the most hands-on, relevant educational opportunities available. Off-campus educational programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge, experience, and skills. RCA faculty and/or administrators are always included as chaperones on these activities. Whenever students are off-campus on school-sponsored trips/programs, they are subject to and expected to observe all RCA rules, as well behave in such a manner as to model Christ at all times.

END OF THE DAY

Redeemer Classical Academy students meet at a designated location for dismissal. So that we end each day by lifting our hearts and minds to the Lord, dismissal begins with a corporate singing of the Doxology. Following that, students will be dismissed in an orderly, supervised manner from the front office. Students not picked-up by 3:15 p.m. will be taken to after care.

ATTENDANCE

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night. Parents are to report all unplanned absences to the school by phone. Students are not to report their own absences. Students who are dismissed from school early will follow sign-out procedures through the school office or face possible suspension. They will be counted as absent from their remaining classes.

Families may contact the Lower School faculty for missed assignments. Upper School assignments for all missed classes are the responsibility of the student and should be obtained by the student from his/her teacher apart from class time.

Apart from extreme circumstances, ten (10) absences (excused or unexcused) in any given semester will result in the student repeating that semester.

EXCUSED ABSENCES

Any student absence(s) where a parent notifies the school the day of the absence and the student returns to school with an appropriate note stating the reason(s) for said absence the day of his/her return (all absences beyond three (3) per semester will require a doctor's note or court receipt) will be deemed "Excused." All work and/or assignments from such absences may be completed and submitted within three (3) days of the student's return at no penalty.

UNEXCUSED ABSENCES

Any student absence(s) not meeting all the requirements of an "Excused Absence" shall be deemed "Unexcused." Any missed work and/or assignments from these days will be completed **after school**, as scheduled by the instructor. Students may be required to remain after school to complete missed work.

TARDIES

Any student arriving late to school will sign-in through the school office. Teachers are to keep track of each student's tardies to their particular class. Parents are to be notified upon the second tardy. Three (3) tardies to school equates one (1) absence (may be Excused or Unexcused); three (3) tardies to the same class equates to one (1) absence from that class.

PREARRANGED ABSENCES

RCA students and/or parents who know **in advance** that they will miss one or more classes are asked to communicate via written note or email. For absences of three or more days, parents should complete a Prearranged Absence Form, available from the appropriate administrator. The form must be completed by the student, signed by the students' teachers, and submitted to the appropriate administrator for approval. When deemed reasonable, the appropriate administrator will approve absences for college visits, short family trips, and similar occurrences. No requests should be made during examination periods; extended time away from school is strongly discouraged. All missed work and/or assignments are to be completed and submitted within three (3) days of the student's return at no penalty.

SIGN IN/SIGN OUT PROCEDURES

Parents must accompany students signing in after the start of the school day and/or come into the office to sign students out of school after the start of the day. Written (prior e-mail notification accepted) documentation must accompany either/both of these procedures.

EXTRACURRICULAR

All students wishing to participate in any extracurricular activity offered at Redeemer Classical Academy must submit the appropriate and/or required forms/documentation for each activity. Students are not allowed to participate, including off-season athletic practices, if such have not been submitted. The appropriate administrator, in consultation with teachers and coaches, determine which students are eligible to participate on RCA teams, clubs, and organizations. All students deemed eligible are required to abide by the following rules:

1. It is the responsibility of students leaving early and/or missing complete days for participation in said activities/teams to contact their teachers in person to obtain work and/or assignments which will be missed well before their absence and not within class time. Students failing to do so will be held accountable for such, as if present in class.
2. During all competitions and/or extracurricular events students are to abide by all Redeemer Classical Academy's rules and behave in such a manner that brings credit to them models Christ at all times.
3. Students who are absent from school more than half a day on the day of a game (or day before in non-athletic events) will not participate in that game/event, unless prearranged with the coach/sponsor and approved by administration.
4. Practices and/or any preparation for such shall not take place during the academic day.
5. Students are immediately to notify the sponsor/coach of any injury or accident which occurs to them or another student.
6. Students are immediately to notify sponsor/coach of any activity in which they are involved or observe that breaks any RCA rules or discredits the cause of Christ.
7. On days school is closed for inclement weather, games/practices/activities are cancelled.
8. Transportation to/from all games, practices, events is to be school approved by the appropriate administrator one day prior.
9. Practices and/or any preparations for a game/event shall end by 5:00 p.m. on Wednesdays.
10. All RCA uniforms are to be cleaned and returned to the academy within three (3) days of the final game of that season.

