



STUDENT & PARENT HANDBOOK



Riverview
Christian
Academy

Table of contents

Welcome Message	01
Statement of Faith	02
Non-Discriminatory Policy	
Purpose and Philosophy	
Governance	03
Grounds Policy	04
Volunteer Policy	
Communication	
Enrollment Policy	05
Disclosures	
Tuition	06
Grades	
Homework	
Field Trips	
Attendance	07
Discipline	
Dress Code	09
Student Release	
Car Line	
Lunch	10
Secure Campus Policy	
Electronic Devices	
Photographs of Students	
Illness	11
Emergency Preparedness	
Administration of Medication	
General Information	12
Contact Information	



Welcome Message



Welcome to Riverview Christian Academy, a ministry of the Tri-State area churches of Christ. We are thankful you have chosen us as partners in your child's education. We understand the importance of the decision you have made and are committed to making every effort to honor that choice by providing your child with a safe, loving environment in which to learn. Our mission is to glorify God by providing rigorous academics from a Biblical world-view. It is our goal to work with families to provide students with firm spiritual and academic foundations with which to impact the world for Christ.

“TRAIN UP A CHILD IN THE WAY HE
SHOULD GO, AND WHEN HE IS OLD HE
WILL NOT DEPART FROM IT.”

PROVERBS 22:6

Statement of Faith

Riverview Christian Academy is a mission of area churches of Christ and is governed by a board of directors. The church of Christ is a non-denominational church, which uses the Bible as our sole doctrinal foundation.

The RCA board and staff believe the Bible is the inspired and infallible word of God. We believe the teachings and principles found in the Bible are as applicable today as when they were written. Riverview Christian Academy endeavors to educate children in traditional areas of academic study while honoring and upholding the principles found in scripture.

The mission of Riverview Christian Academy is to “Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6

Non-Discriminatory Policy

Riverview Christian Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally allowed or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, financial aid, or athletic and other school-administered programs. Our mission is to serve our community at large by providing a Christian-based education to students of all religious backgrounds.

Purpose and Philosophy

The ultimate purpose of Riverview Christian Academy is to glorify God. Excellent education – academically, spiritually, socially/emotionally, physically, and culturally – is provided from a Biblical point of view to assist parents as they raise their children in the nurture and admonition of the Lord. Ephesians 6:4

Governance

Board of Directors:

Riverview Christian Academy (RCA) is governed by a Board of Directors. This board is comprised of various members of the Tri-State area churches of Christ.

State and Federal Regulations:

RCA is a Non-chartered, Non-tax supported school that will be adhering to the rules as set forth with the Ohio Department of Education. We will follow the guidelines for educational standards in each grade and will be reporting attendance to the proper departments. Therefore, it is important that your child be at school every day they can.

Staff, Certifications, and Requirements:

Riverview Christian Academy (RCA) will be staffed with kind and caring teachers that have, at minimum, a Bachelor's degree and a heart that loves children. Teachers and administrators will be trained in the chosen curriculum and will be a great facilitator in helping your child learn and grow.

- **Child Abuse Reporting** – All staff members are trained in recognizing signs of child abuse and are mandated reporters of suspected child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.
- **CPR** – All staff members are fully trained in performing CPR on infants, children, and adults. This training includes the proper use of AED devices.
- **First Aid** – All staff members are trained in basic first aid. First Aid kits that meet State requirements are on hand and available in the office.
- **Communicable Diseases** – At least one staff member is trained in recognizing the symptoms of communicable disease. Parents will be notified of children who are exhibiting such symptoms.

Grounds Policy

Riverview Christian Academy is a private Christian educational institution. The school campus is private property. Access is by permission only. All persons coming onto the property are considered invitees. Riverview reserves the right to deny access, or revoke permission to anyone, at any time, and for any reason. Persons who are under the influence of drugs or alcohol, or who, in the sole judgment of Riverview, present a threat to the health and safety of students or other invitees on campus, or who interrupt or interfere with student instruction and campus tranquility will be removed from the campus.

Volunteer Policy

Riverview Volunteer Policy encourages parents to be involved in the educational life of their children. However, for the protection of all students, we require that all parents/volunteers complete volunteer screening. At a minimum, all volunteers will be required to complete a volunteer form and screened using a background check service.

Communication

Parents are encouraged to discuss any problems concerning their children with their teacher. There will be times when the teacher may request a conference and contact parents to schedule a meeting. A parent may also request a conference with the teacher. In addition, a week will be designated for parent conferences. All conference appointments must be scheduled in advance.

