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# RHEMA WORD CHRISTIAN ACADEMY

## STUDENT HANDBOOK



# RWCA LIONS!



*“The wicked run away when no one is chasing them,  
but the godly are as bold as lions.”  
Proverbs 28:1*

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We strive to provide the highest quality education, bridging your child's success through a Christ-centered program developing talented students who positively impact their communities, universities, and the workforce.

With a Christ-centered educational program, we are helping our students grow and develop into the beautiful people God intended them to be. Through Academic Development, Leadership, Discipleship, and Technology, we are equipping our young ones to become the future leaders of our nation.

We are on the mission to provide the best education, building a robust faith-based foundation achieving academic, spiritual, and emotional proficiency. We want every student who steps through our doors to leave with exceptional educational capabilities and the drive to make a difference in our ever-changing, culturally diverse world.

Rhema Word Christian Academy is more than a school - it is a way of living. Join Rhema Word Christian Academy and see your children become World Changers!

“

Rhema Word Christian Academy was founded on October 2, 2011, by Apostle S. Constancia Daley with the mandate from God to create World Changers.

The academy serves students from Kindergarten to 12th grades, preparing them for a world that is always changing. RWCA's curriculum includes core subjects along with foreign language, culinary, arts, and Bible for students of all levels. Our students are encouraged to work in the community by collaborating with elected officials, government agencies, and local charities.

RWCA is a safe environment where students from all ethnicities come together to grow and learn for success in a culturally diverse world.

# Founder Words.

## MISSION STATEMENT

It is our goal at Rhema Word Christian Academy to nurture children in a way that encourages learning and inspires growth.



**Apostle S. Constancia Daley**  
**Administrative Director**

# Overview.

- **95%**

of graduates are admitted to 4-year colleges and universities.

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- **350**

students and growing.

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- **15:1**

student to teacher ratio



Rhema Word Christian Academy's Curriculum encompasses PE, ART, MUSIC, DRAMA/MOVEMENT, SPANISH, TECHNOLOGY, and MEDIA. Students explore and develop their talents enhancing their academic experience.

# Purpose.

## ORGANIZATION

This Student Handbook aims to give Rhema Word Christian Academy students and their Parents/Guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. The handbook contains the school's requirements for student conduct and behavior while at school or under the school's jurisdiction.

The Student Handbook also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please contact the school's administrative office. The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Special Interest to Students
- Particular Interest to Parents/Guardians

When the Handbook uses “we” or “our,” it means the school and/or school administrators. When the Handbook uses “you” or “your,” it means the Parents/Guardians, legal guardian, or a person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “Parents/Guardians” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults responsible for working with us, the school officials, to make your children's experience at Rhema Word Christian Academy a positive educational experience.

If there is an Parent/Guardians contradiction between information in the Handbook and a new formal private school board policy, the school administration will interpret the Handbook in a consistent with policy and may request guidance from the Directors of RWCA.

The Student Handbook is not a contract between the school and Parents/Guardians or students. It can be amended at any time at the discretion of the School Board. Suppose the Board makes changes to the Handbook during a school year. In that case, the administration or the principal will communicate those changes in ways designed to inform Parents/Guardians and students of the new or revised information.

# Legal Notices.

## Family Education Rights and Privacy Acts

The school creates and keeps public education records for all students enrolled in school. These records are confidential and generally available only to Parents/Guardians, school personnel, or other people acting on behalf of the school. When we say “Parents/Guardians” have a right of access to and copies of all education records of their children, we mean all biological or legal Parents/Guardians whether married, divorced, or separated, and any other person with whom the child resides and who is acting as a Parents/Guardians in the absence of the child’s Parents/Guardians or legal guardian. Parents/Guardians control access to their children’s education records until they become an adult at the age of 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, Parents/Guardians continue to have a right to see and obtain a copy their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to. If a Parents/Guardians wants to see or obtain a copy of their child’s education records, they should contact the principal of the child’s school if the child is currently enrolled.

