REID TEMPLE CHRISTIAN ACADEMY
A Pre-Kindergarten 2 through Grade 8
Christian Educational Facility

Providing A Holistic Christian Education

STUDENT AND PARENT HANDBOOK
2015 - 2016

Dr. Donnette T. Dais
Head of School

Mrs. Tiphanie Edwards
Associate Head of School

Mrs. Donna Edwards
Head of Lower/Middle School

Ms. Brenda Bethea
Head of Early Childhood

Mrs. Yolanda Dudley
Head of Business Management

11400 Glenn Dale Boulevard
Glenn Dale, Maryland 20769
Office Hours: 8:00 a.m. – 5:00 p.m.
http://www.reidtempleacademy.com
Telephone: (301) 860–6570

Facebook.com/RTCAConquerors  youtube.com/RTCAGlennDale

School Hours: Pre-Kindergarten 2 – Grade 5
8:00 a.m. – 3:30 p.m.
School Hours: Grade 6 – Grade 8
8:00 a.m. – 4:30 p.m.
Table of Contents

REID TEMPLE CHRISTIAN ACADEMY BOARD MEMBERS................................................................. 4
REID TEMPLE CHRISTIAN ACADEMY BIBLICAL MORALITY POLICY ........................................... 6
LETTER FROM THE PASTOR............................................................................................................. 8
Rev. Dr. Lee P. Washington, Reid Temple AME Church ................................................................. 8
WELCOME FROM HEAD OF SCHOOL .............................................................................................. 10
STATEMENT OF HONOR.................................................................................................................. 11
DOCTRINE STATEMENT/STATEMENT OF FAITH................................................................. 12
ACADEMY OVERVIEW .................................................................................................................. 12
VISION STATEMENT ..................................................................................................................... 12
RTCA HISTORY............................................................................................................................. 12
PHILOSOPHY OF EDUCATION....................................................................................................... 14
STRATEGIC GOALS....................................................................................................................... 14
ACCREDITATION AND CERTIFICATION....................................................................................... 14
DAILY OPERATIONS ...................................................................................................................... 15
ADMINISTRATION DAILY SCHEDULE ........................................................................................... 15
ARRIVAL AND DEPARTURE PROCEDURES.................................................................................. 15
DAYS OF INSTRUCTION.................................................................................................................. 18
INCLEMENT WEATHER .................................................................................................................. 18
CRISIS PROTOCOL....................................................................................................................... 19
SHELTER-IN-PLACE/LOCKDOWN.................................................................................................. 19
EVACUATION PLAN.................................................................................................................... 20
FIRE DRILLS ................................................................................................................................. 20
VISITORS.................................................................................................................................... 21
PARENT-SCHOOL COMMUNICATION ............................................................................................ 22
PARENT/SCHOOL COMMUNICATION............................................................................................ 22
WAYS FOR PARENTS TO RAISE CONCERNS............................................................................. 22
PROGRESS REPORTS .................................................................................................................... 24
GRADING SYSTEM........................................................................................................................ 25
REPORT CARDS............................................................................................................................... 25
HONOR ROLL REQUIREMENTS.................................................................................................... 25
PARENT TEACHER STUDENT ASSOCIATION (PTSA) MEETINGS.......................................... 26
PARENT-TEACHER CONFERENCES ......................................................................................... 26
REID TEMPLE CHRISTIAN ACADEMY BOARD MEMBERS

Mrs. LaVera Levels Burnim - Chairperson
First Lady, Bowie State University
Retired, Financial Administrator
Former Chair Elizabeth City-Pasquotank Board of Education

Mr. Henry Guilford
President/CEO
The Guilford Corporation

Dr. Richelle Patterson
Senior Policy Analyst
National Education Association

Dr. Elfreda Massie
Vice President Professional Development
Blackboard Connection, Inc.

Mr. Loxley O’Connor
President/CEO
DeeLox Enterprises, Inc.

Mrs. April McWilliams
Director of Employment
Brookings Institution

Physical Education
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Business and Finance</td>
<td>Reid Temple AME Church</td>
</tr>
<tr>
<td>Mrs. Camille Chapman</td>
<td>Animal &amp; Plant Health Inspection Service</td>
</tr>
<tr>
<td></td>
<td>United States Department of Agriculture</td>
</tr>
<tr>
<td>Mr. Rodney McKenzie</td>
<td>Senior Director Finance and Audit</td>
</tr>
<tr>
<td></td>
<td>Capital One</td>
</tr>
<tr>
<td>Ms. Angela Lewis</td>
<td>Teacher Liaison, Middle School History Teacher</td>
</tr>
<tr>
<td></td>
<td>Reid Temple Christian Academy</td>
</tr>
<tr>
<td>Dr. Donnette T. Dais</td>
<td>Head of School</td>
</tr>
<tr>
<td></td>
<td>Reid Temple Christian Academy</td>
</tr>
<tr>
<td>Mr. William Jawando</td>
<td>Of Counsel</td>
</tr>
<tr>
<td></td>
<td>The Raben Group</td>
</tr>
<tr>
<td>Mr. Glenn Thomas</td>
<td>Senior Administrative Manager</td>
</tr>
<tr>
<td></td>
<td>The Raben Group</td>
</tr>
<tr>
<td>Tracy LaMondue</td>
<td>RTCA PTSA President</td>
</tr>
<tr>
<td></td>
<td>Senior Vice President, Development</td>
</tr>
<tr>
<td></td>
<td>National Parks Conservation Association</td>
</tr>
</tbody>
</table>
REID TEMPLE CHRISTIAN ACADEMY ADMISSIONS POLICY

Reid Temple Christian Academy does not discriminate on the basis of race, color, religion or national origin or any other legally protected class in any of its practices, including admissions. As a Christian educational facility, the Word of God remains the basis for our mission, objectives, values, curriculum and all activities. All administrators, faculty and staff are required to have confessed Jesus Christ as their personal Lord and Savior, believe the Bible as our God-breathed final authority, and maintain a Christian lifestyle that exemplifies these beliefs. While students who attend Reid Temple Christian Academy do not need to have any religious affiliation, parents of all students must understand that all instruction, activities and extracurricular activities will be governed by our profession of faith. As not to cause any disruption in the educational process of our students, it is required that parents adhere to the rules, regulations, guidelines, and Christian practices set forth by Reid Temple Christian Academy.

All information contained within this Program Handbook is current and accurate as of the date printed. Reid Temple Christian Academy reserves the right to change any and all information contained in this publication without prior notice. For the most updated version of this document, please consult our website at http://www.reidtempleacademy.com.

REID TEMPLE CHRISTIAN ACADEMY BIBLICAL MORALITY POLICY

Reid Temple Christian Academy is a religious, non-profit Christian school organization representing Jesus Christ throughout the evangelical Christian community worldwide. Reid Temple Christian Academy’s biblical role is to work in unison with the home of our students to teach them how to be like Christ. Reid Temple Christian Academy is an evangelistic school meaning that we believe it is our charge to use our school as a vehicle to bring our students and their parents to Christ or to a closer relationship with Christ. Therefore, we allow the admission of students from households which do not classify themselves as born-again Christian households and those who are not actively increasing in faith. However, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are in opposition to the biblical lifestyle the school teaches and it is believed that this opposition will or is causing a
distraction to our role as a Christian school. These opposition includes, but not necessarily limited
to, participation in, supporting, or condoning sexual immorality, homosexual activity, bisexual
activity, transgender activity, or a refusal to participate in biblical teaching (i.e., chapel, integrated
of biblical teaching within various academic content, school-wide religious programs); promoting
such practices; or being unable or unwilling to support the moral principles of our school (See
Leviticus 20:13) and Roman 1:27).

1. We believe the Bible to be the only inspired, the only infallible, authoritative, inerrant Word of
God. (2 Timothy 3:16; 2 Peter 1:21)

2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit
(Genesis 1:1; Matthew 28:19; John 10:30).

3. We believe in the deity of our Lord Jesus Christ (John 10:30; Philippians 2:6; Colossians 2:9);
His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); in His sinless life (Hebrews 4:15, 7:26);
His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7;
Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His Ascension to the right hand
of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelations
19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because
of the exceeding sinfulness of human nature, and that men are justified on the single ground of
faith in the shed blood of Christ and that only by God’s grace and through faith alone we are
saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the
resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1
Corinthians 12:12-13; Galatians 3:26-28).

7. We believe in present ministry of the Holy Spirit by whose indwelling the Christian is enabled
to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
It is indeed a marvelous and wonderful thing when the people of God understand that education is the key that unlocks the doors to the possibility of a brighter future. We are living in an age where moral behavior is becoming reprehensible, violence is claiming the lives of our youth, and incarceration, not graduation is becoming the norm. It is important that we as a people must be intentional about educating our youth. We want and need to develop not only model citizens but also Disciples of Christ. To that end, born out of necessity from the “Education” component of the Reid Temple AME Church vision, the Reid Temple Christian Academy, led by Dr. Donnette Dais, is poised to elevate the minds and spirits of our youth utilizing the benefits of a quality education.

The benefit of The Academy can be measured by the quality of the staff assembled by Dr. Dais. Some of the brightest and the best academicians have signed on to teach and make a difference in the lives of our children. The classrooms are state of the art with computers, interactive smart boards, and electronic teaching aides geared toward optimizing the learning experience for the student. In the center of a core curriculum steeped in math, science, technology, and liberal arts, is the teaching of faith-based on belief in God.

God has entrusted us to be stewards over his most precious jewels, the children He has blessed us with. This Academy will be at the forefront of producing graduates academically qualified to master any curriculum, and spiritually disciplined to overcome any obstacles to make our world a better place.
The future of the Reid Temple Christian Academy shines as a beacon of light, beckoning young scholars to become immersed in learning, to thrive in an environment that nurtures moral excellence, and be recognized in their lives as the place they received a firm foundation that prepared them for the blessings of God in their lives.

I am grateful to God for trusting us with this task and I thank Dr. Dais and her staff. May God bless the parents, caretakers, and students for catching the vision that will prevent them from perishing for lack of knowledge, and enable them to live the fullness of life through the abundance of knowledge. I know that the best is yet to come!

Because He Lives I Am,

Rev. Dr. Lee P. Washington, Senior Pastor
Dear Academy Family,

Our children are our future. It was God who gave the vision to open Reid Temple Christian Academy and God who is bringing this vision to fruition. This vision involves more than simply opening The Academy. It involves striving for excellence while understanding that excellence is not a destination but a journey. We have been on this journey for over ten years and God has allowed us to learn many things and accomplish that which we could not do by our own hands. We thank God for all that He has done for and through RTCA, but we believe that the best is yet to come. We invite each and every one of you to join the Reid Temple Christian Academy family on this journey. As we work together in unity with Jesus Christ as our chief cornerstone, there will be nothing that we cannot do.

We believe in the potential of all of our students and we are committed to helping them to believe in themselves. We will continue our journey by transforming ourselves and all of our students to be the best, believe the best and see the best in one another. We will challenge all of our students to believe that they have the right and the intelligence to do whatever they desire.

We have ensured that we have the latest technology to give our students the best educational resources. Our academy staff has worked tirelessly to provide a rigorous curriculum to build a firm learning foundation that will ensure our students' academic success. Our teachers have been screened extensively. Most importantly, we are committed to believing, living and teaching the Word of God, which will impact the educational, social and spiritual lives of all of our students in the most profound way. Come follow us as we follow Christ in this awesome journey to excellence.

Standing on the Promises of God,

Donnette Dais, Ph.D.
PARENT HANDBOOK ACKNOWLEDGEMENT
Please sign and return to Reid Temple Christian Academy Administration Office as part of
your student’s official school record.

I/We, ________________________________, the parent(s)/guardian(s) of
______________________________ acknowledge that I/we have read
and understand the contents of this Student and Parent Handbook.

I/We will refer to this handbook as my/our first source of clarification for Reid Temple Christian
Academy policies, procedures, measures, actions, etc.

I/We understand that if the necessary information is not provided in this handbook I/we can seek
clarification from Academy Administration.

