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STUDENT/PARENT'S HANDBOOK

"MAKING A DIFFERENCE IN THE EDUCATION OF FUTURE LEADERS"

Revised: May 2023



From the Administrator's Desk
Pastor Carmen Melendez & Edwin Ramirez

**“Welcome”
To
Reborn Christian Academy**

We are pleased that you are a part of our Christian school family. It is our desire to assist you in your endeavors toward academic excellence and educational advancement. Simply stated, as a staff, we will do all that is possible to give you our best and make your learning experience a success. However, our greatest desire for you reaches far beyond academics alone. We are a Christian school, and as such, we are committed to Christian values and standards. We long for you to know Jesus Christ personally, and upon graduation, leave Reborn Christian Academy with a heart for God.

As we look back, we give thanks to God for all the blessings He has bestowed on Reborn Christian Academy. As we look forward, we see God moving in extraordinary ways to build the ministry of Reborn Christian Academy. What blesses us the most is working with the wonderful parents, and outstanding faculty and staff as they inspire students to discover and excel with their God-given talents and gifts? The students at RCA are truly God's masterpiece. Our desire is that everything we do at RCA will be for God's glory as we prepare our children to impact the world for Christ.

Proverbs 20:18 states, “Where there is no vision, the people perish.” It is most exciting to be a part of a committed plan that has an eye on the next generation...

If your vision is for a year, plant wheat.
If your vision is for ten years, plant trees.
If your vision is for a lifetime, plant people.

We are in the ministry of planting people and changing lives for eternity.



From the Principal's Desk
Carmen Valentin
Reborn Christian Academy

Dear Parents and Students,

Thank you for choosing Reborn Christian Academy, it's a pleasure to have your child in our school. Attached is the RCA parents/student handbook that has been prepared to help you with important information and requirements to empower you to make this a very successful, positive, and rewarding experience for your student.

Research shows that parents who are involved in their children's academic setting are more successful in school. Parents will be able to partake in school curriculum and activities in a timely manner within the scholar year. We are evermore committed to providing the best education possible to our students, as well as good communication between parents, students and teachers which are the key to promoting a strong educational environment.

We welcome you to Reborn Christian Academy and to our wonderful professional learning community.

Here's to a GREAT school year!

MISSION STATEMENT

The mission of Reborn Christian Academy is to educate students with the transforming truth of Christ, inspiring academic excellence, Godly character, and integrity in life pursuits.

SCHOOL MOTTO

“Faith, Education and Discipline

STATEMENT OF FAITH

We Believe...

The Bible is the only infallible and authoritative word of God.

There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

In the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and his personal future return to this earth in power and glory.

In the blessed hope which is the Rapture of the Church at Christ’s coming.

That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

In the redemptive work of Christ on the cross provides healing of the human body, in answer to believing in Prayer.

That the Baptism of the Holy Spirit is available to all believers (Acts 2:4).

In the sanctifying power of the Holy Spirit by who’s indwelling the Christian is enabled to live a holy life.

In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

STATEMENT OF NON-DISCRIMINATION

Reborn Christian Academy admits students of any race, color, and national or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate based on race, color, or national or ethnic origin in administration of its educational policies, admission policies, or athletic and other administered programs.

PHILOSOPHY STATEMENT

Reborn Christian Academy holds a Christian Theistic World View whereby God is the source of all life and truth. Thus, we educate toward God to know more about His creation. We believe children should be taught to understand, interpret, and analyze facts of the academic subjects from a biblical perspective thus giving students the added dimension of the realization of God in all of life. In short, concentrated study in the academic disciplines is a means of learning more concerning the wisdom and love of God.

Reborn Christian Academy is committed to training students to become members of society. In fact, we are not in existence for the purpose of isolating our students. On the contrary, we exist to prepare them to make a mark on society. To do so, we ascribe to the whole man concept of education whereby students are educated academically, spiritually, physically, and socially. We have a responsibility toward excellence, excellence in practice and in expectations for the individual student.