If the child has withdrawn or graduated, Parents/Guardians should contact the school administration to access records. Records can be reviewed in the administrative offices during regular office hours, from 8:00 AM to 3:00 PM. Originals cannot be removed from office. Copies will be provided to Parents/Guardians within two to three days after Parents/Guardians have made a written request for copies. Parents/Guardians cannot use this process to challenge a grade recorded for a student.

Parents/Guardians generally control access to their children’s education records; the school ordinarily will not permit access to or copies of education records without at least one Parents/Guardian’s written authorization to release the records. However, under some circumstances, the school can provide access to or copies of education records without Parents/Guardians authorization.

The most common circumstances are these:

- The school will forward education records on request to a public or private school or higher education institution in which the student seeks or intends to enroll.
- The school may disclose education records to a contractor, consultant, volunteer, or another person who is performing services for the school, which is under the school’s control related to the use of the records, and who has complied with school limitations on the re-disclosure of personally identifiable information from education records.
- The school will comply with a lawful subpoena for student education records and make reasonable efforts to notify the Parents/Guardians before complying unless the subpoena indicates that Parents/Guardians should not be notified.
- The school will release educational records to a juvenile justice agency following an agreement between the school and the agency. The information will be released before the student is adjudicated and provided so that the juvenile agency can appropriately serve the student.



# Legal Notices.

## Special Education Students

The district will release educational records to “school officials,” meaning any students, trustees, or agents of the school, including persons employed in shared services arrangements or cooperatives of which the school is a member, school volunteers, Parents/Guardians, or students serving on official committees, and the school’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the school, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating school programs.

If you want to review the school’s entire policy regarding student records, please contact the administrative office; someone will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

### **Special Education Students**

Suppose a child is experiencing learning difficulties or having difficulty in the regular classroom. In that case, that student will be considered for compensatory tutoring and/or other support services available to all students. At any time, Parents/Guardians are entitled to request an evaluation for special education services. Within a reasonable amount of time, the school will decide if the evaluation is needed. If the evaluation is needed, the Parents/Guardians will be notified and asked to provide consent for the evaluation. The school will give a copy of the report to the Parents/Guardians. If the school determines that the evaluation is not needed, the school will provide the Parents/Guardians with a written notice explaining why they will not be evaluated. This written notice will include a statement that informs the Parents/Guardians of their rights if they disagree with the school.

### **Non-discrimination**

Rhema Word Christian Academy does not discriminate in its educational programs and services, including its career and technology education programs, based on sex, race, religion, color, national origin, or disability. The School complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the School compliance with these federal programs should be brought to the person’s attention shown below as Coordinator. The School’s Principal, whose office is located at 5420 N State Road 7, North Lauderdale, FL 33319, and can be reached by telephone at (954) 781-8680.

### **Screenings or Examinations**

We do not perform any invasive physical examinations or screenings as a condition of attendance. We do require vision, hearing, and scoliosis screenings, as required by state law. Please contact the administrative office if you have any questions regarding those screenings.

# Policy and Procedures.

## Admissions, Release, and Withdrawal

### **Student's Legal Name**

While we recognize that there are circumstances when a Parents/Guardians may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

### **Admission, Release, Withdrawal**

These are the basic requirements for admission to Rhema Word Christian Academy school:

Students under the age of 18 must be enrolled by a Parents/Guardians, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves. The adult enrolling the student must present current immunization records or show proof that the required immunizations have begun. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be five years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be six years old on or before September 1 of the current year or must have completed kindergarten or been enrolled in first grade in the public school system.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask Parents/Guardians or another adult enrolling a student to provide some evidence that they are bona fide. As required by law, we will record the name, address, and phone number of the student enrolling.

### **Release During School Days**

Students will be allowed to leave school during the school day only with the administration office's permission, given the authority to release students. Parents/Guardians cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classrooms with anyone. If you need to take your child from school before the end of the school day, such as a medical appointment or a family emergency, you should go to the office and sign the child out. The teacher will send the child to the office, and they will be released to you at that time.