_________________________________  _____________________________
Student Name                                      Grade

_________________________________  _____________________________
Parent/Guardian Name                                             Parent/Guardian Name

_________________________________  _____________________________
Parent/Guardian Signature                      Date

_________________________________  _____________________________
Parent/Guardian Signature                     Date

Reminder: Please return this acknowledgement form signed and dated to Reid Temple Christian
Academy Administration Office. Thank you.

STATEMENT OF HONOR
We, the faculty, staff, students, and parents of Reid Temple Christian Academy seek to honor
God in our endeavors of learning, our interaction with one another and our witness of Christ to
believers and unbelievers. We respect one another in all aspects of our relationships, including
our speech and our treatment of every person. As followers of Christ, we love one another as
we love ourselves. We are kind. We strive to be our best, believe the best and see the best in
others. We use our tongues to glorify God and lift one another by speaking truth with love. We deal truly and operate in integrity.

We commit to the highest standards of education, using the most advanced tools of our day. We seek to develop the talents, gifts and minds of our students and faculty fully that they may serve God and one another. We seek to engulf our children in love, security, peace and joy, giving them the tools necessary to confidently live their best life. With all that is within us, we strive to live before one another in a manner that others may clearly see God and His love towards us through His Son Jesus Christ.

We seek to make our world a better place by making positive contributions that build faith, family and community. We stand for justice, equity and truth; with the Word of God being the basis for all that we believe, say and do. We operate in excellence, pointing others to the Way, the Truth and the Life. We honor God. We honor ourselves. We honor one another.

**DOCTRINE STATEMENT/STATEMENT OF FAITH**

We believe that Jesus Christ is the only begotten Son of God who was crucified, died, and buried. We believe that God raised Him from the dead and that all who choose to accept His Son Jesus Christ will be saved. We believe that Jesus Christ is the way, the truth, and the life, and that no man comes to the Father except by Him. We believe that The Bible is God inspired, the final authority, and is without error. We believe that God is a Trinity, God the Father, the Son, and the Holy Spirit.

**ACADEMY OVERVIEW**

**VISION STATEMENT**

*Loving the Lord with all our heart, soul and mind.*

Reid Temple Christian Academy’s vision is to develop global Christian citizens equipped to positively impact the world through excellence in communication, science, technology, engineering and mathematics (C-STEM).

**RTCA HISTORY**

Reid Temple Christian Academy (The Academy) is a Christ-centered science and technology focused educational facility. In August 2005, The Academy opened its doors to students in
grades Pre-Kindergarten 4 thru Grade 2 with 56 students. Each year thereafter, one academic grade was added. The original plan was to add one grade each year until The Academy reached Grade 8 during the 2011-2012 school year. During the 2008-2009 school year, The Academy decided to not only add Grade 5 but to also add Pre-Kindergarten 2 and Pre-Kindergarten 3. This decision was made because The Academy was finding it very difficult to differentiate for its Pre-Kindergarten 4 students because some students were already reading or well in the pre-reading stages while others did not know their alphabet. These additional students were well received by our community of learners. The additional programs minimized our difficulty differentiating for our Pre-Kindergarten 4 students and the additional revenue provided our school with a needed financial blessing as the economy shifted.

From its inception, The Academy has committed to providing a holistic Christian education which ministers to the whole child—body, mind, and spirit through the development of biblically based values, promotion of intellectual curiosity, and reinforcement of cultural awareness and social responsibility. We encourage our students to engage in continual self-evaluation and reflection to equip them for life, service to God and commitment to their fellow man. Our students are taught to seek justice, love in kindness and walk humbly with God through their academic, artistic, and moral pursuits.

The Academy has worked tirelessly to provide our students with not just an exceptional educational curriculum but to also provide them with a broad range of opportunities. These opportunities have included Speech Meet, Art Contest, Chess Tournament, Band, Math Olympics, Spelling Bee, Orchestra, Dance, Mad Science, Choir, Fencing, Basketball, and Archery to name a few. The Academy students are also given an opportunity to become published authors and illustrators through our partnership with Student Treasures, and to become directors as they create their own digital stories. Each student and teacher in our middle school is provided an Apple MacBook. The Academy provides as many e-textbooks as offered by our selected textbook companies and teachers are required to integrate technology into their lessons three days or more a week. Our students are writing more and completing assignments at a higher rate since the inception of our MacBook program.

The Academy has graduated four classes of 8th grade students. The last graduating class was the first group of students to complete Kindergarten thru Grade 8. Our students have been accepted to some of the top parochial and independent schools in our area. Some of these schools include Barrie, Bullis, Georgetown Prep, Gonzaga, Sidwell, St. Albans, St. Johns, and Washington International School to name a few. In 2015, our graduating class was awarded approximately $150,000 in financial aid and scholarships for high school.

As we continue on our journey and follow the vision given to our Pastor, we know that the best is yet to come. The Academy will continue to reflect and transform ourselves into exactly what our students need to be productive citizens in a changing world. So, we continue on our awesome journey of learning, forging upward and onward to follow our vision of academic excellence.
PHILOSOPHY OF EDUCATION

Every Reid Temple Christian Academy student will learn through differentiation, inquiry, critical thinking and active participation in a communication, science, technology, engineering, and mathematics (C-STEM) rich environment.

STRATEGIC GOALS

- Improve academic performance, particularly in communication, science, technology, engineering, and mathematics (C-STEM)
- Promote Christian values
- Foster global citizenry
- Improve fiscal stability

ACCREDITATION AND CERTIFICATION

Reid Temple Christian Academy received full accreditation from both the Middle States Association and the Association of Christian Schools International in the Spring of 2012. The Middle States Association, established in 1919, is one of the regional accrediting agencies recognized by the federal government responsible for accrediting educational institutions within the mid-Atlantic region. The Association of Christian Schools International is the accrediting agency that seeks to equip Christian schools and educators worldwide for greater effectiveness in training and nurturing our children with the mind of Christ. Reid Temple Christian Academy currently has a Certification of Approval from the Maryland State Department of Education and a License from the Child Care Administration.
DAILY OPERATIONS

ADMINISTRATION DAILY SCHEDULE

Reid Temple Christian Academy administrative offices are open Monday through Friday from 8:00 a.m. until 5:00 p.m. The After-Care Office is open until 6:00 p.m. Parents are encouraged to call or visit The Academy during these hours. All calls outside of normal business hours will be properly routed to staff voicemail to be addressed the next business day.

Administration Office
Reid Temple Christian Academy
(301) 860 – 6570

ARRIVAL AND DEPARTURE PROCEDURES

Before-Care
The Before-Care Program is from 6:45 a.m. until 8:00 a.m. for students in Pre-Kindergarten 2 through Grade 8 enrolled at The Academy. Students must enroll for the Before-Care Program for the entire year. Before-Care activities include free play and a breakfast snack.

After-care
The After-care Program is from 3:30 p.m. until 6:00 p.m. for students in Pre-Kindergarten 2 through Grade 5 and enrolled at The Academy. The Academy offers a supervised Study Hall as part of the After-care Program from 4:30 p.m. until 6:00 p.m. for students in grade 6 through 8. Students must enroll for the After-care Program for the entire year. The after-care activities include homework assistance, computer time, free play and other enrichment activities. For students in Kindergarten through Grade 5, the after-care fee includes the cost of one special. Specials begin the school day after Labor Day.

Car Line

For the safety of all students, parents must follow the directions of the staff members and student safety patrols on Car Line duty. All families who participate must complete Car Line
training and Car Line duty 1 time per quarter. The Car Line will be open from 7:45 a.m. to 8:05 a.m. Please use the Car Line map and follow the Car Line route for drop offs.

A maximum of ten cars will be allowed at a time to enter the Car Line drop off zone. Academy staff and parent volunteers will assist students who need support exiting vehicles. All students must exit from the passenger's side of the vehicle. All students' items should be readily available for quick retrievals within the vehicle to expedite their exit from the vehicle. Parents will not be allowed to leave their vehicles and no cars should be left unattended. Passing other cars in the Car Line is unsafe and completely prohibited. Students in 5-point harness car seats are not permitted in the Car Line.

**Preschool and Lower School Arrival (Pre-Kindergarten 2 – Grade 5)**

Parents who do not use Car Line to drop off students should park in the upper parking lot while they escort and sign in students. Students should be dropped off and signed in between 7:45 a.m. and 8:00 a.m. Students should report to their homeroom classes. Students who arrive after 8:00 a.m., but before 8:15 a.m. should report directly to their homeroom classes. Students who arrive after 8:15 a.m., but before 8:40 a.m. should report directly to chapel in Fellowship Hall 1. When students arrive after 8:40 a.m., they are required to report directly to the Administrative Office for a tardy pass before they go to their first period class. Parents are not to drop student off before 7:45 a.m.

**Middle School Arrival (Grade 6 – Grade 8)**

Parents who do not use Car Line to drop off students should park in the upper parking lot while they escort and sign in students. Students should be dropped off and signed in between 7:45 a.m. and 8:00 a.m. Students should report to their homeroom classes. Students who arrive after 8:00 a.m., but before 8:15 a.m. should report directly to their homeroom classes. Students who arrive after 8:15 a.m., but before 8:40 a.m. should report directly to chapel in Shalom. When students arrive after 8:40 a.m., they are required to report to the Administrative Office for a tardy pass before they go to their first period class. Parents are not to drop students off before 7:45 a.m.

**Tardy (Excused and Unexcused)**
Students who arrive after 8:05 a.m. will be marked tardy for the school day.

**Preschool Departure – Pre-Kindergarten 2 through Pre-Kindergarten 3**

Faculty members will escort children to the Nursery for dismissal at 3:30 p.m and bring students to their parents when they are called. Parents need to pick students up by 3:45 p.m. Any student remaining after 3:45 p.m. will be accessed a late fee at the rate of $1.00 per minute. The fee will be charged on your FACTS account. Parents will receive notification about the late fee directly from FACTS. Any disputes should be directed to The Academy's Finance Office.

**Lower School Departure Pre-Kindergarten 4 – Grade 5**

Parents should park in the upper parking lot no earlier than 3:15 p.m. Faculty members will escort children to the Fellowship Hall for dismissal at 3:30 p.m. and bring students to their parents when they are called. Parents need to pick students up by 3:45 p.m. Parents of students who remain after 3:45 p.m. will be accessed a late fee at the rate of $1.00 per minute. The fee will be charged on your FACTS account. Parents will receive notification about the late fee directly from FACTS. Any disputes should be directed to The Academy's Finance Office.

**Middle School Arrival Grade 5 – Grade 8**

Faculty members will escort children to the Fellowship Hall for dismissal at 4:30 p.m. Parents need to pick students up by 4:45 p.m. Parents of students who remain after 4:45 p.m. will be accessed a late fee at the rate of $1.00 per minute. The fee will be charged on your FACTS account. Parents will receive notification about the late fee directly from FACTS. Any disputes should be directed to The Academy's Finance Office.

**Early Departure**

When a student needs to leave early during the school day, parents should send in a note or phone in advance to arrange to pick-up the student in the Administrative Office. Parents should
sign students out in the Administrative Office and wait for a staff member to escort the student to their parent. Students will be allowed to leave campus only with a person whose authorization from the parent has been verified.

Absences

Students are required to report to class every day unless a legitimate parental excuse is provided. Parents are required to contact the school immediately when a student will be absent at the following e-mail address: attendance@reidtempleacademy.com. If your child is suffering from a communicable illness that is causing the absence (i.e. conjunctivitis, flu, hand foot mouth), please include that information in your e-mail. Students who miss more than three consecutive days due to illness must present a doctor’s excuse upon returning to school. Parents are encouraged to work with teachers in procuring any missed lessons or instruction.

Returning to School after an Absence

On the first day back to school after an absence, the student must bring a note stating the date(s) of and reason for the absence or the nature of the illness. If physical activity is to be restricted after an absence due to injury or illness, a letter of explanation from either a parent or doctor describing the restriction is required.

DAYS OF INSTRUCTION

Reid Temple Christian Academy is open for instruction 180 days. Professional staff reports 190 days. In the event The Academy uses its entire calamity days, days of instruction will be added to the end of the school year to complete the number of instructional days required by the state. The State of Maryland requires 170 days of instruction.