To effectively educate toward a Christian Theistic World View, we believe that all personnel should be ever conscious that they are role models for students as Christ was a role model to all. Additionally, personnel should therefore attempt to conduct themselves as “workman who needed not be ashamed, rightly dividing the word of truth” (2 Timothy 2:15). Thus, school personnel should recognize the Holy Spirit as The Great Teacher and realize His movement and guidance in all aspects of education (John 14:26). Christian educators have the commission to lead each student into a personal relationship with Jesus Christ (2 Cor. 5:18-21). Therefore, the nature of the child, the way learning occurs, the measure of authority and the use of correction or discipline are related to Scripture. In other words, the Holy Scriptures are the foundation of our school. Reborn Christian Academy realizes that “all scripture... is profitable for correction... that the man of God be perfect...” (2 Tim. 3:16-17).

Reborn Christian Academy views itself as an extension of the home and church. We believe the parent has the ultimate responsibility for providing an education for the child with parents entrusting the expertise of instruction to the school. The desired goal is a partnership of the home, church, and school as it regards the educational process of the child.

IMPLICATIONS OF THE PHILOSOPHY

I. For the Spiritual and Moral Growth of the student, the school seeks:

1. To teach the Bible as God’s inspired Word and to develop attitudes of love and respect toward it.
2. To teach the basic doctrines of the Bible.
3. To lead the pupil to a decision of confessing Christ as Savior and Lord.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip the student to carry out the will of God daily.
6. To teach and encourage the use of good study habits.
7. To teach the student how to do independent research and to reason logically.
8. To motivate the student to pursue independent study in areas of personal interest.
9. To develop creative and critical thinking and proper use of Biblical criteria for evaluation.

10. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
11. To discuss current affairs in all fields and relate them to God's plan for man.
12. To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

II. Working with the homes from which the students come, the school desires:

1. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
2. To help the parents to understand the school's purpose and program.
3. To aid families in Christian growth and to help them develop Christ-centered homes.
4. To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
5. To encourage regular attendance and involvement in a Christian Church.

III The God Given Responsibility and Accountability for our children.

The authority for the school is derived from God's command to teach children to place Jesus Christ first in their lives. This task is basically a parental one. Parents have been given full authority and responsibility by God to educate their children in the truth.

Such a command is to be stringently obeyed and any failure of the parent to provide such an education constitutes sin on their part. At the parent's request, the Christian school and the church become partners with the parents in this education.

The only real authority the school possesses is a derivative one whereby the parent allows the school to teach Christianity in his/her stead. Yet the responsibility fully remains the parents under God. Thus, it behooves the parent to diligently discern if the school is faithfully educating in the Truth.

IV The Christian World and Life View.

The whole process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him/her and to train him/her in Godly living so that he/she can fulfill God's total purpose for his/her life personally and vocationally.

PARENTS PARTNERSHIP AGREEMENT

Reborn Christian Academy is committed to providing the most effective and Christ centered educational experience for each student. Our mission is to educate students with the transforming truth of Christ, inspiring academic excellence, Godly character, and integrity in life pursuits. To successfully fulfill this commitment, it is critical that the school and the parent/guardian work as a team. It is for this reason that the school asks that the parents/guardian to support the school's effort by agreeing to the following:

- Agree to uphold and support the high academic standard of the school by providing a place at home for my student to study and giving my student encouragement in the completion of any homework or assignments.
- Encourage your child to take responsibility for their actions and efforts and appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. I hereby agree to support all regulations of the school in the applicant's behalf and authorize this school to employ discipline as it deems wise and expedient for the training of my student and support the efforts of the faculty by providing trust and respect for the teacher's authority.
- Support school-sponsored activities and programs with your family's attendance and absolve the school from liability to me or my student because of any injury to my student at school or during any school activity.
- I hereby pledge to pay my financial obligations to the school on the date due and understand that it may be necessary to withdraw my student if proper arrangements are not made on a past due account.
- I understand that the school reserves the right to dismiss any student who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
- Pray regularly for God's guidance to aid our school and us in this Kingdom's work.
- We also have read and understood the Parent/Student handbook. We also agree to apply the principles of Matthew 18:15-17 in any circumstance that may arise.

Together, we can fulfill our mission to “train up each child in the ways of the Lord one step at a time”.

ADMISSION REQUIREMENTS AND PROCEDURES

Enrollments for Admissions each year are as follows, applications of present students are considered first, then those of children who have siblings enrolled, and finally those who are new to the school. Open enrollment will be available late March and provided spaces are available.

Reborn Christian Academy reserves the right to refuse enrollment, or re-enrollment, of students who do not meet spiritual, educational, and behavioral standards as deemed by the administration.