When children are enrolled, the Parents/Guardians or other adult completing the enrollment forms should list those who are authorized to pick up children during the school day. Unless the school has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a Parents/Guardian's right of access to and possession of his or her children has been limited in some way, the school will release children to either Parent/Guardian.

# Policy and Procedures.

## Attendance Requirements

### **Withdrawing from School**

Children under age 18 will not be permitted to withdraw from school unless a Parents/Guardians, legal guardian, or another adult responsible for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the Parents/Guardians or another school district. Students aged 18 or older, who are legally married or have ever been legally married, are adults and can withdraw from school.

### **Victims of Bullying and Sexual Assault**

If you believe that your child is the victim of bullying, you may request a transfer to another classroom. If we verify that your child is the victim of bullying, the transfer will be made upon your request. If a student in the school is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child, that student will be ban from the school. We have zero-tolerance for sexual assault.

### **Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A younger than six student and has ever been enrolled in the first grade is required to attend school. Once a Parents/Guardians enrolls a child in kindergarten, they must attend a school that school year. A student who voluntarily remains enrolled after the age of 18 is required to attend school. A student who is at least 18 years old and under the age of 21 will be required to attend school until the end of the school year. Regular attendance is critical to your child's success in school. It is also critical to the school's success because it is a factor in the state accountability system and is a determining factor in the amount of aid the school is entitled to receive. Parents/Guardians are required to notify the school if the child is tardy or absent. If a child is accumulating more than three consecutive unexcused absences at any point in the school year, child protective services will be notified. Additionally, if a student accumulates over seven days of nonconsecutive unexcused absences within one school quarter, child protective services will be notified.

### **Doctor Appointments**

Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

### **Religious Holidays**

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.



# Policy and Procedures.

## Harassment

We prohibit students from sexually harassing other students and from sexually harassing students. We also prohibit harassment based on anyone's race, color, gender, national origin, or disability. Engaging in harassment is a violation of the Student Code of Conduct. We, of course, prohibit students from having any kind of sexual contact or romantic relationship with students enrolled in our school, even if they are willing and the Parents/Guardians do not object.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school student or any other kind of harassment, do not hesitate to contact the school principal whose name appears at the beginning of this Handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing comments or engaging in sexual or other inappropriate conduct or contact with your child at school and/or school activities and taking appropriate disciplinary action according to the Student Handbook Guidelines. Although we will provide you a general report of the results of our investigation of harassment complaints, the federal law protects the confidentiality of information about your child protects the confidentiality of information about the student you reported for investigation.

In other words, we will not disclose to you the specific discipline imposed on another student unless that student's Parents/Guardians permit us to disclose that information. If the complaint is about a student's conduct, we will inform you of the investigation results, and the general action was taken in response if there is a finding of wrong-doing on the student's part. A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

### **Searches of Students and Vehicles on School Property**

The principal or other school administrators can search a student's outer clothing, pockets, or property if they have a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis for suspecting that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car. We will always ask the student for permission to search if we have any alert or reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a Parent/Guardian and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and meticulous about what goes on in any vehicle they drive to school.

# Policy and Procedures.

## Questioning Students at School

As school officials, we have the right to question your child about his or her conduct at school and, in the investigation of alleged misconduct by other students or students, to question him or her about others' conduct. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her conduct or other students or students' conduct. Indeed, We will contact you as provided in the Student handbook if our investigation shows that your child has violated school conduct rules. The Student Handbook provides a complete explanation of the discipline processes, and when you will be contacted. Our investigation of possible violations of the student handbook is not a criminal proceeding. There is no such thing as "taking the Fifth" or a student's right not to incriminate themselves in a school discipline investigation.

### Visitations

Parents/Guardians are welcome to visit their children's schools from time to time; however, all must comply with our policies and procedures. Temperatures will be checked prior to entry. All visitors must identify themselves at the front office. RWCA has the right to remove any visitors that do not comply with the policy and procedures of RWCA or whose conduct may place a threat to the safety or well-being of any of the students and team members.