INCLEMENT WEATHER

Students will not be required to attend Reid Temple Christian Academy during times of inclement and dangerous weather. Reid Temple Christian Academy generally follows Prince George’s County Public Schools (PGCPS) for weather closings, delayed openings, and early dismissals. In the event school is cancelled due to inclement weather, notification can be viewed
on NBC (Channel 4) News or accessed on The Academy website at www.reidtempleacademy.com. We reserve the right to close school when deemed unsafe for our students, or remain open when PGCPS does not close schools. If weather conditions become severe enough during the school day to require early dismissal, parents will be notified of our closing status. For notifications, parents can receive email, text message, and/or phone by the automatic calling system (“Edline or Blackboard”). Parents are responsible for providing accurate information to The Academy for the most effective method of contacting them during dangerous weather conditions for the safety of our students, faculty and staff. Any student remaining after the identified time will be accessed a late fee at the rate of $1.00 per minute. The fee will be charged on your FACTS account. Parents will receive notification about the late fee directly from FACTS. Any disputes should be directed to The Academy’s Finance Office.

CRISIS PROTOCOL

In the event of a school, local or national emergency or any other potential disaster, action will be taken by The Academy to ensure the safety of our students. Parents will be notified as soon as possible of actions taken and if necessary, procedures for the retrieval of all students. The Academy’s Emergency Response Plan is under the authority of the Head of School for Reid Temple Christian Academy and only the Head of School or designee is authorized to declare a state of emergency at The Academy. Likewise, the Head of School or designee shall subsequently deactivate the plan when all phases of managing the emergency have concluded. The Head of School, Academy Administration and designated staff will be responsible for all decisions, resource allocation, emergency response and recovery actions during and following any emergency, crisis or disaster. They shall make and/or approve all emergency or crisis response decisions, priorities and strategies for The Academy as necessitated by the situation at hand and based on the actual or potential threat. However, nothing in the emergency checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crisis or disaster at hand.

SHELTER-IN-PLACE/LOCKDOWN
In the case of an emergency where the safety and security of our students, faculty and staff are threatened, the decision to implement Shelter-in-Place may be initiated. The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area, although it is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe. Certain events may necessitate the initiation of The Academy’s Shelter-in-Place Protocol. The Head of School or other Academy Administration when required will make the decision to Shelter-in-Place.

Once the decision has been made, The Academy will instruct the school community to Shelter-in-Place. This notification will be made using all means of communication available.

A severe weather event such as a tornado or wind event during normal operating hours of The Academy may necessitate Shelter-in-Place until the threat of bad weather has passed. Students, faculty and staff will relocate from the classrooms or normal work area to a space that is away from windows or to a lower floor.

EVACUATION PLAN

In the case of fire or any other disaster that would necessitate the evacuation of the school building, the continuous ringing of the fire alarm will alert teachers, students, and staff. Students are required to immediately form a single line as instructed by teachers and follow the Evacuation Plan that is posted in each classroom and all common areas. Teachers will lead all students from the classroom to the upper parking lot or designated safety areas with faces turned away from the building and attendance will be taken. The Head of School will relocate all employees and students depending on the nature of the emergency. Please note that we have two designated areas in case of emergency. They are Glenn Dale Fire Department and Glenn Dale Splash Park. Parents will then be notified as soon as possible of location and procedures for picking up their children.

FIRE DRILLS

The safety of our students is one of our greatest concerns. In compliance with state law and school insurance policies, the school conducts regular drills to teach pupils to respond calmly in the event of an emergency. Fire drills are conducted four times during the school year, and a
tornado/disaster drill is conducted once each year. It is the obligation of every teacher and student to comply with the regulations established for their safety and the safety of others. The signal for a fire drill, as with a fire, is a continuous ring of the fire alarm. Students will quietly walk out in a single line and assemble by class in the designated area in the upper parking lot. Each grade level teacher will take attendance and report to the Administrator. Students will remain in line until the teachers are given the signal from the Head of School or the Facilities Manager to return to the building. In emergency practice drills, Administration will communicate by code the type of drill The Academy is conducting. Detailed evacuation plans are posted inside the door of each classroom.

VISITORS

While parents may visit Reid Temple Christian Academy at any time, other visitors (including siblings and friends) are discouraged, as to keep learning disruptions to a minimum. Visitors are limited to no more than two people at a time per student. In addition, visitors may not sit longer than 45 minutes per school day as this may cause learning disruptions. When parents arrive for visits, they will be escorted by security to the Administrative Offices of Reid Temple Christian Academy to sign in and announce their arrival. Academy personnel will give them a visitor badge then escort them to the designated areas. Parents are asked to sign out in the main office before leaving the building.
Good, open communication must exist among children, faculty, parents, and administration. Throughout the year, teachers communicate formally and informally with parents about the child’s progress in all aspects of school life. Weekly communications are sent updating parents on events and changes to The Academy schedule.

WAYS FOR PARENTS TO RAISE CONCERNS

Reid Temple Christian Academy is a community that works to uphold its Vision Statement, Philosophy of Education and Strategic Goals, and we return to these documents for guidance when concerns arise. Central to our philosophy is the crucial role of parents in raising and educating their children. Therefore, it is important for The Academy to hear and quickly respond to any questions or parent concerns. The Academy encourages parents to adhere to the following steps in communicating concerns to The Academy, remembering that the specific path one takes will be determined by whether the concern is child-specific or more general.

Child-Specific Concerns:

Step 1.
Raise the concern as early as possible with the appropriate teacher or employee.

Step 2.
If the problem is not resolved with that faculty member, raise the concern with the Division Head (Head of Early Childhood, Head of Lower/Middle School, Associate Head of School, or School Counselor).

Step 3.
If, in your opinion, the issue has not been adequately addressed, provide the Head of School with a written detailed account of the issue(s) and the recommended solution of the person who
tried to address your issue prior to scheduling a meeting with the Head of School. The Head of School will respond within 48 business hours.

**Step 4.**
If, in your opinion, the issue has not been adequately addressed, a final step would be to send the concern in writing to the Board of Directors who will respond in writing within 10 business days; and if necessary schedule a phone conference or a meeting. Please note that the Board only considers issues related to school policy or discrimination.

**General Concerns:**

**Step 1.**
Raise the concern to the PTSA board member to be discussed at a PTSA meeting.

**Step 2.**
If, in your opinion, the issue has not been adequately addressed, raise the concern with the Division Head (Head of Early Childhood, Head of Lower/Middle School, Associate Head of School, or School Counselor).

**Step 3.**
If, in your opinion, the issue has not been adequately addressed, raise the concern with the Head of School with a detailed, written account of the issue(s) and the recommended solution of the person who tried to address your issue prior to scheduling a meeting with the Head of School. The Head of School will respond within 48 business hours.

**Step 4.**
If, in your opinion, the issue has not been adequately addressed, raise the concern with the Board of Directors who will respond in writing within 10 business days; and if necessary schedule a phone conference or a meeting. Please note that the Board only considers issues related to school policy or discrimination.

*Please remember that some actions requested will take time prior to full implementation.*
PROGRESS REPORTS

RTCA has moved to a real time progress monitoring system. Parents can check his or her children’s progress at any time. Teachers will ensure the grades are updated by the COB every Tuesday. It is the responsibility of the parent to activate their Edline account and to check for live updates. The Academy does not send a paper copy of the progress report or email notifications.
GRADING SYSTEM

Pre-Kindergarten 4 through Grade 2 Grading Designation

<table>
<thead>
<tr>
<th>Designation</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (exceeds standards)</td>
<td>100 - 90</td>
</tr>
<tr>
<td>Standards (meet standards)</td>
<td>89 – 80</td>
</tr>
<tr>
<td>Progressing (making progress, but not meeting standards)</td>
<td>79 - 70</td>
</tr>
<tr>
<td>Needs Improvement (does not meet the standards)</td>
<td>69 – 60</td>
</tr>
<tr>
<td>Unsatisfactory (not progressing)</td>
<td>59 - below</td>
</tr>
</tbody>
</table>

Grade 3 through Grade 8 Grading Designation

<table>
<thead>
<tr>
<th>Designation</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (exceeds standards)</td>
<td>100 - 90</td>
</tr>
<tr>
<td>Standards (meets standards)</td>
<td>89 – 80</td>
</tr>
<tr>
<td>Progressing (making progress)</td>
<td>79 - 70</td>
</tr>
<tr>
<td>Progressing (making progress, but not meeting standards)</td>
<td>69 - 60</td>
</tr>
<tr>
<td>Unsatisfactory (not progressing)</td>
<td>59 - below</td>
</tr>
</tbody>
</table>

REPORT CARDS

Report cards are issued every nine weeks to allow teachers and parents to monitor the progress of our students in all subjects and to identify any areas that may require learning reinforcement.

HONOR ROLL REQUIREMENTS

Students in Grades 3 or higher may achieve honor roll status. Honor Roll is calculated twice a year; mid-year and end-of-year. There are two levels of Honor Roll. To attain Level I: Honor Roll, a student must have at least a 3.3 GPA. To attain Level II: High Honor Roll, a student must have a GPA of 3.67 or higher. Additionally, a student’s overall grade must be a B or higher in every course to be placed on any level of honor roll (no "C").

BASIS FOR PROMOTION AND GRADUATION
A student must be in good academic standing in order to be promoted to the next grade level. Students who fall below good academic standing may be retained or required to attend our Summer School Program. Students with a final grade of “U” or “N” in Kindergarten through Grade 2, and students with a final grade of “D” or “E” in Grades 3 through 8 in the following core courses: Reading, Language Arts, or Mathematics may be retained or required to attend our Summer School Program. A final grade of “U” or “N” or “D” or “E” in all three core courses will result in automatic retention. A student may attain promotion status by successfully completing one or a combination of two failed subjects in our Summer School Program; however, a student will be automatically retained should they fall below the required standard in all three subjects. A student is eligible for graduation from Reid Temple Christian Academy after completing all required Kindergarten, Grade 5, and Grade 8 coursework while maintaining good academic standing. Students that will require extra instructional time during the summer will receive notification by the end of the 1st semester. However, it is the responsibility of parents to continuously review your child’s academic standing.

**PARENT TEACHER STUDENT ASSOCIATION (PTSA) MEETINGS**

Parent Teacher Student Association (PTSA) meetings are every second Tuesday of the month unless otherwise noted on the Academic Calendar. PTSA meetings are open forums for parents, teachers, and students to provide enrichment activities and programs that promote The Academy’s mission and vision. These meetings also provide opportunities for parents, teachers, and students to discuss issues that concern students, activities, and programs at The Academy. PTSA is not the forum for individual parent concerns. Parents who would like an issue placed on the PTSA agenda should send a written request to the PTSA president by the 1st Tuesday of each month (email: PTSA@reidtempleacademy.com). The PTSA President is also a member of the Reid Temple Christian Academy Board of Directors.

**PARENT-TEACHER CONFERENCES**

Parents are encouraged to maintain open dialogue with teachers and to attend scheduled Parent Teacher Conferences. Parent Teacher Conferences are held when classes are not in session and may or may not include the student at the discretion of the parents. Conferences are structured to coincide with the issuance of report cards. Parents should schedule an appointment to meet teachers at this time, especially if their child is in need of learning
reinforcement. Parents may also speak with teachers on days outside of these dates. Parents may call teachers directly or may contact the teacher via email. Parents should expect a reply within 48 hours during normal business hours. Parents should expect a longer response time between request and feedback during weekends and holidays.
MEDICAL AND EMERGENCY

MEDICAL HEALTH AND DISCLOSURE

All students attending Reid Temple Christian Academy should be in good health and maintain updated immunization records. The Academy requests immunization records from all new students, all new and returning Kindergarten and Seventh Grade students, and any updated immunization records from returning students. Parents must disclose all medical conditions, allergies and medications being taken as well as physical, emotional or psychological challenges of all students.

PHYSICAL EDUCATION, ATHLETICS AND FIELD TRIPS

Parents must inform Reid Temple Christian Academy of any health conditions that may inhibit a student’s participation in physical education activities, sports and field trips. Students involved in fall sports must have their medical forms completed by the first day of practice. Students will not be able to participate in school sports until all required medical forms have been submitted. All other student medical forms must be received no later than the last day of August. For students unable to take part in physical education, a written excuse must be received from a doctor.