It is a privilege to attend Reborn Christian Academy, not a right. Proper Christian conduct is expected of students, faculty, and parents.

1. School registration forms must be completed and returned to the school office with all the required documents.
2. Required Documents: ***Birth Certificate, Physical and Immunization Forms (680), Parent Identification, Proof of Residence and Official School Transcripts for grades 9th-12th.***

(Up-to-date student health records, which include a Florida Physical and a completed Florida Certification of Immunization, Department of health Form 680, may be obtained through your physician or the Florida Department of Health.)

(Students can't start the school year if the immunizations record is not complete it. If the student file is missing the 680 form or is not updated the student may be suspended.)

3. Parents must provide the scholarship awarded letter or the first payment for private tuition students before August 1st.
4. All students who will be new enrollment for the first time will have to pay a nonrefundable **\$100.00 for holding fee**. Every school calendar year the parents are responsible to pay the re-enrollment nonrefundable fee of **\$50.00 per student**. No exceptions
5. **The parent will be responsible for approving the scholarship payment each quarter within the first 7 days of the notice that it is available to do it. If you do NOT approve during that period, you will receive an invoice from the school for the amount that you must pay out of pocket as a private payment.** If neither of the two is received within 10 days, the administration must make a drastic decision either to suspend the student's services or to give an administrative withdrawal for failure to comply with the established regulations.

WITHDRAWAL FROM SCHOOL

Parents must notify the school and fill out the withdraw form. Books and tablets belonging to the school must be turned in to the Main Office before the form is completed. *Please note that if a student is withdrawn before the end of the 10-month school year there is a \$200.00 penalty for regular students. For student athlete the fee is \$750.00 No records will be forwarded until all financial obligations to the school have been fulfilled.* Please Keep in mind that every request takes from 24 to 72 hours to be worked on and completed.

ADMINISTRATIVE WITHDRAWAL

Procedure determined by the board of the school with approval and support from the educational scholarships that our academy receives, withdrawal is effective immediately. These regulations are made in consideration of one, or several reasons that are describe below:

- * Disciplinary action
- * Use and abuse of controlled substances, alcoholic beverages and / or smoking.
- * School safety
- * Negligence on the part of parents or guardians
- * Accommodations
- * Admission rights
- * And another reason is that the administration determines the cause for the administrative withdrawal.

RULES

Part of our education is learning to respect authority and to observe rules with a positive attitude. As a Christian school the teachers, staff and administration have a responsibility to God and parents to build good

citizenship in each student. Good citizens are trustworthy, obedient to laws, and considerate to others. Therefore, we have designed the following rules and high expectations for our students. During devotions, prayer, Bible class, or chapel, students are expected to maintain an attitude of reverence.

- ✓ **Walk to and from classes.**
- ✓ **Keep your hands to yourself.** This includes playing with or picking at another student and social familiarity with the opposite sex. **No physical contact is permitted (PDA/ hugging, kissing, and fighting).** Under any circumstances is unacceptable.
- ✓ **Students are expected to show respect and submission to teachers, staff, and administration.** Therefore, do not mock, mimic, or talk back to those in authority, write or pass notes, talk in class, or study another subject without permission. Inappropriate or demeaning language (or profanity) will not be tolerated and is punishable with a special assignment and detention.
- ✓ **Always show respect for property belonging to others.** Therefore, do not steal or destroy things that do not belong to you. This includes school/ church property. **(Payment for damages may be added to the student's account.)**
- ✓ **Students are not allowed to bring radios, CD players, tape recorders, Apple Watch, MP3, iPod, video games, or toys to school without permission from the administration. Cell phones will be collected at the begging of school and returned at the end of the school day. School is not responsible for any damage.**
- ✓ **Students are not to leave the school grounds once they arrive unless accompanied by a parent/guardian. Parents must sign out the student at the school office.**
- ✓ **Students are not allowed to eat, drink or chew gum in class or hallways unless during activity or event or only the teacher authorization. This is included in CHAPEL SERVICES.**

CHEATING is completely unacceptable in any form. A student guilty of cheating is guilty of lying and stealing and will receive a “0” on the work. Parents and administration will be notified, and further disciplinary action may follow. A second offense may result in suspension or expulsion from school.