MISCELLANEOUS

INFECTIOUS DISEASES

Students and employees who have had a fever or who have been vomiting or diarrhea within the past 24 hours should not come to school. Students and employees who develop these symptoms at school will be sent home immediately. It is the responsibility of the parents and/or employee to inform the appropriate administrator if Redeemer Classical Academy's campus has been exposed to a contagious disease. A doctor's note is required to return to school or work under these circumstances.

MEDICATION

No medication of any kind will be administered without written parental permission on file. When students are required to take prescription medication during the school day, please ask the pharmacists to provide ample, required dosage in a pharmacy labeled and dispensed container specifically for school use. No prescribed medication will be dispensed otherwise. Containers should be hand delivered to the appropriate administrator by the parent. Medications that require immediate, as needed dosing (i.e.: Epi-pens, inhalers, etc.) may be carried by the student with written permission from the parent.

PARTY INVITATIONS

Please be considerate of other's feelings and our small size. Please provide invitations to any event for every class member or invite guests by means not associated with the school.

MESSAGES

Only messages of an emergency nature are delivered to students during classes. All others will be delivered during lunch or that day's closing assembly.

DELIVERIES

Deliveries from any outside vendors are made to the school office and only given to the student(s) during lunch or that day's closing assembly.

FOOD

Students may be allowed to have healthy snacks and/or drinks during class time, as teachers permit. This is a privilege that may be revoked if abused. Energy drinks and sodas are not allowed.

DRIVING

Students must provide the appropriate approvals, and maintain good behavior and meet academic expectations in order to drive a personal vehicle onto school property. Driving your own vehicle to school is a privilege and may be revoked at anytime.

ELECTRONIC EQUIPMENT

Computers are exempt. Except for class use as authorized by the teacher and/or provided by agreement by Redeemer Classical Academy, students are not to bring any type of electronic device to campus.

TELEPHONES

Cell phones are to off and stored, unless such usage is approved by the appropriate administrator.

INCLEMENT WEATHER ANNOUNCEMENTS

Delayed openings and school-day cancellations are generally announced by 6:30 a.m. on WKRN (Channel 2), WTVF (Channel 5), WSMV (Channel 4), and WTVF (Fox). Parents and students are requested not to call RCA's office or RCA personnel for this information. We will follow Rutherford County Schools closings.

VISITORS

All visitors, including parents, must report to the school office prior to entering any instructional area of RCA campus. Former students and guests must have prior approval from the appropriate administrator in order to visit during the school day. Parents are free to make unannounced visits whenever. All visitors will be logged in/out and must wear the appropriate identification at all times. No family pets are allowed on campus during the academic day.

OFF CAMPUS LUNCH

Juniors and Seniors with a Reading Hours before or after Redeemer's lunch schedule and who maintain a B+ average in all classes are free to eat lunch off campus. This privilege will be reviewed quarterly per student, and families must have a current "Off Campus" form on file with the appropriate administrator.

DRUG, TOBACCO, & FIRE ARM POLICY

Redeemer Classical Academy will strive to maintain a safe and secure environment for our students, faculty, staff, and visitors. No drugs, alcohol, tobacco, or fire arms are permitted on campus or during any school sponsored event. Students and/or staff may access their personal fire arms appropriate for trap shooting competition and practice.