ILLNESS DURING SCHOOL AND MEDICATIONS

Should a student become ill during school hours, they will go to The Academy Health Aide for assessment of their condition. Parents will be notified and a decision will be made regarding whether the child remains at The Academy or goes home. Parents will be contacted for all major health issues or conditions requiring medical treatment by the child’s pediatrician. The student will remain in the Health Room or the Administrative Office until the parent arrives. Children are expected to remain at home until they are at a satisfactory level of recovery. **Children who have communicable diseases or pose a health threat to other students are required not to return to school until their full recovery and with a doctor’s release.** Parents will be notified and informed of all actions taken to diminish the spread of all communicable diseases.
When students must continue to take medication upon their return to school, parents must inform The Academy and provide a completed and signed Parent and Physician “Medication Authorization” form for each medication in order to receive medication, including over-the-counter (OTC) medications. Medication will only be administered by the Health Aide (or designated staff that has been trained) and must be kept in the Health Room. Medication must be in the original container/bottle identified with the student’s name, including OTC medication. Proper dosage, possible side effects, emergency procedures and contact information along with any other pertinent information must be disclosed. OTC medication must also have the above information provided and can only be given one time with a completed and signed “Medication Authorization” form, or can be given more than once if the authorization form is completed by the child’s pediatrician. Middle School students carrying their own medications [limited to EpiPen®, inhalers and diabetic equipment] must have a permission form on file signed by a parent and physician indicating knowledge of the medication and the ability to self-medicate. If it is possible, it is recommended that prescribed medication be scheduled to be administered at home as not to interrupt the school day.

HEALTH SCREENINGS

Parents will be notified of annual vision and hearing screenings conducted by the Prince George’s County Health Department at Reid Temple Christian Academy, and at no charge for students in grade levels specified by the County (K, 1st, 8th, and All New students to The Academy). Parents can also elect to have their child (students in grades not included in the “free” screenings provided by the County) screened by an independent contractor for a minimal charge. Parents can elect to have their child screened for speech by an independent contractor for a minimal charge.

IMMUNIZATIONS AND VACCINE REQUIREMENTS

Reid Temple Christian Academy maintains the same immunization and vaccine requirements of Department of Health and Mental Hygiene (DHMH). Parents must ensure that all requirements are met for each year. No child is admitted to Reid Temple Christian Academy without a current immunization record. Updated immunization records and emergency contact information forms are to be provided to The Academy the beginning of each school year. All required forms and immunization records must be received within 20 days after the 1st day of school or the
student will be unable to return to school until all required forms are submitted. See the addendum for a detailed list of all DHMH immunization requirements.

**IMMUNIZATIONS**

All students must comply with the following revised Maryland Immunization Requirement:

- All doses of measles, rubella, and mumps vaccines must be given on or after the first birthday.

- Four doses of DTP, DtaP or DT vaccines are required for children seven years old. Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DtaP, DT, or Td) are required for children seven years of age and older.

- Children born after April 1, 1994, who are in a daycare or school setting, must have proof of the Hepatitis B series.

**MINIMUM VACCINE REQUIREMENTS**

If your child is under six years of age, please have the screening/testing for lead poisoning form completed by your physician. All students must comply with the Maryland Department of Health and Mental Hygiene standards for children enrolled in Preschool programs and in schools in Maryland:

- No child is enrolled without an immunization record.

- If an immunization record is incomplete, students will have until **20 days after the 1st day of school** to comply and show proof of compliance. Any student not in compliance by this date will be required to stay home from school until compliance is demonstrated.

- Pupils transferring into Reid Temple Christian Academy must have proof of immunization before they are allowed to attend classes.
Parents may contact Prince George’s Health Department for questions regarding health guidelines or for the latest information on health issues that may affect their children.

Prince George’s Health Department
1701 McCormick Drive, Suite 200
Largo, Maryland 20774
Tel: (301) 883-7834 Fax: (301) 883-7896

---

**Vaccine Requirements For Children**
Enrolled in Preschool Programs and in Schools — Per DHM1 COMAR 10.06.04.03
Maryland School Year 2014 - 2015 (Valid 9/1/14 - 8/31/15)

### Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs

<table>
<thead>
<tr>
<th>Current Age of Child</th>
<th>DTaP/DTP/DT</th>
<th>Polio</th>
<th>Hib</th>
<th>Measles, Mumps, Rubella</th>
<th>Varicella</th>
<th>Hepatitis B</th>
<th>PCV7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2 - 3 months</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4 - 5 months</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>6 - 11 months</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>12 - 14 months</td>
<td>3</td>
<td>3</td>
<td></td>
<td>At least 1 dose given before 12 months of age</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>15 - 23 months</td>
<td>4</td>
<td>3</td>
<td></td>
<td>At least 1 dose given before 12 months of age</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>24—59 months</td>
<td>4</td>
<td>3</td>
<td></td>
<td>At least 1 dose given before 12 months of age</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>60 - 71 months</td>
<td>4</td>
<td>3</td>
<td></td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN 12th grade

<table>
<thead>
<tr>
<th>Grade Level (Ungraded)</th>
<th>DTaP/DTP/Tdap/DTP/Td/Fl</th>
<th>Tdap</th>
<th>Polio</th>
<th>Measles, Mumps, Rubella</th>
<th>Varicella</th>
<th>Hepatitis B</th>
<th>Meningococcal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten (5 yrs)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2 (new)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 1 - 6 (6 - 11 yrs)</td>
<td>4 or 3</td>
<td>3</td>
<td>2</td>
<td>1 or 2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 7 (11-12 yrs)</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1 or 2</td>
<td>3</td>
<td>1 (new)</td>
<td></td>
</tr>
<tr>
<td>Grades 8-12 (12-18 yrs)</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1 or 2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* See footnotes on back for NEW Requirements for 2014-15 school year.
NEW Requirements for the 2015 - 2016 school year are:

- 2 doses of Varicella vaccine for entry into Kindergarten and 1st grade
- 1 dose of Tdap vaccine for entry into 7th grade and 8th grade
- 1 dose of Meningococcal vaccine for entry into 7th grade and 8th grade

FOOTNOTES

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio and measles, mumps, rubella and varicella.
3. Hib and PCV(Prevnar™) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before first birthday.
5. One dose of varicella (chickenpox) is required for a student younger than 13 years old. Two doses of varicella vaccine are required for students entering Kindergarten and for previously unvaccinated students 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history of disease provided by a physician or health care provider. Documentation must include month and year. In the absence of documentation a medical provider or local health department may verify immunity via blood test, but revaccination may be more expedient.
6. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccine (any combination of the following — DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the 7th grade Tdap requirement.
ILLNESS POLICY

The purpose of The Academy's sick policy as it applies to children is as follows:

1. To reduce the spread of illnesses from the sick child to other children.

2. To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.

3. To prevent the constant spread of illnesses and disease.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illnesses. If you, as a parent, have any questions regarding this policy, feel free to discuss them with the Head of School.

SPECIFIC ILLNESS CONDITIONS

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any of the specific symptoms listed below. In addition, a child must be free of all these specific symptoms for at least 24 hours before he/she can return to school. The symptoms are as follow:

1. A fever of 99.9 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school).
4. A heavy nasal discharge indicative of infection.
5. A constant cough or sore throat.
7. Pink Eye.
8. Ringworm.
9. Symptoms of a communicable disease (measles, mumps, chicken pox, etc.).
10. Head lice.
11. Fussy and/or cranky behavior, and is generally not himself/herself (early childhood).
**Severe Allergies and/or Asthma**

Parents of children with severe allergies and/or asthma must supply The Academy with appropriate information (allergy/asthma plan), equipment, and medical release forms. All prescriptions, including inhalers, EpiPen®, etc. will need to be **current, labeled, and in the original prescribed packaging** with the student’s name and grade.

Due to the urgency of anaphylaxis (allergic reactions), students’ EpiPens® are kept in the classrooms for immediate location and use. Teachers are trained by The Academy Health Aide in the use of the EpiPen®. Inhalers are stored in The Academy Health Room. Students in Grade 5 through 8 – keep their EpiPens® with them since they change classes throughout the day. However, the “Medication Authorization” form **must** be on file for **each** self-carry medication. Students’ EpiPens®, inhalers, and other emergency medications are taken on all field trips.

**EMERGENCY RECORD**

The Academy must always be informed as to a parent/guardian’s work telephone number and emergency number in the event a child becomes ill or injured at school. Please remember to notify the school of **any** change of address or telephone numbers. The Academy keeps a supplemental “Emergency Form” in student records to provide more comprehensive contact information, which needs to be updated **annually**. If a student becomes severely ill or injured, The Academy Health Aide administers care and calls the parent and, if necessary, an ambulance. If the parents are unavailable, the relative or friend listed as an emergency contact by the parents on the student’s Emergency Form and/or Application for Admission Form is notified.

The Emergency Form is the source for all calls concerning a student’s illness, injury, physician, hospital, health insurance or other pertinent information about the student. **Therefore, it is imperative that the form is filled out completely and returned to The Academy during the first week of school, and kept up to date if changes occur.**
STUDENT LIFE GUIDELINES

STUDENT RESPONSIBILITY AND DAILY LIFE GUIDELINES

We believe that the personal behavior of each student should show self-respect and respect for the rights of others. We assume responsibility for behavior at all functions sponsored by The Academy, on or off campus. At these functions, the rules and traditions of The Academy are in effect. All students are expected to observe The Academy’s standards and rules, including those announced during the school year and those described in this Handbook. The Head of School and the teacher will act to discipline any student whose conduct violates these rules and standards.

BEHAVIOR, RESPONSIBILITY, AND ETIQUETTE

Reid Temple Christian Academy desires to provide a challenging, fun, and enjoyable Christian learning atmosphere for its students, faculty, and staff within its premises and beyond. Parents, students, faculty, and staff are required to abide by The Academy guidelines as set forth in this document.

- Students are required to arrive on time each day and bring all the necessary tools and supplies specific to learning. They are required to engage in all aspects of academic life. Field trips are mandatory. Students are discouraged from bringing valuables and other items not required by the school for their academic experience. The Academy will not be held responsible for these items if they are stolen, vandalized or otherwise damaged. Students are discouraged from bringing material, wearing clothing, or having any other personal possession that may cause any type of disruption to their learning experience or that of other students.

- Students must at all times respect Academy authority, teachers, and other students. Students are required to be considerate towards others, exhibiting good manners and courtesy. Students are also expected to express good sportsmanship during any and all competitions, contests, and games.
Students are required to be well groomed with good personal hygiene. Inappropriate dress, foul language and improper gestures are strictly prohibited. Students may not chew gum in the classrooms or on the grounds of Reid Temple Christian Academy.

Students must respect the property of others and that of The Academy. Parents will be held responsible for vandalism, theft or damage to The Academy’s property. Lockers are available for personal property storage but stickers or other items should not be placed on the outside of lockers.

Reid Temple Christian Academy will not tolerate harassment, bullying, threats, physical, emotional or verbal assaults of any kind. Neither will The Academy tolerate discrimination, oppression or unfair treatment of students, teachers, faculty, staff, parents, or any other group, by other students, teachers, faculty, staff, parents, or group. Students who feel harassed in any way by anyone are strongly encouraged to report improper behavior or perceived inappropriate intent immediately to the Head of School. All faculty and staff members are required to report improper behavior or perceived inappropriate intent immediately to the Head of School.

Reid Temple Christian Academy is a Christian educational facility. We do not encourage inappropriate debate or contentious behavior towards the Word of God.

To ensure the safety and best interest of others, students cannot bring pets, toys, glassware, bicycles, or electronic devices to school.

**DISCIPLINE**

In the case of **continued inappropriate or disruptive behavior** of a student at Reid Temple Christian Academy, the following guidelines will apply:

1st and 2nd Incident  
Student will be verbally reprimanded by teacher which also may include revocation of certain privileges as deemed appropriate by the teacher.