PLAGIARISM/DISHONESTY– The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Not telling the truth. **Reborn Christian Academy** certainly have the authority to punish plagiarists in various ways, including expulsion from the academy or revoking a credit earned in part by plagiarism. But plagiarism is also a **LEGAL** issue.

Students who show insufficient interest in maintaining these standards, or who are disruptive in our efforts to maintain our Christian philosophy, may lose the privilege of attending RCA. The administration may suspend a student depending on the nature and the severity of the situation. **Any type of fighting will result in an automatic 2-day suspension. A student referred for suspension more than once may be expelled.** The administration, at their discretion, may expel a student when deemed necessary. These rules are not all inclusive and other specific rules may be given. All these rules are expected to be followed with the appropriate attitude.

DISCIPLINE

Discipline is defined as training that develops self-control, orderliness, and efficiency. The 12th chapter of Hebrews declares the need for proper, loved-based teaching of discipline. If accepted properly, discipline yields “the peaceful fruit of righteousness.” RCA incorporates many disciplinary methods including parent conferences, calls to parents, office referrals, after school detention, suspension, and expulsion. A cooperative spirit between home and school is an important prerequisite for student growth.

Suspension: Parents of students who have been suspended from school are urged to cooperate with the school in making this correction period beneficial to both the student and the school, **it is not a vacation.** When suspended from school, they may be placed on Disciplinary Probation. Disciplinary Probation will carry the same penalty as Academic Probation: That is, no participation in school public performances, and unexcused absences which result in Zeros (0’s) for any quizzes, tests, or graded homework each day of suspension. A suspension is a drastic measure taken to let the student and his parents know that he or she is on the verge of dismissal unless a positive and consistent change in behavior is seen.

Expulsion: When all other methods of correction (counseling, notes to parents, conferences, suspension, etc.) have been exhausted, the administration may take the last step in helping an individual. When the administration feels that there is no significant progress in the behavior of a suspended individual, the last resort will be expulsion, unless specified by the administration. Students not in harmony with the rules and policies of the school **will be dismissed.** *REBORN CHRISTIAN ACADEMY* does abide by a zero-tolerance policy regarding any form of violence. Any student found to have committed an offense may be dismissed.

Disrespect Defined: To teach our students the proper way to handle themselves and control reactions, we need to define disrespect (which includes talking back). When a teacher is administering a discipline, the student is not to speak without permission (this includes interrupting the teacher to make a “defense,” example: but I didn’t...) The student will be given an opportunity to voice his view of what happened, but not in front of the entire class. Disrespect would include rolling the eyes, slamming books, turning the back, and other verbal and non-verbal reactions.

Teachers are given the primary responsibility for the handling of discipline problems that arise in the classroom. The teachers look for ways to praise students and take a positive approach to discipline by emphasizing what is right and acceptable behavior. Christian love is at the heart of all our discipline. Correction and chastening are essentials for balanced love. Firmness minus love becomes harshness, whereas love without firmness is sentimentality. However, specific acts of defiance, placing another student in physical jeopardy or harm, fighting, malicious destruction of school property, irreverence for God’s Word or the flags, or blatant disrespect toward teachers and staff will not be tolerated. Disciplinary action might include counseling, privilege revocation, detention, parent conferences, Suspension, administrative conferences, expulsion, etc., and would be at the discretion of the administration.

Discipline notices will be sent home for any of the above-listed violations. The greatest aid to consistent, corrective discipline is good communication and cooperation between home and school. Every attempt is made to follow up a discipline experience with a positive experience of praise or commendation of good behavior and action.

COMMUNICATION BETWEEN SCHOOL & HOME

The school utilizes a variety of methods to communicate with parents concerning student progress and school activities. Methods of communication include the following:

- ✓ Student agenda

- ✓ Newsletters
- ✓ Monthly calendars
- ✓ Special Memos and Letters to Parents
- ✓ Special Mail-Outs
- ✓ Telephone Conferences
- ✓ Teacher's corporate
- ✓ Emails
- ✓ Personal Conferences (initiated by either the home or the school)
- ✓ Progress Reports (issued during grading periods)
- ✓ Report Cards
- ✓ Message board in lobby of the school office
- ✓ Our school website is www.rebornacademy.org or Quick school.

At various times throughout the school year, students will be bringing home notices about behavior. Parents are requested to give priority attention to any notice that is brought home. If it requires a parent's signature, the parents ask to sign the notice and have it returned to the school office or the teacher the next regular school day (or by the date indicated). All notes personal nature sent from home should be placed in a sealed envelope. Look for notices daily in the Student Agenda.