Enrollment Policy

All students entering Riverview Christian Academy are assessed to determine academic readiness. Emergency Treatment Authorization Form, health history, and application for admissions form must be on file. Enrollment at Riverview Christian Academy is by invitation only. Enrollment and attendance at Riverview do not guarantee or create a right of reenrollment for subsequent school years. Academic progress, promise, purpose, disciplinary history, effort, and family support and cooperation are among the factors considered in determining the admission of an applicant.

Disclosures and IEPs

All students, parents, and guardians are required to disclose to Riverview all psychological or psychiatric counseling prescribed or received by the student, any prescribed program of medication in connection therewith. Parents are required to provide the school with copies of IEPs listing special needs and copies of educational testing administered by educational psychologists. This information must be submitted at enrollment. Failure to disclose this information may, in the sole and absolute discretion of Riverview Christian Academy, result in the denial of admission of an applicant or the disenrollment of an enrolled student.

Riverview Christian Academy is a private school. We do not have the resources nor the training to deal with many special education requirements. We will evaluate each applicant on a case-by-case basis to determine if our resources and abilities match the needs of the applicant. By applying to RCA, you understand that RCA is not required by law to follow Individualized Education Plans (IEPs), 504 Education Plans, or the Individuals with Disabilities in Education Act (IDEA). If we determine that your child requires education services beyond our capabilities, your child's enrollment will be rescinded in order for your child to enroll at a school that offers the services needed to meet their particular educational support needs.

Tuition

Tuition is currently set at \$4000/year, as of the 2026-2027 school year. In the event payment of a student's tuition becomes delinquent administration will notify the responsible parent, guardian, or caretaker of the student of the outstanding balance. Special circumstances will be considered by Administration on an individual basis. Monthly, yearly and semester payment plans are available. Please note Riverview Christian Academy participates in the WV Hope Scholarship Program for grades Kindergarten and above.

Grades

Students in First Grade and above are graded on the following scale: 100-90 A; 89-80 B; 79-70 C; 69-60 D; 59-0 F. Progress Reports will be sent home as scheduled throughout the school year (see school calendar).

Homework

Homework is one method used to reinforce concepts taught, promote progress, and teach good work habits and responsibility. It may take the form of daily assignments, reading, studying, exam preparation, and reviewing classwork. All homework is not necessarily graded. Classwork is the best indicator of what the students can do on their own, and it tells the teacher what is needed in planning for the future and when it is time to test.

When absent, students receive one day for every day absent to turn in classwork and homework or as designated by the teacher

Field Trips

In the event of a field trip, transportation must be arranged by the student's parent/guardian, permission forms are required, and the day will be considered instructional in regards to attendance. No supervision will be available by staff on campus during field trips.

Attendance

Education requires regular attendance if the best results are to be expected. If a parent(s) chooses to have a student absent, school notification is necessary to avoid being truant. If a student is signed out of school before noon and is absent for the remainder of the day, they will be marked absent. Work must be made up when the student returns to school.

A student is considered “tardy” if he/she is not in the classroom at 8:00.

Excessive absences are defined to be those that cause a student to be out of school more than 10 days per semester. Students who have excessive absences may be placed on probation. In order to be promoted to the next grade, a student must not be absent more than 21 days in the school year unless a waiver is granted by the administration based on special circumstances. **RCA is required to report student attendance to the districts, state and the WV Hope Scholarship.**

Please Note:

- If the student has excessive absences (more than 5 days in the semester), RCA will require a doctor’s note of justification for the absence.
- If a student is late due to an appointment but still arrives before lunch, they will only be recorded as absent for half a day.
- If a student is late without excuse, they will be recorded as tardy. Five tardy days will be recorded as one day absent.

Discipline

Riverview Christian Academy was created for a unique purpose--to provide students with education from a Biblical point of view. The school realizes the responsibility that the faculty and staff of Riverview have in fulfilling that purpose. It is equally important to realize that students and parents also share that responsibility. Any behavior that detracts from a favorable learning environment lessens the opportunity for students to benefit from the education and activities offered at Riverview.

CODE OF CONDUCT:

Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and redirection will be used whenever possible. Every attempt will be made to work together with the parents and child to correct problem behaviors. However, the safety of all the children in our care is our primary concern and that may mean a child is asked to leave until the problems are rectified or until we have a specific behavior management plan developed with the parents that will be consistent with the requirements of Rule 5101: 2-12-19 of the Ohio Administrative Code. This policy applies to all staff and parents while their children are at RCA.

The following plan will be used when students commit offenses against the rules at RCA:

- **1st offense**—Informal conference between teacher and student
- **2nd offense**—Formal conference between administration, teacher, and student. Plan of action to change behavior developed and signed by teacher and student.
- **3rd offense**—Formal conference between administration, student, and parents. Plan of action to change behavior developed signed by all three parties.
- **4th offense**—Formal conference between administration and parents regarding suspension or expulsion from school until the problem is resolved.