3rd Incident  
Student will be sent to the School Counselor’s office if appropriate. A note will be sent home documenting disruptive behavior and action
taken. Parents will be required to return a signed copy of the note to Reid Temple Christian Academy.

4th Incident The Head of Lower/Middle School or Head of Early Childhood will request a conference with the parent, student, teacher and School Counselor, if needed, to further discuss disciplinary actions and the student’s needs. The student may or may not be present at the discretion of the Head of Lower/Middle School or Head of Early Childhood and the parent(s). Home suspension may be invoked for a specified number of days.

5th Incident The Associate Head of School will request a conference with the parent and teacher to discuss direction going forward that best meets the student’s needs and corrects the behavior impeding the learning of the student and others. Home suspension may be invoked for a specified number of days.

6th Incident Termination of the student’s enrollment from Reid Temple Christian Academy will be determined by the Head of School.

Reid Temple Christian Academy reserves the right to administer discipline as deemed appropriate dependent upon the severity of the incident; especially incidents involving physical aggression, violence or malice (i.e., slapping, spitting, fighting, and total disregard of The Academy’s behavior guidelines). In the case in which a student’s conduct or academic achievement is not compliant with the guidelines set by The Academy, the school reserves the right to terminate the student’s enrollment. Under no circumstances, will physical discipline be administered by any faculty or staff member at Reid Temple Christian Academy for inappropriate or disruptive behavior.
What is Positive Behavior Interventions and Supports (PBIS)?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff, and in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation.

What is PBIS at our school?

We have adopted The Conqueror Way. You will see The Conqueror Way posted throughout the school and your child will learn and recite The Conqueror Way in Chapel each morning.

The Conqueror Way:
- I am Respectful.
- I am Responsible.
- I am Ready to Learn
- I am a Representative of Christ.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To help students follow The Conqueror Way, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
• Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system of consequences:

• Disruptive Incident Break #1 = Classroom level consequence
• Disruptive Incident Break #2 = Classroom level consequence
• Disruptive Incident Break #3 =
  o Classroom level consequence
  o Documented Warning
• Disruptive Incident Break #4 = Formal Office Discipline Referral

We also have a school-wide system of positive reinforcement:

A Conqueror Buck is an incentive for students in Kindergarten to Grade 8 to follow The Conqueror Way (Behavioral Expectations). The purpose of the bucks is to promote positive interaction with students by every staff member. These bucks can be used in our Conqueror Store. Students in Grades 5 through 8 can use their Conqueror Bucks to participate in the Quarterly Incentive Trips. Students in the Bethlehem Program will continue to use the positive reinforcement system currently in place with their classroom teacher.

How do students earn Conqueror Bucks?

Staff members should give out a number of Conqueror Bucks throughout the school day to the students who are following The Conqueror Way. Students may earn Conqueror Bucks for following one or more of The Conqueror Way.

Conqueror Buck Recognition:

Conqueror Buck Quarterly Grade 5 Thru Grade 8 Recognition:

All students with at least 75 Conqueror Bucks by the last day of each quarter (due to school counselors) will be afforded an opportunity to go on an incentive trip of the groups’ choice within
reason. It is our hope that all of our students will qualify for these trips. However, exceptions will not be made for students who narrowly miss the requirements.

Quarter 1 Conqueror Bucks Due To School Counselors: October 17, 2014
Quarter 2 Conqueror Bucks Due To School Counselors: January 16, 2015
Quarter 3 Conqueror Bucks Due To School Counselors: March 27, 2015
Quarter 4 Conqueror Bucks Due To School Counselors: May 27, 2015

ZERO TOLERANCE DRUG, ALCOHOL, CONTROLLED SUBSTANCES, WEAPONS AND PHYSICAL VIOLENCE POLICY

Reid Temple Christian Academy maintains a zero-tolerance policy for any and all weapons, gang activity, illicit material or paraphernalia associated with any of these areas. Possessing or engaging in any activity associated with the aforementioned by any student in any form is grounds for immediate expulsion. Reid Temple Christian Academy maintains a zero-tolerance policy for drugs, alcohol, controlled substance possession or use on our campus. Students found possessing; distributing, using or otherwise associating with any form of these substances will be immediately expelled from The Academy. Students who require medication during school hours must submit written consent forms from parents to the Administrative Office immediately detailing medical condition, prescription use, symptoms, possible side effects, length of medication use and other medical-related information. Physical violence or aggression will not be tolerated by anyone.

UNIFORM AND DRESS CODE POLICY

One of the key principles of the Reid Temple Christian Academy experience is respect – respect toward learning, toward each other, and to one’s self. As an extension of this principle, we ask that students and adults come to school dressed in a respectful manner. In other words, we respect our school community by appearing ‘neat and appropriate.’ All students must wear their Academy uniform every day and physical education uniform on the days of all scheduled physical education classes. We ask that students appear neat and appropriately dressed while on campus. In this regard, shirts should be tucked in, belts should be properly worn when needed, undergarments must not be visible (pants not worn baggy), and outdoor or oversized clothing should not be worn inside the school.
Hair
- Hair must be groomed neatly
- If wearing braids or locks, it must be neat
- No hair dye that is not natural, i.e. pink, purple, red, etc.
- No hat or scarves
- Girls can wear the RTCA plaid hair band, burgundy, gray, or black. No brightly colored, animal print, or floral prints allowed.

Jewelry and Body adornment
- No tattoos or body piercings
- Earrings must be studs or small loops (no larger than a quarter); No dangling earrings allowed; ear piercings to not exceed 2 in each ear lobe
- No earrings or piercing for boys.
- No heavy makeup. Lip gloss and soft eyeliner acceptable for Middle School girls only.

General Requirements
- For young ladies, shorts and skirts must be finger length or longer
- For young ladies, shorts under your skirts are highly encouraged to provide more freedom for students on the playground
- Preschool and Kindergarten students, sneakers and socks each day. No heels or sandals.
- For students Grade 1-Grade 8, uniform shoes or rubber sole shoes with dress uniform. Sneakers (white, black, gray) can be worn on PE days with minimum other color present.
- Official Academy sweaters should be used for students who may get chilly in the classroom

Uniform Stores

**All American Wear**
5001 Forbes Blvd, Lanham, MD 20706
(301) 459-5000

**Risse Brothers**
9700 Martin Luther King Jr. Highway,
Lanham MD 20706
(301) 220-1985
Boys PK-2 Thru Kindergarten

☑ Correct Dress Uniform
  ○ Logo Navy Polo Shirt
  ○ Khaki Pants or Shorts
  ○ Logo Navy Cardigan Sweater
  ○ Black Uniform Shoes

Girls PK-2 Thru Kindergarten

☑ Correct Dress Uniform
  ○ Logo Navy Polo Shirt
  ○ Khaki Pants, Shorts, Romper or Skort
  ○ Logo Navy Cardigan Sweater
  ○ Black Uniform Shoes
Boys & Girls PK-2 Thru Kindergarten

Incorrect Dress Uniform
- No Sneakers or Light up shoes
- No Burgundy & Gray Uniforms
- No Non-RTCA Logo Shirts & Sweaters
- No colorful and/or pattern socks

Boys & Girls Physical Education Uniforms

Correct PE Uniform
- Navy Logo T-Shirt
- Gray w/Navy Logo Mesh Shorts
- Navy Logo Sweat Shirt
- Navy Logo Hoodie
- Navy Logo Sweat Pants
- Approved Sneakers in Black, White or Gray ONLY
Incorrect PE Uniform
- No Colorful Sneakers or Light up shoes
- No Burgundy & Gray Uniforms
- No Non-RTCA Logo Shirts & Sweaters
- No colorful and/or pattern socks
LOWER SCHOOL GRADE 1 THROUGH GRADE 5

Boys Grade 1 Thru Grade 5

- Correct Dress Uniform
  - White Oxford Shirt
  - Burgundy Tie
  - Burgundy Logo Vest
  - Gray Pants (Not French Toast color)
  - Black Shoes

Girls Grade 1 and Grade 2

- Correct Dress Uniform
  - White Peter Pan Shirt
  - Plaid Cross Bow
  - Burgundy Logo Cardigan
  - Plaid Jumper
  - Black Shoes
  - Uniform Pants optional during winter months ONLY (January 4, 2016 Thru March 24, 2016)
LOWER SCHOOL GRADE 1 THROUGH GRADE 5

Girls Grade 3 Thru Grade 5

Correct Dress Uniform

- White Peter Pan Shirt
- Plaid Cross Bow
- Burgundy Logo Cardigan
- Plaid Pleated Skirt
- Black Shoes
- Uniform Pants optional during winter months ONLY (January 4, 2016 Thru March 24, 2016)

Boys & Girls Grade 1 Thru Grade 5

Incorrect Dress Uniform

- No Colorful Sneakers, Boots or Light up shoes
- No Navy & Khaki Uniforms
- No Shorts
- No colorful and/or pattern socks
LOWER SCHOOL GRADE 1 THROUGH GRADE 5

Girls & Boys

Grade 1 Thru Grade 5
Physical Education Uniforms

☑ Correct PE Uniform
  o Burgundy Logo T-Shirt
  o Gray w/Burgundy Logo Mesh Shorts
  o Gray Logo Sweat Shirt
  o Gray Logo Sweat Pants
  o Approved Sneakers in Black, White or Gray ONLY
Incorrect PE Uniform

- No colorful sneakers or Light up shoes
- No Blue & Gray Uniforms
- No Non-RTCA Logo Shirts & Sweaters
- No colorful and/or pattern socks

MIDDLE SCHOOL GRADE 6
THROUGH GRADE 8
Boys Grade 6 Thru Grade 8

Correct Dress Uniform

- Logo White Oxford Shirt
- Gray Tie
- Gray Slacks
- Burgundy Logo Cardigan
- Black Dress Shoes
- Black Dress Socks
Girls Grade 6 Thru Grade 8

☑️ Correct Dress Uniform

- Logo White Oxford Shirt
- Gray Cross Bow
- Burgundy Logo Cardigan
- Gray Skirt
- Black Shoes
- Uniform Pants optional during winter months ONLY (January 4, 2016 Thru March 24, 2016)
- Gray, White or Burgundy Socks
MIDDLE SCHOOL GRADE 6 THROUGH GRADE 8

Boys Grade 6 Thru Grade 8

- Incorrect Dress Uniform
  - No Sneakers or colorful shoes - Black Only
  - No Lower School Uniforms
  - No Non-RTCA Logo Shirts & Sweaters
  - No colorful and/or pattern socks

- NO LOGO

- WRONG SHOES
Girls Grade 6 Thru Grade 8

Incorrect Dress Uniform

- No Sneakers, colorful shoes or boots - Black Only
- No Lower School Uniforms
- No Non-RTCA Logo Shirts & Sweaters
- No colorful and/or pattern socks or tights

WRONG SKIRT
Girls & Boys

Grade 6 Thru Grade 8

Physical Education Uniforms

Correct PE Uniform

- Gray w/Burgundy Logo T-Shirt
- Burgundy w/Gray Logo Mesh Shorts
- Burgundy Logo Sweat Shirt
- Burgundy Logo Hoodie
- Burgundy Logo Sweat Pants
- Approved Sneakers in Black, White or Gray ONLY
Incorrect PE Uniform

- No colorful Sneakers
- No colorful or pattern socks
- No Non-Logo uniform clothing
- No shorts shorter than the finger tips alongside of your body
RTCA KINDERGARTEN THROUGH GRADE 8

Field Trip Uniform Grade 1 – Grade 8

✔ Correct Field Trip Uniform
  
  o Burgundy Logo Polo Shirt Long or Short Sleeve
  o Black or Blue Jeans ONLY
  o Sneakers

❌ Incorrect Field Trip Uniform
  
  o No army fatigues
  o No sweatpants
  o No patterned or colored jeans
  o No khakis

** Pre-K2 thru Kindergarten do not need field trip shirts (they can wear their blue polo shirts.)
Uniform Infraction Consequences—Effective 2015-2016

Students are required to be in uniform every day unless administrators enact a dress down day. The requirement is enforced on the first day of school and we will continue to be enforced through the entire school year. We do understand that from time to time, there may be an extenuating circumstance that causes a child to be out of the correct information. If these cases arise, please contact the Head of Early Childhood or Head of Lower/Middle School by the beginning of the school day via email or phone to explain the circumstance.