ATTENDANCE

All students are expected to be in attendance every day. If you are sick and not attending school on a particular day, a note from a parent/guardian **must be send to rcakissimmee@rebornacademy.org. No Call or written notes will be accepted.**

Excused Absence (Illness with a Doctor's Note, injury to student, or death of an immediate family member) —After three (3) days of excused absences, a doctor's note, court note, etc. will be required for each excused absence thereafter. If a note is not provided upon return, the absence is unexcused.

Unexcused Absence (Absences that are not excused)—Expulsion reinstatement or loss of privilege to attend RCA, pending an expulsion hearing, may result after the accumulation of three (3) days of unexcused absences.

Tardiness to School—Three (3) unexcused tardiest will equal one unexcused absence.

After 8:15 am is considered late and the parents must come into the lobby and sign the student.

Early Dismissal—Parents must come into the lobby and sign out the student in the administration office before leaving the campus. Individuals picking up students will be required to show identification and must be on the student's information procedure sheet. Students will not be allowed to walk to appointments or to the Lynx bus stop without written permission from the parents. Pre-arranged Excused Absences (Formerly Permitted Absences)

Pick-up- To ensure student safety **all early release students** must be picked on or before **1:30 PM**

Monday, Tuesday, and Thursday and Fridays on Wednesday or before 12:30 pm.

From 1:45 pm till 2:45 pm the receptionist at the front desk will not attend calls and visits are not allowed in the reception area (lobby) during this period of time due to dismissal.

Pre-Arranged Absence— Extended absence requests should be submitted on a Request Leave of Absence Form available in the office and approved in advance by the administration.

“Pre-arranged Excused” may be approved by the principal for absences which are excused but are being planned for in advance. Excused absences are outlined in the Student Code of Conduct. The principal shall have the final authority to grant “pre-arranged excused” absences.

Situations warranting a “Pre-arranged excused” absence shall be for any absence which would be considered “excused”. Supporting documentation will be required. Students who have a “Pre-arranged excused absence” will not be eligible for Perfect Attendance.

Approved pre-arranged excused absences may not exceed 5 days. Students not returning from pre-arranged excused absences **within 7 days may be withdrawn for non-attendance.**

Arrangements for make-up work shall be made in advance with the instructor of each class. **The student is responsible for the completion of all work.** The timeline for receiving the student’s work will not exceed twice the number of days of attendance to receive credit. Non-excused pre-arranged absences considered “accounted for unexcused” may not be eligible for credit for make-up work.

Absences for Religious Reasons

To qualify for an excused absence for a religious holiday, the parent or guardian of the student is required to provide a statement on letterhead of the religious organization verifying that the student is a member of, or practices and observes the tenets of, an established religious group, church, or denomination. This statement must be provided prior to the request for a religious holiday absence. Requests for religious holidays must be received no later than one (1) week prior to the holiday.

Religious holidays, qualifying as excused absences include observation (services, etc.) and days on which the tenets of a students’ religion forbid secular activity during the school day or a portion thereof.

Change of Address— Any change in the student’s home address, home phone number or parent/guardian daytime contact information must be immediately reported to the school. It is necessary for your parent/guardian to obtain authorization to make the change through Student Services and come to the school to sign a change of address form. **Please allow 72 hours for student request forms to be completed.** **Transportation** is a service that is requested at the beginning of the school year and is granted on a first come first service basis and is given according to the availability and capacity of each bus. If you move and change address keep in mind that it is possible that you can lose the transportation privilege due to the limited space.

ACHIEVEMENT

Reborn Christian Academy will provide core academic courses similar to the ones offered at your home zoned school site. High school students will receive credit for classes completed in a satisfactory manner. As part of your contract, you are to maintain passing grades in all subjects. Grades are reviewed based on a one nine (9) week grading period. Violators will be at risk of expulsion reinstatement:

- An accumulated numerical grade point average of “C” must be earned.

ATTITUDE

A positive attitude (good feelings or thoughts about self and others) will make this a memorable school year. Zero tolerance will be used for any violations that mandate an out-of-school suspension.

ACCOUNTABILITY

Everyone is responsible for their actions, failures, and successes. By implementing strict and consistent procedures, students are aware of the expectations and the consequences involved when they are not met. You will be held accountable for your grades, attitude, dress, and success at Reborn Christian Academy.