We also expect Parents/Guardians to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from Parents/Guardians. Parents/Guardians who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's directive. While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to ensure that disruption of the instructional process does not occur. We welcome you to come to school and occasionally eat lunch with your child; however, children can be removed from the campus during the lunch period only by following the established process of signing the child out from the school's office.

### Administering Medication at School

Often, students have to take prescription medication for a certain period to treat a medical condition. If at all possible, we ask you to please schedule the timing of the doses while your children are home. The school will not administer medication to students. Students that present a written order from a physician and a written permission slip from Parents/Guardians after review may be considered accordingly. Herbal medications will not be given at school. No medication that has an outdated expiration date will be given at school. The school nurse or other authorized school staff will administer medications only from a container that appears to be the adequately labeled original prescription container or an adequately labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school staff are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their medications and self-administer.

# Policy and Procedures.

## Student Injury or Illness

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and the school nurse that the child has the skills necessary to self-administer asthma or anaphylaxis medicine. Additionally, you must provide us written authorization for self-administration, and a written statement from the child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed. If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

### **Student Injury at School**

We will promptly attempt to notify you or a person you have authorized us to notice if we know that your child has been injured at school or has become ill at school. One of the forms we ask you to complete at the beginning of each school year is to authorize designated school students to consent to medical treatment if your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. However, it is crucial to know that the school is not responsible for any medical treatment cost or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

### **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their possessions while at school or any school-sponsored or school-related event. It is vital to understand that the school is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.

The school maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to charity.

### **Telephone Use**

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction.

The Student Handbook allows students to carry cell phones or other electronic communication devices during the school day, but requires them to be turned off and out of sight during instruction. Improper use of a cellular phone or another electronic communication device during the school day will result in the item being confiscated and a charge of \$5.00 for a Parents/Guardians or guardian to pick up the device at the end of the day.



# Policy and Procedures.

## Fees

Although your child's public education's essential cost is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list: A fee to cover the cost of materials when the student makes builds or prepares some product becomes their personal property - dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities; fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements - a fee for school-provided driver training courses. Fees for attendance at summer school. If the course is required for graduation, summer school fees will be assessed if the course is also offered during the regular school year. You may request a waiver of any required fee that you cannot pay by contacting the principal, who will determine the ability to pay based on the criteria for identifying students.

In general, payments for fees and other charges will be made with cash, check, debit card, credit card, or money order. This applies to all fees, including participation fees, lost textbooks, and library fines. Checks from Parents/Guardians or guardians will be accepted from students. However, a two-party check that originated for a purpose other than paying the student fee will not be accepted.

The school has the authority to require cash only if exceptional circumstances warrant. The school intends to provide a collection process that is convenient to Parents/Guardians, students, and the community.

### **Insufficient Funds**

The school retains an outside collection agency for checks returned for non-sufficient funds. This agency will contact the issuing party and make arrangements for collection. A fee will be charged for handling any returned check.

### **Transportation Program**

We provide transportation on school buses to and from school for those children who live a mile or more away from their school. Students must comply with rules for conduct on school buses and comply with the Student Handbook while at authorized school bus stops waiting for the bus. Students who misbehave or violate the conduct while on the bus will be disciplined according to the Student Handbook and may be suspended from the bus.

### **Volunteer Opportunities for Parents and Guardians**

The school has an active Parent/Guardians-Teacher Organization, and we encourage you to participate in the group actively. We encourage Parents/Guardians to volunteer in our school. All volunteers must complete an application form, and the school will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

# Policy and Procedures.

## Scholarship Procedures

### **Loss of Student Privileges**

Before a student loses privileges based on failure to pay a required fee, the school will notify the student, and the Parents/Guardians of outstanding balances due; forfeit of privilege, and they have had the opportunity to make payment. However, if payment is not made, and the student or Parents/Guardians have not satisfied the payment, the student may be subject to sanctions involving loss of privileges. The severity of sanctions will progressively increase from elementary school, to middle school, through high school.

### **Scholarship Procedure Policy**

One Week before student's scholarship checks arrive, Parents/Guardians will be communicated via cellphone. The checks are then sorted from A-M and N-Z and set up at two different tables in the cafeteria where Parents/Guardians would come in and sign. The signed checks are then given to the bookkeeper, administrator, and vice-principal to prepare the deposit to chase bank.