If a student is out of uniform, the following infraction consequences will apply to all students in Grade 1 thru Grade 8:

**First Offense:**
- The homeroom teacher will send a warning to parents about the uniform infraction.

**Second Office (within the same quarter):**
- A main office staff person will call the parent to bring his or her child the appropriate uniform.

**Third Offense (within the same quarter):**
- The student will be required to stay in the main office until a parent brings the appropriate uniform.
Fourth Offense (within the same quarter):

- The student will be suspended for one day.

All additional offenses (within the same quarter) will be additional suspensions. NOTE: Every student must wear the required attire on field/incentive trips. Failure to adhere to the policy may result in the student remaining on campus.

**PHYSICAL EDUCATION**

All students of Reid Temple Christian Academy will take physical education class unless a condition is identified which hinders the student from participating in some activities or an excuse from a doctor is provided. Students are required to dress in the appropriate physical education uniform.

Students are discouraged from participating in any activity that may cause themselves or others bodily harm or injury. All injuries or accidents should be immediately reported to the teacher of the class and the student should be sent to The Academy Health Aide or Administrative Offices for action. The faculty or staff member will submit documentation of the incident regarding the student at the time of the injury. Regardless of how minor, parents will be informed of any and all injuries sustained by their child(ren) at Reid Temple Christian Academy.

**TECHNOLOGY ACCEPTABLE USE POLICY**

While the staff and faculty of Reid Temple Christian Academy have an appreciation for the latest technology and telecommunications devices, students should not bring any such devices, equipment or instruments to school. Students should not bring iPods,
radios, CD players, DVD players, or any other electronic device to school or on field trips. Students of Reid Temple Christian Academy will only use the Internet, MacBook and other technology for educational purposes. If a student is in possession of any electronic devices, they will/may be subjected to disciplinary consequences. Cell phones are allowed but should remain in the student’s backpack. Students may use their cell phones before school begins and after school ends. Cell phones must be kept out of sight and turned off during the instructional program. Unauthorized use of cell phone disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the phone for up to 5 consecutive school days by school officials, including classroom teachers. Repeated unauthorized use may lead to disciplinary action. The Academy is not responsible for loss or damaged cell phones.

MEDIA CENTER/LIBRARY

Students of Reid Temple Christian Academy have full access to age appropriate books, periodicals, games and technology at the Media Center/Library. We encourage our students to learn in various ways. The Media Center/Library introduces fun and creative means of growth and development through different resources. Students may check out books and use other resources. Students must take proper care of all books and resources and adhere to usage guidelines. Parents are responsible for all fines, late charges and cost related to damaged, lost or stolen property of the Media Center/Library.
HOMEWORK AND SPECIAL PROJECTS

Homework is assigned daily and is a continuation of the instructional day. Homework is used as reinforcement, remediation and enrichment of classroom instructions. Parents are encouraged to assist in these assignments along with any other special projects that students will be given throughout the school year. It is the responsibility of each student to submit homework that is neat, legible, correct, and on time.

Homework

Homework is assigned each afternoon Monday through Friday. Children are given a daily or weekly homework assignment sheet that parents sign to acknowledge assignments and receipt of special notices. Homework is assigned to extend, practice, and review those concepts learned during the school day. The Academy feels that it is a means by which a student is able to plan, organize, and discipline himself/herself in all academic endeavors. Older students will be required to write down assignments given in the classroom; also teachers will post assignments on Edline.

In general, the approximate amount of time a student should spend on his or her homework is as follows:

- Pre-K2 – Kindergarten 15 – 20 minutes
- Grade 1 15 – 30 minutes
- Grade 2 30 minutes
- Grade 3 45 minutes
- Grade 4 60 minutes
- Grade 5 60 – 75 minutes
- Grade 6    60 – 75 minutes
- Grade 7    60 – 75 minutes
- Grade 8    60 – 75 minutes

Students will work at different rates and the above information is an estimation of how long on average children will take. Some students will take less time and other students may take more time.

For every day a student has an excused absence due to illness, a minimum one-day extension will be given to turn in the assignment. It is the responsibility of the student to obtain missed assignments.

**PARENT COMMITMENT**

Educating children is most effective when their school and home environments form a strong base of instruction. Parent involvement makes an enormous impact on students' attitude, aptitude and attendance. All Reid Temple Christian Academy families are required to provide 15 hours of service to The Academy per school year. For students who receive scholarships or other financial aid, families are required to provide 30 hours of service to The Academy per year.

**ENDOWMENT**

Reid Temple Christian Academy is committed to the highest quality education and to ensuring the future growth and quality of our school. Therefore, we require that our parents partner with us by paying a one-time endowment fee of $500.00 per family to The Academy. Families may pay the endowment in full or pay through monthly
payments via the FACTS tuition management system. All families who were enrolled in The Academy up to the 2010-2011 school year are eligible for reimbursement of the endowment fee upon withdrawal from The Academy. All families enrolled in The Academy beginning with the 2011-2012 school year are not eligible for a refund of the endowment fee upon withdrawal or graduation.

FINANCIAL POLICIES

Reid Temple Christian Academy Pre-School, Lower School and Middle School tuitions are due before the beginning of the school year. However, The Academy does allow the courtesy to families being able to budget their tuition and some select other fees through the FACTS Tuition Management service. For the families who do budget, students will not be allowed to begin school until the financial commitment forms are completed and submitted to The Academy’s Finance Office and parents have registered on the FACTS Tuition Management system. Tuition Payment Plans are selected at the beginning of the school year and may not be changed until the next school term.

All payments are due on the scheduled due date. Electronic withdrawal is mandatory for all tuition payments (annually, semi-annually, quarterly, monthly and bi-monthly).

School Year Withdrawals/Admissions/Delinquencies

Admission occurring within a monthly payment period will be pro-rated on a daily basis for the first month. Withdrawals occurring before the end of the school year are subject to tuition due in the month of withdrawal, an additional month’s tuition, and a $1,000 withdrawal fee. If a student is expelled or withdrawn at the recommendation of the school, tuition is due for the month of withdrawal.
The Academy will allow families to move payments, at most, two (2) times per year. The ability to move payments will not be allowed until October 1st after the beginning of the school year. Families who are currently delinquent in their payments will not be allowed to move additional payments. Payments will not be moved in the months of August, December or May. All accounts 30 days past due will be assessed a $100 late charge via the FACTS tuition management system. After FACTS has made a third attempt to withdraw your monthly tuition payment, your child/children will not be permitted to attend school until all back payments and late fees have been paid in full. At any point in the billing cycle when an account balance is delinquent for more than $2,000 or more, your child will not be permitted to attend school until all back payments and late fees have been paid in full. The Academy may submit accounts over 60 days past due to a collection agency and any collection fees must be paid by the delinquent account holder.

The Academy will charge $35.00 for all returned checks. After two (2) returned checks, The Academy will only accept cash, money orders, cashier checks or credit cards for future payments.

All accounts must be paid in full at the end of the school year or report cards, transcripts and records will be withheld. In order to secure a slot for your child in the upcoming school year, all financial accounts must be current at the time of re-enrollment.

FINANCIAL AID AND SCHOLARSHIP

There are no reduced tuition fee incentives for members of Reid Temple AME Church. Financial aid will be provided by Reid Temple Christian Academy on a first come, first served basis and will be appropriated according to financial need, scholastic merit, and
available funds. All financial aid applicants must complete a FACTS Management Online Aid Assessment Form and present all appropriate financial records and documentation for consideration for each school year. The FACTS Management application form is available online by February 1 of each school year. Financial aid is available for students entering grades K through 8. Students who receive scholarships must remain in good academic standing to qualify for the scholarship in the upcoming school year.

TEXTBOOKS AND SCHOOL SUPPLIES

The cost for rental of all textbooks is included in the Student Fee for each student. This rental fee only covers the use of the book during each school term. Books must be returned in satisfactory condition at the end of each school year. Parents are responsible for all books that are lost, stolen or otherwise deemed unusable. All school supplies are the sole responsibility of the parents.

MEALS

Hot lunch is available to students Monday through Friday at an additional cost per year. If your child does not participate in the Hot Lunch Program, parents are responsible for providing lunches for their child(ren) each day. Forgotten lunches cost $10.00 each. For safety reasons students should not bring food or beverages to school in glass containers or bottles; additionally, students do not have access to refrigeration and/or a microwave. Parents will be notified of any changes to the Hot Lunch Program throughout the school year. Reid Temple Christian Academy is a “Nuts/Peanut Butter” free school. Due to the increased number of nut related allergies, we strictly adhere to this policy.
ACADEMICS AND CURRICULUM
(PRE-K, LOWER AND MIDDLE SCHOOLS)

CURRICULUM AND COURSE SELECTION

The curriculum at Reid Temple Christian Academy is an integrated trans-disciplinary curriculum with a heavy focus on mathematics, science and technology. The classroom structure allows teachers to work with individual students to develop their proficiency levels in each subject matter. We seek to engage the academic and artistic interests of all our students to build upon their natural abilities and talents.

<table>
<thead>
<tr>
<th>PRE-K 2 - 3</th>
<th>PRE-K4 – GRADE 4</th>
<th>GRADE 5 - GRADE 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum</td>
<td>Core Curriculum</td>
<td>Core Curriculum</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Language Arts</td>
<td>English Composition</td>
</tr>
<tr>
<td>Reading Center</td>
<td>Reading</td>
<td>English Literature</td>
</tr>
<tr>
<td>Mathematics Center</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Science Center</td>
<td>Social Studies</td>
<td>History</td>
</tr>
<tr>
<td>Creative Play Center</td>
<td>Science and Science</td>
<td>Science</td>
</tr>
<tr>
<td>Religion</td>
<td>Laboratory</td>
<td>Science Laboratory</td>
</tr>
<tr>
<td></td>
<td>Religion</td>
<td>Religion</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>Sign Language</td>
<td>Physical Education/Health</td>
<td>Physical Education/Dance</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spanish</td>
<td>Mandarin (Grade 6)</td>
</tr>
<tr>
<td>Library/Computers</td>
<td>Mandarin</td>
<td>Spanish</td>
</tr>
<tr>
<td>Music</td>
<td>Library/Computers</td>
<td>Library/Computers</td>
</tr>
<tr>
<td>Art</td>
<td>Music</td>
<td>Concert Band/Orchestra</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td>Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Art</td>
</tr>
</tbody>
</table>
STANDARDS OF ACHIEVEMENT

A student in good academic standing at Reid Temple Christian Academy:

- Has gained the equivalent to one academic year in all academic classes
- Has a grade point average of 2.75 or above in all academic classes
- Maintains coursework and study habits consistent with Academy standards

ACADEMIC SUPPORT

Students entering Reid Temple Christian Academy with reading or basic skills substantially below grade level or who are not reaching The Academy’s performance standards will be required to participate in one or several of the following:

- Parent-teacher conferences
- Structured parental assistance (Academy monitoring)

STUDENTS WITH LEARNING DISABILITIES

An educational specialist or other expert professional in a regularly scheduled classroom setting will monitor students who require additional assistance due to possible special needs. The educational specialist makes recommendations to The Academy’s Administration regarding the most effective method of educating the student. Reid Temple Christian Academy consults with parents regarding all findings and determines the best course of action that will enhance the student’s long term learning experience. The Academy maintains the right to rescind acceptance if it is determined that educational costs exceed financial feasibility.
INSIDE THE CLASSROOM

OUR TEACHERS

Teachers at Reid Temple Christian Academy are Christian highly trained professionals who are certified in their areas of expertise. They present learning material in a challenging, fun, vibrant, colorful atmosphere making coursework exciting and relevant. Our teachers are committed to the Total Child Development of every student. Each student has the opportunity for more individualized attention due to our 16-1 student-teacher ratio. Students are motivated to actualize their individual potential in excellence. Our teachers maintain good working relationships with parents and students characterized by open communication and continual goal setting. Parents are encouraged to contact teachers through our email system, teacher voicemails, parent-teacher conferences and visits to the classroom.