STUDENT PROGRESS

GRADING

The grading scale for the 2023-2024 school year:

A	B	C	D	F
100-90	89-80	79-70	69-60	59-0

ESE STUDENT GRADING SCALE: (Specific Diagnostics)

A	B	C	N
75-65	65-55	55-45	Need to improve

PROGRESS REPORT/REPORT CARDS

Stay in touch with your child’s progress. Report cards will be issued at the end of each nine- week period. **You will have access to the Quick school system.** Progress reports will be issued halfway through the nine-week period. This report is to inform the parents of any difficulty the student may be having in a subject. Through contacting the parent, both the parent and teacher can work together with the student to ensure satisfactory academic progress. *To receive any report cards during the school year, any pending dues must be paid in full.*

PARENT CONFERENCES

Parents may request PTC **submitting the PTC meeting request form**, for conferences with teachers, counselors, or administration. You can find the form on rebornacademy.org or on Quick school in the forms area. Any member of the faculty is available for conferences with parents by appointment from **2:30 p.m. to 3:15 p.m** Tuesday, and Thursdays only. Please allow 24-72 hours for the PTC to be schedule.



GENERAL OPERATING RULES

BUS

Transportation will be provided to students attending Reborn Christian Academy for a reasonable cost. Administration arranges the time and location of student pick-up and drop-off after the request for services is transmitted. Special arrangements may be requested with a consent note from parents and approval by an Administrator. **All students need to follow bus rules. If the student does not comply with the rules, services will be suspended.** Transportation is a service that is requested at the beginning of the school year and is granted on a first come first service basis and is given according to the availability and capacity of each bus.

SCHOOL NUTRITION SERVICES:

RCA offer breakfast and lunch at a low cost. For prices, please call the school's main office for more information.

HEALTH SERVICES

Health Services provides coordinated school-based nursing services for students to promote school attendance and enhance academic achievement. The registered nurses initiate plans of care and coordinate any necessary medical accommodations. Health Services collaborates with the Department of Health to review immunizations and medical records.

A health information card must be filled out for each student. Any student requiring prescription medicine at school the parent must complete a medication form available at the main office. The medicine must be in the original container from the pharmacy with the student's name on it. Students may not take medicine prescribed for another person. If an over-the-counter medication is needed, it must be turned into the front office with the medication form filled out by the parent or guardian. It will then be dispensed as indicated. Students are not allowed by any chance to carry any medication.

SCHOOL GROUNDS

- ✚ All students will be searched and/or scanned with a metal detector upon arrival. Cell phones would be taken away from students. Students without uniform will be send to main office to be pick up by their parents.
- ✚ Unsupervised students should not be on school grounds prior to 6:30 a.m. or after 2:30 p.m. (1:30 p.m. on Wednesday.) unless you are participating in the extended hour program.
- ✚ **ALL STUDENTS DROP OFF BEFORE 7:45 AM**
ELEMENTARY AND MIDDLE SCHOOL MUST BE GO DIRECTLY TO THE CHAPEL.
HIGH SCHOOL STUDENTS MUST GO DIRECTLY TO THE CAFETERIA.

STUDENT TELEPHONE USE

Reborn Christian Academy has a NO cell phone policy. In an emergency a student may be granted the use to a school phone under the supervision of a Reborn Christian Academy Staff as granted by the Administrator. Although, if your child brings their cell phone, we will take the cell phones when security scan your child in the morning and return at the end of the school day. For elementary students, they will turn in to their teachers.

NOTE: If any student is found with the cell phone and does not turn in when required, the cell phone will be confiscated and will only be given to the parent after a meeting with Administration. If it get lost RCA will NOT be responsible of any lost item.

PERSONAL BELONGINGS

Students are not allowed to bring personal items to school. **RCA IS NOT RESPONSIBLE FOR LOST ITEMS.**

Unauthorized items found during routine searches will be confiscated and held for a period of two weeks. Any other unauthorized items confiscated during school hours will be held until the end of the school year. Items confiscated will only be released to a parent/guardian, with proper ID and they must sign a release verification form. Pick up dates will be Monday and Wednesday, only between 2:30 am till 3:00 pm. Items not picked up by May 15, will be donated.