### **General Curriculum Information**

Rhema Word Christian Academy uses the A Beka Book and ACE curriculum. A Beka Book and ACE curriculum provides Christian schools and home schools with outstanding curriculum

and textbooks built on a foundation of academic excellence and Christian character training. Schools and home schools benefit from our treasury of textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths.

### **Structured Physical Activity**

In accordance with state law, we have the following policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education. The school follows the nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition, education, physical activity, and other school-based activities.

### **ESOL (English as a Second/Other Language)**

English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language.

### **Gifted and Talented Students**

Some children demonstrate or show potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

### **Records and Other Information**

Parents/Guardians have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved.

# Policy and Procedures.

## Counseling Programs and Services

### **Counseling Programs and Services**

The school has a developmental counseling and guidance program. The school has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or Parents/Guardians to other sources of assistance.

### **Grading/Report Cards and Interims Reports**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with the guidelines of the school. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy. Report cards will be sent home at the end of each grading period.

If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

### **Academic Programs**

You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

### **Teaching Materials**

You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child after the test is given. To review these materials, please contact the office who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are only available as classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

### **Video and Audio Recording**

We will seek and obtain your written consent before any school student makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for safety purposes, including maintaining order and discipline in common areas of the school or on school buses.



# Policy and Procedures.

## Bacterial Meningitis

### What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and the least serious. Bacterial meningitis is the most common form of severe bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

### What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one-year-old) and adults with meningitis may have severe headaches, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### How severe is the bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. It can be fatal in some cases, or a person may be left with a permanent disability.

### How does it spread?

Fortunately, none of the bacteria that cause meningitis are contagious as diseases like the common cold or the flu. They are not spread by casual contact or merely breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### How can it be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While vaccines are for some other bacterial meningitis strains, they are used only in exceptional circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

### What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

### Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases.

# Policy and Procedures.

## COVID-19

RWCA prioritizes the safety and the well-being of all students and therefore recommends the following procedures to avoid the spread or contamination of COVID-19:

### **Social Distancing**

All students are expected to practice social distancing measures. Maintain a 6-foot distance between individuals at all times. Students are encouraged to avoid shaking hands and other close physical contact with students and staff. Students must maintain a 6-foot distance from others while taking breaks and meals.

### **Temperature Checks**

In accordance with the Florida Department of Health, employees and students will undergo a contactless digital temperature check at the entrance of the building prior to entry. A record will be kept of the date, time, and temperature of each staff member. Students with a temperature higher than 100.0°F will be removed among other students and staff members, and parents will be advised to please pick them up. The CDC recommends seeing a doctor should temperatures be higher than 103°F, or higher than 101°F lasting more than two days. Should the symptoms resolve within 72 hours, and the student has received their COVID-19 results indicating that they are not infected, they may be permitted to return to campus after review. Anyone refusing to undergo a temperature check will be denied access to the facilities.

### **Masks**

A cloth face covering or surgical mask must be worn in shared spaces on campus at all times. Masks may be removed briefly to drink or eat, while an individual is seated and separated from other individuals within the facilities. Students may wear any mask that adheres to the Dress Code of RWCA. A fabric scarf, bandana, or handkerchief tightly covering the nose and mouth may be worn; however, they are not recommended. Masks should not contain a type of wording or design that could be deemed inappropriate within a school setting. Students may not report without a mask and are encouraged to bring multiple masks to school should a replacement be needed.

### **Guidelines for handling masks:**

- The parent/guardian should wash, sanitize, or glove hands prior to fitting a mask on children's faces. Make sure the mask is sitting comfortably on child's face, covering their nose and mouth.
- Hands should be washed or sanitized after and before removing the mask.
- Store masks individually in a clean, breathable container, such as a paper bag (only one mask per bag to avoid cross-contamination). Paper bag replacement should be done on a weekly basis.