All Teachers at Reid Temple Christian Academy teaching English or Language Arts, Mathematics, Science, Social Studies, Reading, Spanish and Mandarin whether full-time, part-time, volunteer, or substitute hold at least one of the following credentials:

- A bachelor's degree in education with Maryland State Certification (preferred)
- A bachelor’s degree in education with state Certification other than Maryland
- A bachelor’s degree in education with no state Certification
- A bachelor's degree from an accredited institution
- A bachelor's degree equivalent as determined by an independent agency authorized to evaluate foreign credentials that is designated by the MSDE
In addition to their professional credentials, all faculty and staff at The Academy participate in continual professional development.

STANDARDIZED TESTING

All students in grades Kindergarten through 8th participate in standardized testing.

What can I do to ensure that my child is well prepared for the testing days?

- Support your child’s ongoing homework efforts.
- Encourage your child to read independently.
- Stimulate your child’s curiosity and imagination.
- Make sure your child has a good night’s sleep several days prior to the testing and a nutritious breakfast the day of the testing.
- Remind your child that standardized testing is only one part of assessment of learning.

If you have ongoing questions or concerns about the standardized test, the testing situation, or the test results, as always, we encourage ongoing communication between parent and teacher and/or student and teacher.

Comprehensive Testing Program (CTP) developed by Educational Records Bureau (ERB)

CTP is a comprehensive and robust online testing program we used to replace YPP (Yearly Progress Program). Grade 1 through Grade 8 will use the CTP. It is developed by ERB.
ERB is an educational testing company that develops standardized tests for more than 2,000 public and independent school systems. In 1927, Dr. Charles K. Taylor founded Educational Records with a mission:

To create testing and learning solutions that would help schools develop improved curriculum based on results, thus helping students gain a better education.

CTP score reports provide robust information on the student, class, and school level to help inform teaching and learning. Comparative information to national suburban public, and independent school norm groups, as well as local norms chosen by the school are also available. Reports such as the Individual Student Report, Class Roster, and Administrator’s Summary report are available to help administrators and teachers identify students’ strengths and weaknesses. Parent reports are among the various report options available to Reid Temple Christian Academy. This test is aligned with the end of the year-standardized test developed by ERB. It will better prepare our students for this type of test, which is also administered by Sidwell Friends and Georgetown Day Schools.

The test will include the following components: Verbal Reasoning, Vocabulary, Reading Comprehension, Writing Mechanics, Writing Concepts and Skills, Quantitative Reasoning and Mathematics, Parts 1 and 2.
Children’s Progress Academic Assessment (CPAA):

The Children’s Progress Academic Assessment is a computer adaptive skills assessment for students in grade PK2 through Kindergarten. Its structure adapts in difficulty as the test progresses to present content within the students’ skill level. When a question is answered incorrectly, targeted “hinting” helps pinpoint the exact nature of the student’s misunderstanding. When a question is answered correctly, the student is given a slightly more challenging question to follow. The subjects assessed include early literacy and mathematics and the assessment is administered 3 times during the academic school year (Fall, Winter and Spring).

At RTCA we use CPAA assessment scores and results for 3 major purposes:

1. To monitor individual student progress over the school year
2. To inform classroom instruction
3. To provide support and enrichment for all students in their specific areas of need

Each students assessment scores will be reviews by the Head of Early Childhood after each administration and scores will be shared with parents shortly thereafter.

**MSDE Mandated Child Developmental Screenings**

Reid Temple Christian Academy actively promotes inclusive practice in order to best meet the needs of the children, families, and staff in our center. All children are welcome to attend Reid Temple Christian Academy regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities
and differences in each other. In order to achieve this, we actively engage with children, parents, and other organizations as appropriate.

Beginning SY 2015-2016, Reid Temple Christian Academy will conduct individual Developmental Screenings for all students from birth to age 5 as regulated by the MSDE Office of Childcare.

The draft regulation that will go into full effect July 2016(subject to change prior to publishing in COMAR), in part states:

“Maryland State Department of Education believes strongly in the benefits of developmental screening. In the Race to the Top Early Learning Challenge Grant, MSDE created a priority to require all early care and educational programs to conduct developmental screenings on children birth through Kindergarten entry.”

Screening Frequency:
-All children birth through Kindergarten entry- within first 90 days of attendance
-Children birth to 36 months- by June

Should services be necessary, the following Local and State resources are available to families:

Project WIN & Maryland LAUNCH: (301)772-8420

Parent’s Place of Maryland: Maryland’s Special Education and Health Information Center
Maryland Family Network: (410) 659- 7701

Maryland Disability Law Center: 1-800- 233- 7201 www.mdlclaw.org
ACADEMIC PROGRAMS/EXTRA-CURRICULAR ACTIVITIES

Reid Temple Christian Academy students develop socially by participating in various activities that allow them to develop meaningful friendships and enrich their learning experience in an enjoyable Christian atmosphere.

Extra-curricular activities will be incorporated at Reid Temple Christian Academy that are age-appropriate for the grade levels served in that academic year. Extra-curricular activities will only be able to function with parent volunteers.

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>SOCIAL</th>
<th>SPIRITUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Fair</td>
<td>Field Day</td>
<td>Chapel/Bible Quiz</td>
</tr>
<tr>
<td>Band/Orchestra</td>
<td>Soccer</td>
<td>Liturgical Dance</td>
</tr>
<tr>
<td>Student Government</td>
<td>Basketball</td>
<td>Christmas Program</td>
</tr>
<tr>
<td>Chess</td>
<td>Flag Football</td>
<td>Black History Program</td>
</tr>
<tr>
<td>Mad Science</td>
<td>Track</td>
<td>Easter Program</td>
</tr>
<tr>
<td>Toast Master</td>
<td>Kung Fu</td>
<td>Community Service Projects</td>
</tr>
<tr>
<td>Robotics</td>
<td>Archery</td>
<td>International Missions</td>
</tr>
<tr>
<td>Design and Discovery</td>
<td>Dance</td>
<td></td>
</tr>
<tr>
<td>Family STEM Nights</td>
<td>Zumba</td>
<td></td>
</tr>
<tr>
<td>Spanish/Mandarin</td>
<td>Drama/Theatre</td>
<td></td>
</tr>
<tr>
<td>Keyboarding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PTSA DEVELOPMENT AND PROGRAMS

DEVELOPMENT

Great schools are distinguished by the tremendous support provided by their community’s alumni, parents, grandparents, and friends. Since our inception, Reid Temple Christian Academy has embodied excellence, in large part due to the fact that our church community has given generous amounts of time, energy, and assets. The Reid Temple Christian Academy Development Office supports the continued excellence of our faculty and programs, by working with our community to encourage philanthropic support of the school. This section provides information to help make sense of what fundraising and philanthropy at The Academy is all about and why it is critical to the future of our school and our children.

ANNUAL GIVING/ FRIENDS OF THE ACADEMY

Like other independent Maryland schools, Reid Temple Christian Academy attempts to provide the highest quality education experience possible on its annual operating budget.

As an independent parochial school, The Academy does not receive operating funds from the state or the county. Independent schools depend on funds raised through voluntary financial support from their current and past families, alumni, and friends. The Annual Giving/Friends of The Academy Campaign produces the funds that round out the operating budget for the year to aid in the expansion and enrichment of our programs, and technological and academic resources. All Academy families are asked to support the school’s Annual Giving/Friends of The Academy; also they will be provided with
several opportunities to assist with the Annual Giving/Friends of The Academy. Please welcome the calls from your Annual Giving/Friends of The Academy representatives as they volunteer for this important activity that provides critical support for the educational programs for our students.

SCHOLARSHIP FUNDS

The Academy is committed to enrolling students from diverse economic backgrounds and to assisting families who would otherwise be unable to consider The Academy as an option for their children. The Academy Scholarship Fund helps defray the cost of tuition for students with financial need through The Academy’s financial aid program. The Academy Scholarship Fund supports the tuition costs of a student who meets the academic and financial criteria of the fund. The Administration Office can offer additional information regarding scholarship opportunities.

CAPITAL CAMPAIGN

The Academy is in the process of developing our Capital Fund Campaign (Building Fund). Please look for updates on how you can participate.

PLANNED GIFTS/MEMORIAL GIFTS

The Academy is honored to accept gifts made in memory of a friend or loved one. Unrestricted memorial gifts serve to pay tribute to special persons and help The Academy continue to provide an education of value. All memorial gifts are tax-deductible and are recognized in The Academy’s Annual Report.
RTCA ALUMNI ASSOCIATION

All graduates, as well as students who formerly attended The Academy, are considered members of The Academy Alumni Association. The Academy encourages and supports alumni participation in Academy programs and events and welcomes alumni involvement in all aspects of the life of The Academy. The Business Office serves as the liaison for alumni.

REID TEMPLE ACADEMY PARENTS TEACHERS ASSOCIATION (PTSA)

The PTSA is led by the PTSA board representing all grade levels and works to serve The Academy’s best interests by supporting the mission, program, and activities of The Academy. The PTSA builds positive school spirit, nurtures parent-to-parent and Academy-to-parent communication, assists parents in improving parenting skills, and helps with special classroom and administrative needs by identifying and encouraging volunteer involvement and support. Parents of all current students are considered members of the PTSA. Grandparents and friends are welcomed to take apart as well. Parents are encouraged to participate in the life of The Academy as volunteers. Parent volunteer help is not only genuinely needed and appreciated, but also directly impacts the positive experience children have while at The Academy.

PTSA PRESIDENT/BOARD/VOLUNTEER COORDINATOR

The PTSA President/Volunteer Coordinator and the PTSA Board coordinate Classroom Parent Coordinator and parent volunteer participation to support parents as they contribute to the life of The Academy. Through the involvement of many parents, the programs at The Academy operate successfully and remain strong. The PTSA
President/Board/Volunteer Coordinator serve to foster valuable communication with The Academy families and to provide guidance and support.

Academy Ambassador Program. The Academy seeks interested families to become Reid Temple Christian Academy Ambassadors. Ambassadors provide The Academy with a way to continue to build solid communication, enlarging our Academy student body, and enhance our community.

An Ambassador is defined as a family who believes in and can effectively articulate The Academy’s mission to “provide a holistic Christian education which ministers to the whole child—body, mind and spirit—through the development of biblically-based values, promotion of intellectual curiosity, and reinforcement of cultural awareness and social responsibility.” An Academy Ambassador will assist in sharing the benefits of a Reid Temple Christian Academy education and aid new families with successful integration into The Academy. In addition, we are looking for Academy Ambassadors who are willing to host an Open House in their community, encourage their sphere of influence to attend one of our scheduled Open Houses, and participate in our Open Houses by providing insightful Academy experiences with their friends, family, neighbors and colleagues. Please submit The Academy Ambassador Participation form enclosed in the Appendix section of the handbook to identify your interest in the program.
SCHOOL COUNSELING MISSION STATEMENT

The mission of Reid Temple Christian Academy School counseling program is aligned with The Academy’s vision. The mission of The Academy School Counseling Program is to provide a comprehensive, developmental counseling program that address the personal/social, academic and career development of all students. The Academy School Counselor is a professional school advocate who provides support to maximize student potential and academic achievement. In unison with the students, staff, parents, and community members, The Academy’s school counselor will facilitate a positive, supportive and culturally sensitive program. The school counseling program will assist with providing a school community that is a safe, healthy and nurturing environment for all by ensuring all students have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society and the kingdom of God.

SCHOOL COUNSELING BELIEF AND PHILOSOPHY

The professional school counselor serving Reid Temple Christian Academy believes:

● All students have dignity and worth and have the right to be served by a comprehensive school-counseling program.
● Learning involves the education of the whole person and is a continuous lifelong process.
● All students have a capacity to learn and should be supported academically.
● All students should be provided with a school-counseling program that is consistent with expected developmental stages of learning and differences in learning styles.
• The school counselor should lead the collaborative effort among the school counselor, administration and teachers to coordinate with parents and the community.