VISITORS

All visitors must sign in using the School Check-In System and always wear the blue visitors' badge. Visitor will be scan and check in the security point. Visitors will not be allowed on school property without the permission of the principal or administration. Visitors are not allowed to enter to the school premises carrying a gun or any other weapon. All school tours will be only by appointment after 2:30 pm.

BULLYING

Florida Statue 1006.147- "Jeffrey Johnston Stand Up for All Students Act" – signed on June 10, 2008, states that bullying or harassment of any student or employee of a K-12 educational institution is prohibited. If/When a student feels he or she is being bullied; contact the school designee.



DRESS CODE POLICY: The school code policy is designed to help us all provide a consistent professional and academic appearance which reflects ourselves and the school. The goal is to be sure that we maintain a positive appearance and to always represent our school. It will help differentiate staff, students, from visitors or any other body.

- ✓ All students must wear black pants (no denim, cargo pants, skinny leg pants, sweats: not too tight or too loose to body, boxers, joggers, no sagging exposing underwear is allowed)
- ✓ Only collar polo shirts with school logo and color according to the grade level.

- ✓ Shirts must always be tucked in (Only black or white undershirts may be worn. Long sleeves or sweatshirts must be solid black or white).
- ✓ Jackets (solid navy blue and black with School **LOGO**) may be worn during cold weather but must be removed indoors. (**No hoodies**)
- ✓ Students (girls) may NOT wear shorts, spandex type pants or leggings pants unless are under the skirts.
- ✓ Students can wear solid navy-blue shorts with the school logo **for physical education only**.
- ✓ Black belts with pants with belt loops. (Woven and braided belts, oversized belt buckles, and belts with studs are not acceptable.) No cut-off belt loops.
- ✓ All shoes should be black with no color designs or stripes. White or solid black socks are allowed. Socks with any color, design, stripes, or pattern are NOT allowed.
- ✓ No hats, bandanas, headbands, towels or sunglasses and headgear unless approved by Administration or medical excuse.
- ✓ No piercing rings or body jewelry. No spacers or spike earrings (**e.g., body, facial, uncommon ear piercing**) only one piercing earring, hoops styles may be no larger than a quarter.
- ✓ No wallet chains, or large and/or multiple rings may be worn on the hand. (One ring per hand.) for the safety of our students.
- ✓ Eyebrows cannot have cuts or markings. One tone of color hair. No bright colors (yellow, green, purple, etc.)
- ✓ Any religious garments are allowed but are subject to the school dress code.
- ✓ On Casual day no jean with any type of ripped are permitted
- ✓ Body tattoos **MUST** be covered by the student prior to arriving on campus (**cover by using long sleeves, bandages, or band- aids**) **SCHOOL WILL NOT PROVIDE WITH ANY SORT OF BANDAGES TO COVER THE TATTOO.**

DRESS CODE VIOLATIONS: Students in violation of the dress code will have to take responsibility and accept the following consequence:

- Parent must come and pick up the student, with no exceptions. Student is responsible for missing work.

If the dress code violation persists, the administration will solicit a parental meeting to discuss an alternative resolution.

PARKING LOT SAFETY

We at RCA take your child's safety very seriously. We therefore ask that parents comply with the following procedures.

- ✓ Vehicles are not allowed to stop behind parked cars.
- ✓ A student must be accompanied by an adult when walking across the parking lot.
- ✓ Vehicles will not be left with the engine running unattended.

Students driving their own cars will have designated areas until 8:05 am. After that time will have to park outside of campus. The student must bring the car registration and Driver License to keep in records.

STUDENT TESTING

All students are tested each year during the fourth quarter using a national test. The results help teachers and administrators determine individual and school curriculum strengths and weaknesses. Parents are given the result of these tests at the end of the school year along with the report card. Other tests will be administrated during the school year.

BIBLE/CHAPEL

Bible study is recognized at Reborn Christian Academy as of fundamental importance and is a required subject for all grades. Knowledge of the Bible is one of the greatest educational assets a person can have, in addition to moral and spiritual values resulting from the study. Chapel is held weekly and is a mandatory attendance.