### **Guidelines for cleaning/decontaminating masks:**

- Masks should be routinely cleaned and disinfected in a washing machine.
- A handheld steamer can be used to disinfect a cloth mask.

*\*A Liability Waiver must be signed by all parents that decide to send their children to school.*

# Policy and Procedures.

## COVID-19

As per the CDC, people with COVID-19 have a wide range of symptoms ranging from mild to severe illness. The symptoms of the Coronavirus may appear within 2-14 days after exposure of the virus. People with these symptoms may have the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please note that this list does not include all possible symptoms as the CDC continues to update the list and learn more about COVID-19.

Rhema Word Christian Academy has the right to deny students from coming to campus should the results of the COVID-19 Test be positive or Administration is denied the COVID-19 results. Only upon receiving the COVID-19 results that are negative will the student be considered for re-entry.



# Dress Code.

## School Uniforms

### School Uniform

Full school uniform is to be worn during the school day and at school events, and when students are on school premises. Full school uniform is defined as a collared crested shirt, bottom in navy blue or tan, assigned tie, and school shoes, with appropriate hosiery. The attire is further detailed below.

GIRLS	BOYS
ELEMENTARY SCHOOL	
White Peter Pan Short Sleeve Shirts Navy or Khaki Knee length full skirt Navy Blue Sweater Cardigans with logo Navy or Black Hosiery/Socks Plaid Tie	Short Sleeve White Oxford Shirts Navy or Khaki Pants/Shorts Navy Blue Sweater Cardigan with logo Plaid Tie Black or Brown Belt
MIDDLE SCHOOL	
White Oxford Short Sleeve Shirts Navy or Khaki Knee length full skirt Navy Blue Sweater Cardigans with logo Navy or Black Hosiery Tie	Short Sleeve White Oxford Shirts Navy or Khaki Long Pants Navy Blue Sweater Cardigans with logo Tie Black or Brown Belt
HIGH SCHOOL	
White Oxford Long Sleeve Shirts Navy or Khaki Knee length full skirt Navy or Black Hosiery Tie Navy Blazer, with logo	White Oxford Long Sleeve Shirts Navy or Khaki Long Pants Tie Black or Brown Belt Navy Blazer, with logo

### PE Attire

RWCA PE Shirt

Solid Blue or Solid Black Basketball Shorts

Basketball or Other athletic shoes (black only)

Students must wear the appropriate shirt during physical education and school sporting events (PE Shirt for class, Spirit shirts during sporting events). Knee-length basketball shorts must be worn for all students. Shorts must be black or navy blue. Black athletic shoes are to be worn for participation. School shoes will not be permitted during physical activity. If the proper attire is not worn, students will not be permitted to participate in class and/or sporting events.

# Dress Code.

## Friday Dress Down Policy

### Science Lab

**ALL Middle and High school students are required to purchase lab coats and goggles to participate in labs.**

### Cardigan and Jacket Policy

**Students are only allowed to use a navy blue plain cardigan sweater. Hooded sweaters are not permitted at any time. The school reserves the right to confiscate/disapprove jackets that do not meet school code. Students may use a rain jacket to travel to and from school during inclement weather; however they should not be worn around campus.**

### School Shoes and Hosiery

**From Monday to Thursday, all students must wear shoes or flats. Athletic tennis shoes are not permitted. School shoes must be brown or black. Colored Athletic Tennis shoes only allowed on Fridays. See “PE Attire” for footwear rules during sports. Female student hosiery can be black, white, or navy blue stockings or socks. Male students can also wear black, white, or navy blue socks.**

### Jewelry

Students are not permitted to have visible neck jewelry. It must remain tucked into the shirt or left at home. Wristwatches are the only acceptable arm jewelry. Females are allowed one ear piercing, adorned with either studs or small hoops. Other ear jewelry or piercings must be removed during school hours. Male students are not allowed to wear earrings at any time.