The school counseling program should:

• Engage students in classroom, group and/or individual activities to enhance student learning.
• Provide academic, career, personal and social development for every student.
• Use data to drive the program development and evaluation, and actively monitor student results.
• Be student-centered. The program will be based on specified goals and developmental student competencies for all students.
• Be data-driven. Data will be used in assessing the needs and effectiveness of the school-counseling program and will drive future program development and evaluation.

The professional school counselors:

• Must abide by the professional school counseling ethics as advocated by the American School Counselor Association.
• Shall participate in professional development essential to maintain a quality school-counseling program.
APPENDIX

THE RTCA SNAPSHOT

Administration

- Dr. Donnette Dais – Head of School
- Mrs. Tiphanie Edwards – Associate Head of School
- Ms. Brenda Bethea – Head of Early Childhood
- Mrs. Donna Edwards – Head of Lower and Middle School
- Mrs. Yolanda Dudley – Head of Business Management
- Mrs. Nikki Ham – School Counselor

Support Staff

- Mrs. Ginger King – Executive Assistant, Head of School’s Office
- Mrs. Semedra Fields – Special Programs Coordinator
- Ms. Mary Mason – Nurse Aide/Office Assistant
- Ms. Latrice Moses – School Receptionist
- Ms. Pamela Waters - Executive Assistant, Head of Early Childhood and Head of Lower/Middle School
- Ms. Briana Young – Admissions Coordinator

School Hours

- Pre-Kindergarten 2 – Grade 5  8:00 a.m. – 3:30 p.m.
- Grades 6 – Grade 8  8:00 a.m. – 4:30 p.m.
**Tardy Arrival** is any time *after 8:05 a.m.*

**NOTE:** Unless enrolled in Before-Care or participating in Car Line, students should not arrive to school before 7:45 a.m.

**Delayed Openings/Early Dismissals/Closings**

- Reid Temple Christian Academy generally follows Prince George’s County
- Specific Academy notifications are sent by way of Text Messages, Email, Edline and The Academy’s website and Facebook page.

**Extended School Hours (Optional) – Before And After-care**

- **Before-Care:** Hours 6:45 a.m. – 7:45 a.m.
  Offerings: Supervision of students and a morning snack

- **After-care:** Hours 3:30 p.m. – 6:00 p.m.
  (After 6:01 p.m. – parents will be charged $1 per minute)

  Offerings:
  o After-Care activities will begin the second week of September
  o Homework Lab provides time for students to begin their homework assignments prior to pick up. It is not our expectation that students fully complete their homework and parents are still required to review their child’s homework.
Every RTCA student can participate in After-Care activities if space is available. If your child is not enrolled in After-Care you must make arrangements to have him/her picked up and returned at the start time of the activity.

Students enrolled in After-Care will be given priority enrollment for After-Care special activities.

**Sign In/Sign Out**

- All students must sign in upon entering the building and sign out upon exiting the building.
- Early dismissal students who will be returning to school must sign out and then sign back in upon return.

**Car Line - Eligibility**

- Any student in Kindergarten through 8th Grade, who does not use a five-point harness.
- Parents must participate in a Car Line safety workshop before they can use the Car Line.
- Parents who use the Car Line must volunteer for Car Line each quarter in order to continue to use the service.
- When a parent participates in our Car Line safety workshop, he or she will be given a Car Line decal to gain entrance in Car Line. Each time a parent volunteers, he or she will be given the next quarter’s Car Line decal.
- Parents without a visible Car Line decal will not be allowed to use Car Line.
Parking

- Parents are invited to park in all available parking spaces
- Handicap spaces are reserved for those with valid handicap decals
- Please do not park in the circle in front of the school at any time and for any reason
- Parents who park in the fire lane are subject to a **$200 fine** issued by Prince George’s County Police Officers

Entering The Building

- Parents must escort students who are not using Car Line or who are not in Grade 5 or higher to their classrooms.
- Prior to 9:00 a.m. parents and students should enter the building at The Academy entrance.
- Once at the front desk, students place their index finger on the biometric system to record their attendance.
- Car Line participants will enter the building on the church side and RTCA staff or volunteer will be available to record their attendance.
- Students in Grades 5 through 8 are allowed to enter the building by themselves between 8:00 a.m. and 8:45 a.m. If disciplinary issues arise and this privilege is abused, The Academy will require those students to be escorted by their parents.
- Between 8:46 a.m. and 3:00 p.m. parents and students must enter through the Administrative Wing of the Church.
Chapel

Grades Pre-Kindergarten 2 through Grade 4

- Location: Fellowship Hall I (to the right of the front desk)
- Seating: Assigned by class. Signage will be posted and teachers will be available to direct students

Grades 5 through 8 (Attendance in Chapel is included in the student’s Religion grade)

- Location: Shalom (upstairs)
- Seating: Open seating
- Process: Students should sign in using the biometric scan, go to their lockers to get their materials, and then go to Homeroom. Students will attend Chapel after the homeroom period and are required to bring their bibles to Chapel daily.

Leaving The Building/Student Pick Up Process

Grades Pre-K2 through Pre-K4 Regular Dismissal and After-care Dismissal

- Parents enter the building at The Academy entrance and sign students out using the biometric system.
- Once cleared, parents will go to the Bethlehem Nursery on the first floor to pick up their children.

Grade Kindergarten through Grade 5 Regular Dismissal
● Parents enter the building at The Academy entrance and sign students out using the biometric system.
● Once cleared, a staff member will call for your child and a staff member will direct you to the line where your child will be brought to you.

Grade Kindergarten through Grade 5 After-Care Dismissal

● Parents enter the building at The Academy entrance and sign students out using the biometric system.
● Once cleared, a staff member will call for your child and you will be directed to the location where you can go and retrieve your child.

Grades 6 through 8 Regular Dismissal and After-care Dismissal

● Parents enter the building at The Academy entrance and sign students out using the biometric system.
● Once cleared, a staff member will call for your child and your child will be allowed to come downstairs to meet you.

Pick Up Parental Authorization Changes

● Changes in parental custodial rights must be accompanied by a court order.
● Please note that if a parent is on the birth certificate and we do not have a court order barring their access to their child, we have to proceed like they have full parental rights.
Should you wish to provide other persons with temporary approval to pick up your child, please do so in writing or via email. These persons must show identification.

Grades

Grading Factors

Teachers use a variety of criteria to evaluate a student’s progress. These include:

- Practice (20%) (i.e. homework, classwork, spelling tests, multiplication table tests, etc.)
- Project (20%) (i.e. homework assignments that last for more than one week)
- Formative assessments (30%) (i.e. quizzes, exit cards, assessments on one chapter, etc.)
- Summative assessments (30%) (i.e. Wonders weekly tests, assessments on more than one topic or chapters)

Honors

- Honor Roll – In grades 3 through 8 students who earn a Grade Point Average (GPA) of 3.3 and have no grade lower than a B in core subjects earn Honor Roll status.
High Honor Roll – In grades 3 through 8 students who earn a Grade Point Average (GPA) of 3.67 and have no grade lower than a B in core subjects earn High Honor Roll status.

**Homework**

In general, the approximate amount of time spent on homework should be as follows:

- Grade PK2 Thru PK4: 15 - 20 minutes
- Grade K: 20 to 30 minutes
- Grade 1: 30 minutes
- Grade 2: 30 minutes
- Grade 3: 45 minutes
- Grade 4: 60 minutes
- Grade 5-8: 60 - 75 minutes

**Special Subject And Projects**

**Physical Education**

Students in grades PK4 through grade 8 must wear their PE uniforms on the days PE is scheduled.

**Band or Orchestra**

- Music is mandatory for grades 5 through 8.
- Parents are responsible for obtaining an instrument.
- Students are not allowed to leave their instruments overnight.
● Students will be charged $1.00 for instruments that are left in the hallway overnight.

**Technology**

● The use of electronic resources is supported provided there are no abuses.
● The Academy has security protocols within its network. It is recommended that parents use parent-monitoring software like Net Nanny to more carefully monitor their child(ren) online at home.
● Inappropriate use of access may result in disciplinary and/or legal actions.

**STEM FAIR**

● PK2-PK4 students participate in a class project.
● Students in grades Kindergarten through grade 8 are required to do individual projects (Kindergarten and Grade 1 will not be judged).
● Students are provided with details and rubrics with specific deadlines that are designed to promote successful projects and learning experiences.

**REPORTING ACADEMIC PROGRESS**

*Report Cards*

● Report cards are distributed on a quarterly basis.
● Parent teacher conferences are scheduled shortly after report cards are distributed.
● Quarter 1 report card distributed November 10, 2015
Quarter 2 report card distributed January 28, 2016
Quarter 3 report card distributed April 4, 2016
Quarter 4 report card distributed June 10, 2016

Conflict Resolution

Academic Issues

- First, attempt to resolve the issue with the teacher.
- If your concerns have not been resolved, address them with the Head of Early Childhood or Head of Lower and Middle School and they will respond within 48 hours.
- If your concerns have still not been resolved, the Head of School is available by appointment through her administrative assistant. Either the Head of School or Associate Head of School will respond within 48 hours.

School Wide Issues

- Address your concerns with the Head of Early Childhood or Head of Lower and Middle School.
- If your concerns have still not been resolved, the Head of School or Associate Head of School is available by appointment.
Attire

- The official uniform is the non-physical education uniform and must be worn on all field trips and on days in which students are not participating in Physical Education, unless otherwise informed by an Administrator.
- There are field trips that require a more casual appearance. In those instances, the permission slip will indicate that students should wear their RTCA polo shirts and blue or black jeans. Shorts (at least finger-tip length), fatigues, colored jeans, other than blue or black, are unacceptable.
- On the rare occasions that students are allowed to “dress down”, shorts and skirts must be finger length or longer, no halter, midriff, strapless or spaghetti straps, no cleavage showing, and no inappropriate language on t-shirts.

School Life

PTSA

Membership and Contacts

- PTSA (Parent Teacher Student Association) - you are automatically a member by paying your tuition.
- Officers are elected by parents.
- The PTSA president sits on RTCA Board of Directors.

Meeting Schedules

- PTSA meets every second Tuesday of the month. Child Care is provided for $2 per child.
The administration holds quarterly meetings. These meetings are specific to each academic division (Pre K-2 – Kindergarten, Grades 1 – 4, and Grades 5 – 8). It is at these meetings that issues concerning those groups are highlighted and discussed. Please consult the school calendar for the dates.

Classroom Coordinators

- An identified parent volunteer who works directly with their child’s classroom teacher to secure chaperones for field trips, coordinate classroom holiday celebrations, and to provide other communication and support the PTSA.

Volunteer Hours

- The Academy requires all families to volunteer. All families are required to volunteer 15 hours. Students with financial aid and scholarship are required to volunteer 30 hours.
- Families can earn volunteer hours by providing service on-site and offsite (i.e., classroom coordinator, field trips, set-up/break-down during programs, etc.).
- Parents need to complete a volunteer form which can be found on Edline and in the main office each time they volunteer.
- PTSA officials tabulate parent hours.

Chaperones

- The Academy determines the number of needed chaperones per field trip.
- Classroom coordinators contact parents to determine their availability.
● The Academy will provide admission and transportation for the required number of chaperones.
● Parents who are not a part of this required number may participate if admission is available and at their own expense. RTCA transportation may not be available.
● Please contact the classroom coordinator before the trip if you plan to attend.

**Athletics**

At Reid Temple Christian Academy, we are excited to provide new opportunities for our students to participate in extra-curricular activities that develop the physical, mental, and social skills of our student-athletes and help them understand the meaning of team.

● RTCA offers soccer, basketball, cheerleading, flag football and track & field as a member of the Greater Metropolitan Christian Athletic Conference (GMCAC).

● Three (3) Athletic Forms (Athletic Handbook, Physician Statement Form and Parent-Student Participation Form) must be completed before each student-athlete can participate in a sport. All forms are located on the website at [www.reidtempleacademy.com/athletics](http://www.reidtempleacademy.com/athletics).

● Students must maintain a GPA of 2.75 to participate in all sports that The Academy offers. Academic eligibility is determined on the date report cards are issued and remains until the next report card is issued.

● The sports activity fee is $100.00 per student, per sport with a $250.00 family max for each sport. Students may not participate in contests until they have paid the activity fee.