COMPLAINT PROCEDURES

There are legitimate ways to handle any problem that may arise during the school year. RCA encourages each parent to respect the staff members. The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and school; therefore, special mention is made of the best method for dealing with problems and/or complaints. Please read the following guidelines:

1. When a problem occurs between parent and teacher, the parent must first take the problem to the teacher. This can normally be handled by a telephone call, note, or e-mail.
2. If a conference is needed with the teacher, the parent must fill out the request form.
3. Should the problem still not be worked out, a conference with the parents, teacher, and administration may be necessary at this time.

Some do and don'ts:

- ✓ **Do not** try to talk to the teacher during school hours 8:00 am- 2:30 pm, whether by phone or in person
- ✓ **Do not** delay teachers at the beginning or end of the day when they have specific duties for which they are responsible.

- ✓ **Do not** discuss problems with other parents or teachers; this is counterproductive to the educational process.
- ✓ Parents must fill out the Parent / Teacher Conference form to meet with their child teacher and or the principal.

WEATHER

To ensure the safety of our students, teachers, staff and administration, RCA Christian Academy's closure and reopening for our school will be announced on Osceola EBS. Stay informed about potentially serious situations, such as inclement weather. Monitor local media when serious conditions arise at school or in the community that might result in school evacuation, early dismissal, or school closing. We will always be following the Osceola School District protocol.

DELAYED DISMISSAL AND EMERGENCY SCHOOL CLOSINGS

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period. The decision to close schools or alter opening and closing times is made by the administration after consulting with county and municipal public safety agencies. Notification of emergency closings is given as soon as possible so parents and guardians can plan for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the school maintains close contact with the National Weather Service and local law enforcement officials to help make decisions about dismissal of students or school closings. The administration will want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions such as lightning. The school's Weather Delayed Dismissal procedures require that the nationally recognized "30-30 Rule" be enacted by schools if thunder is heard within 30 seconds of lightning strike. Students will not be dismissed until 30 minutes have passed from the last sound of thunder. However, parents and guardians will be allowed to sign their child out during these situations at the main school office.

PARENT-SEPARATED/DIVORCED

Unless one of the parent's parental rights has been terminated by a legal court, both parents may have access to a student's school records. A copy of the separation/divorce agreement, and any other custody paperwork, should be on file in the office in case of any custody of visitation disputes.

AUTHORIZATION FOR SHARING AND TAKING PICTURES

Parents must give permission to use your Child (ren) in school pictures, videos, school brochures, or other publications made for the purpose of promoting RCA.

COVID-19 PROTOCOLS

1. Face masks are always required.
2. Students with symptoms will need to provide a negative result to be accepted back to school.
3. If the student was exposed to someone that tested positive to covid-19 will have to follow the correspondent quarantine indicated by the CDC and or the school administration protocol.

***Subject to change. RCA remains daily in observance of changes and CDC regulations.

Reborn Christian Academy Uniforms

Elementary School



Middle School



High School



P. E. Uniform





NOT PERMITTED

Student girls may not wear shorts, spandex type pants or leggings.



Male Students no earrings. NO piercing rings or body jewelry. No spacers or spike earrings (e.g., **body, facial, uncommon ear**

piercing) only one piercing earring for female students, hoops styles may be no larger than a quarter.



On Casual day no jean with any type of ripped are permitted



At no time pants below the waist.



Eyebrows cannot have cuts or markings. One tone of color hair. No bright colors (yellow, green, purple, etc.)



Croc's not permitted.

Hair Style Not Permitted for Male Students



Design in hair cuts

Male Hair Style Permitted







REBORN CHRISTIAN ACADEMY
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Kissimmee, FL 34746
(407) 734-2261
rcakissimmee@rebornacademy.org

REBORN CHRISTIAN ACADEMY

We have read and understood the Parent/Student Handbook. We agree to cooperate with the school personnel in a positive and supportive manner concerning the operation of the ministry and the implementation of the education programs. We agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement (Matthew 18 requires direct communication with the persons involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter). If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek another school in alignment with our personal convictions.

By signing the Parent/Student Handbook form we agree to abide by the rules and regulations of REBORN CHRISTIAN ACADEMY. We agree to follow, implement, and stand by all the rules and regulations that are taught and applied here at RCA.

The Parent and Student handbook will be available on the school website as well as on the Quick school system. Once a parent registers the student, his/her signature in the handbook area makes him/her responsible for reading it and knowing all the RCA protocols and regulations.

Receive Reborn Christian Academy Parents Handbook:

Parent Signature: _____ Student Name: _____ Date: _____