### Friday Dress Down Policy

Dress down day is every Friday. Students must wear a solid navy or white polo shirt or navy/white striped polo (with school crest). Students may wear jeans at the cost of \$1.00. If students choose not to participate on dress down day, regular attire must be worn. Ripped Jeans are not allowed. Colored tennis shoes may also be worn for \$1.00. Partial dress down is not permitted. If a student does not have the required uniform, they must wear regular school attire. Other dress down days may be held during the school year, besides regular Fridays. A notice will be given for such exceptions.

### Additional Information

All Collared Shirts, School Outerwear, and Activity Wear must have the RWCA crest on the upper left breast. Students who do not comply with the dress code policy ultimately will not be allowed to participate in the regular school day or other school-related events. This dress code will be **STRICTLY ENFORCED**. All male students must wear a tie and belt every day.

# Dress Code.

## Grooming

Nails shall be no longer than 1/4" extended from the natural fingertips. Almond, square, and squoval shape will be the only acceptable shape under the school code. Other shapes such as stiletto, coffin, or any pointed shapes are prohibited, and students can face disciplinary actions if these rules are not followed. Acceptable colors included all neutral shades, dark colors, and french tips. Please avoid extravagant nail decorations. Pictures of acceptable nails are shown below as a helpful guide for Parents/Guardians and students. All students are expected to maintain well-groomed nails at all times.

Elementary school students are not allowed to wear nail polish at school under any circumstances.

Female students are permitted to wear hair accessories with their school uniform, as long as said accessories are the colors shown in the information box above. Hair beads and braid jewelry are not permitted. Female students may wear barrettes, scrunchies, and ponytail holders; however, these items must also be the black, navy blue, white, or kelly green. Female students are not allowed to wear wigs to school; however hair extensions are permitted. Hair colors should remain as close as possible to students' natural hair color. Pastels and bright hair colors are not permitted. Please keep hair clean and well-groomed at all times. Hair accessory colors are school colors: green, yellow, and navy blue.

For male students, hair longer than 2 inches is not acceptable. Dreadlocks, "sponged"/no dread hairstyles, and hair designs cut into the hair are not permitted. High top styles are permitted when kept inside the length requirement. Hair must be combed and neat at all times. Facial hair must be well shaven and groomed at all times.

Acceptable Nail Colors:



# Dress Code.

## Make-Up

Minimal and natural-looking makeup is recommended for female students. Makeup is not a dress code requirement. False eyelashes are prohibited. Please avoid bold colored eye shadows and lipsticks. Should there be any doubts regarding natural makeup, please contact the Front Office immediately.

Students are not allowed to have visible piercings, besides earrings, nor visible tattoos. These articles must be fully covered by their uniform shirt or removed during school hours.

We expect students to come to school in clean and neat clothes, and we expect students to exhibit essential cleanliness and grooming that will not be a health or safety threat to themselves or other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The teachers make decisions about dress and grooming violations. The student and Parents/Guardians may determine the student's dress and grooming standards, provided that they comply with the general guidelines listed above and those outlined below.

- All clothing must be mid-thigh or longer when seated.
- Spaghetti straps, low necklines, or exposed midriffs are not permitted.
- Shirts designed to be tucked in shall be tucked in.
- Undergarments shall be worn appropriately.
- All pants shall be worn at the waist, with no sagging.
- Clothing referring to satanic, cult, gangs, or drug behavior may not be worn.
- All tattoos must be covered.
- No headgear, such as caps, hats, and the like, may be worn inside any school building.
- No Dreads, Student's hair must be groomed.
- Inappropriate footwear (such as house shoes, shower shoes, and "heelie" tennis shoes) is prohibited.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in internal suspension until she or he complies. We will make efforts to notify you as soon as possible. If the student changes clothes or otherwise comes into compliance with the dress and grooming standards, they will return to regular classes immediately. Students who fail to arrive at school in their proper uniform will be allowed to rent missing apparel with an associated cost of \$1 A DAY. There will also be an option to purchase AT REGULAR PRICE if the student arrives on campus continuously for three days. Parents/Guardians will be notified until the correct uniform is worn.



# Internet and Tech.

## Computer Use

This section sets forth some essential rules relating to the use of RWCA's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and RWCA's telephone, voicemail, and electronic mail systems.