We ask that confidentiality take priority and that the results not be broadcast to other parents and over social media. The welfare of all the students is our main priority and a Christlike attitude should want only the best for everyone so, please do not engage in gossip that can only be harmful to others.

We ask that parents fulfill their responsibility to the school administration, faculty, staff, and the other students at RCA. We expect parents and students to:

- **Show respect**—first and foremost to God but also to the school authorities, school property and rules, and fellow parents and students.
- **Be honest**—with the work that is completed and with the staff as well as the other students.
- **Be Cooperative**—with the school officials and other students to achieve the goals set forth for each class and to show Christ-like behavior to everyone.
- **Put forth effort**—Parents and children need to put forth effort to see that the child is learning and growing in the way that is best for them and to use the gifts God has given you to help and serve others better.

Classroom Discipline

- Our teachers have a right to teach.
- Our students have a right to learn.
- No student may stop our teachers from teaching or stop another student from learning.
- Behavior problems in the classroom or under the teacher's supervision are generally handled by the teacher.

Dress Code

The dress code at RCA for the children will be that they wear clothes that are age-appropriate and do not have any derogatory or questionable pictures or phrases on them. Clothing must also be modest in nature. The children will be playing on the playground and using art supplies during the day, so please send them in something that can get dirty and be washed easily.

Student Release

Any student picked up before school dismisses must be checked out in the front office by a parent/guardian/designee with proper identification. Persons not on the Student's Forms must present written permission from the parent or legal guardian to pick up a child.

Car Line

When dropping off or picking up your child, please remind your children to be extra careful when loading or unloading and crossing traffic patterns. Please be aware of others in line, and pull to the side if you will need to assist your child with seatbelts or car seats to allow the traffic flow to safely continue. If someone other than a parent or guardian will be picking up your child please send a note with your child alerting their teacher or administration of this change.

Lunch

RCA is not currently equipped to provide lunches for the students. Students are required to bring a packed lunch each day. Refrigeration is available.

Secure Campus Policy

To ensure the safety of all students, we have a closed campus policy, which means visitors may only enter through the main entrance during school hours. All unknown visitors must present government-issued identification at the reception desk or office to enter the campus.

Electronic Devices

Students are not permitted to bring cell phones, tablets or any other electronic devices onto campus at this time.

Photographs of Students

Throughout the school year, photographs are taken of students to be placed on the website or various social media sites such as Facebook, Instagram, Twitter, etc., and used in displays set up by the school at various community events advertising the school and its mission. The school reserves the right to continue these practices unless specifically requested by parent/s in writing and on file that their student/s be excluded from these publications or displays. All photos, videos, student work, etc., submitted on any social media platform owned by the school become the school's property. Any digital submission of such items grants permission to the school to share and repost on the RCA website or various social media sites.

Illness / Injury

If a student must be sent home due to illness or injury, parents are notified and must pick up their child. If we are unable to contact the parents, we will then attempt to contact the person next listed for such emergencies. Students with a fever of 100 degrees or greater and/or vomiting must be free of fever and/or have no episodes of vomiting for 24 hours (without taking medication to reduce the fever) before returning to school. In the event emergency services are required, parent/guardian will be called as well as EMS. A first aid kit is located in the school office. Basic first aid will be administered by staff in the event of minor injury, an incident form completed and added to student's file, and parent notified.

Emergency Preparedness

Riverview Christian Academy follows state and local codes for fire, earthquake, and lockdown drills. Students will not be released to a parent during a lockdown. Office staff will not answer phones. Information may be provided via the text, automated voice mail, or phone messages. Staff members will remain with students to supervise and care for them during the emergency. Students will be released only to their parents or other adults listed on the student's Emergency form. Parents should be sure these forms are always accurate and up to date.

Administration of Medication

Any medication prescription or non-prescription taken during the school day must be brought to the office or staff. Parents must deliver any medication to be given at school. Students may not bring medications to school. All medications brought to school must be in the original container. The following information should be on the medication container: the student's full name, physician's name, phone number, name of the medication, dosage, schedule, dose form, and date of prescription expiration.

General Information

Students are not permitted on campus before 7:45 am or after 3:00 pm unless there is a school activity. There is no supervision beyond the hours of operation. School Office hours are between these hours during the school year, and the office is closed during the summer as well as holidays. All effort will be made to return all emails and messages left during these times in a timely manner.

Contact Information

Riverview Christian Academy

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Riverview Christian Academy wishes to thank you for your support. We pray this is a mutually beneficial endeavor for all parties involved: administration, faculty, staff, parents, students, the community, and above all else, our awesome God.

Please pray for our success and spread the word in any way you can.