EMERGENCY EVACUATION & DRILLS

When the announcement is made or the alarm sounds, students are to exit their classrooms quickly, quietly, and in an organized manner. The last person exiting the room should turn out the lights and close the door. Students are to remain quiet until the teacher gives permission to talk quietly. Fire and tornado evacuation procedures are posted in each room. We will have regularly scheduled

and unannounced fire, tornado, and emergency evacuation drills throughout the year. Each class is assigned an appropriate location for each drill, and students are to adhere to his/her teacher's directions - without question.

CAMPUS PRESENCE

We are to behave at all time with the respect and appreciation that befits the interaction between believers, from our class changes and our use of cafeteria areas to our use of any/all athletic/P.E. activity areas. God has allowed us the use of His property, and our stewardship of it should glorify Him and express our appreciation of such.

DRESS CODE

Redeemer Classical Academy dress code is intended to create a learning environment free from all external distractions while allowing students a modicum of selection freedom and creating within each student a feeling of being a part of a Christ-centered classical campus.

School Colors: dark green (RGB: 0, 130, 112) and old gold (RGB: 174, 155, 60)

School plaid: Land's End **White Plaid**

For all:

- khaki or black pants, shorts, skorts, skirts.
- zip up or pull over sweatshirts in evergreen or grey ("pewter heather") with the school logo
- black or evergreen fleece (half- or full-zip or vest) with logo
- sweaters (cardigan, pull over or vests) in evergreen, black, or white
- white, yellow or chambray blue button-down dress shirts on chapel days
- young men are to wear ties on chapel days (9th-12th grade must wear blazers on chapel days, as well)
- dress shoes on chapel days

CASUAL FRIDAYS:

- jeans (no holes, frays, must be hemmed)
- RCA shirt (polo/tee)

For all girls:

- skirts, jumper, or skorts
- RCA plaid skirt or jumper on chapel days
- skorts for chapel must look like a skirt all the way around and be in RCA plaid
- polo colors - white, evergreen, maize, cobalt blue, monogrammed with logo
- Lands' End uniform polo dress in evergreen, with monogram

For grades 7-8:

- polo colors as above, with the addition of grey, heather grey, and black, monogrammed with logo
- grey cardigan sweaters

For grades 9-12:

- polo colors as listed for middle school, with the addition of orange spice, but without monogramming
- evergreen blazer with crest for chapel
- khaki, black, or grey pants, shorts, skorts, skirts

Accessories:

- belts are to worn if the garment has belt loops; belts should match and/or blend with the uniform.
- no flip flops
- all accessories should be worn in such a way as **NOT** to distract from the school uniform

Appearance:

- piercings must be discrete, tasteful, and not be a distraction for anyone and will be assessed on an individual basis
- neatly groomed facial hair for young men
- hair must be of a naturally occurring color
- overall neat appearance

Jewelry:

- simple bracelets, earrings, necklaces, rings, & watches (without alarms, calculators, or mini-computers) are allowed
- all jewelry must be removed when participating in PE classes and sports or as directed to do so

Physical Education:

- P.E. students in grades 5 and up should bring appropriate clothing to change into for PE.

Field Trip Attire:

- When appropriate, Redeemer encourages chapel attire for field trips. However, faculty will determine suitable field trip attire for each outing and communicate it to students and parents.

AFFIRMATION, PERMISSIONS, AND CONTACT INFORMATION

student printed name

I, _____, have read, understand, support, affirm, and agree that
student signature

I will abide by the rules, policies, and statements set forth in the Redeemer Classical Academy Student Handbook.

(Mother)

I, _____ / _____, have read,
parent printed name parent signature

understand, support, affirm, and agree that my child will abide by the rules, policies, and statements set forth in the Redeemer Classical Academy Student Handbook.

(Father)

I, _____ / _____, have read,
parent printed name parent signature

understand, support, affirm, and agree that my child will abide by the rules, policies, and statements set forth in the Redeemer Classical Academy Student Handbook.

Parent Contact

PLEASE print clearly

The email address you use:

Mom: _____ Dad: _____

Mailing Address:

Mom: _____ Dad: _____

Best number to contact you:

Mom: _____ Dad: _____