RWCA has provided these systems to support its mission. Although limited personal use of RWCA's systems is allowed, subject to the restrictions outlined below, no method of these systems should ever conflict with the primary purpose of RWCA's ethical responsibilities applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed.

All data in RWCA's computer and communication systems (including documents, other electronic files, e-mail, and recorded voice mail messages) are the property of RWCA. RWCA may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in RWCA's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to RWCA. Likewise, the deletion of a text or message may not prevent access to the item or completely eliminate it from the system.

RWCA's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical, or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, RWCA's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to RWCA's host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information-- the following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, the password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to according to the organizational hierarchy.

# Policy.

## Computer Use

- Individual users should never attempt additions to or modifications of the standard software configuration provided on RWCA's PCs (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed according to the organizational hierarchy.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Human Resources Department.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from thumb drives. This practice also risks the introduction of a computer virus.
- RWCA's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on RWCA's PCs.
- Unlicensed software should not be loaded or executed on RWCA's PCs.
- Company software (whether developed internally or licensed) should not be copied onto thumb drives or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.
- There are a number of practices that individual users should adopt to foster a higher level of security. Among them are the following:
  - When you leave your work area or office for an extended, turn off your personal computer.
  - Exercise judgment in assigning an appropriate security level to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
  - Remove previously written information from thumb drives and other external data storage devices before copying documents on such devices for delivery outside RWCA.

# Technology Policy.

## Internet Use

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. RWCA has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of RWCA, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

RWCA may monitor usage of the Internet, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, RWCA may restrict access to certain sites that it deems are not necessary for academic purposes.

RWCA's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact the IT Department directly.
- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Without prior approval of the Administrative Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto RWCA's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Students should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of RWCA.
- Students should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Students should not download personal e-mail or Instant Messaging software to RWCA computers. The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-school related purposes.
- The Internet should not be used to endorse political candidates or campaigns.

# QUESTIONS ?

If you have any questions or concerns regarding any policy, procedures, or technical terms detailed within the Student Handbook, please contact the Front Office directly at [info@rhema-school.org](mailto:info@rhema-school.org).



# ACADEMIC CALENDAR.

2020-2021 | Rhema Word Christian Academy

August '20

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20

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October '20

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November '20

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29	30					

December '20

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January '21

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31						

February '21

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28						

March '21

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April '21

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May '21

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30	31					

June '21

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27	28	29	30			

- First and Last Day of School
- Employee Planning | No School
- Early Release
- Report Card
- School Closed
- Founder's Day
- Interim Report
- Graduation
- Iowa Testing

# COMPUTER RENTALS

Due to COVID-19, technology has dramatically advanced within the classroom. To assist all parents in obtaining the best technology for students to achieve greatness, we offer computer rentals, iPad rentals, and other technology rentals.

All students are required to have access to an electronic device.

All assignments, homework, tests, and study material are only accessible through an electronic device.

Phones are not tolerated, nor are they permitted in the classroom. Students should use approved digital devices solely to access academic materials.

It is expected for all students to adhere to the Internet Usage Policy of RWCA.

All students will be provided a school email and temporary password to access their school accounts. Parents/Guardians, please keep track of this information, for you may be required to log into the system to verify your child's work.

Restrictions apply to computer rentals.

# WELCOME

Welcome to RWCA LIONS! As a new student, you are joining a collective group of thinkers, innovators, and creatives to revitalize education for Christ. We believe that through hard work, dedication, and efficiency, we will nurture you - inspiring growth and providing academic excellence. Our rich learning environment promotes scholastic achievement, artistic and spiritual greatness.

We are fully aware that achieving greatness and providing quality education can only be achieved through our hard work and dedication - and yours. We believe by working together, following our institute's policy and procedures, adhering to the goals and expectations, and allowing the Lord to guide you, together, we will become World Changers - a group of talented students who positively impact their communities, universities, and the workplace.

P : (954) 781 8680

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33319

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# RHEMA WORD CHRISTIAN ACADEMY

## STUDENT HANDBOOK

