



# RENEW CHRISTIAN ACADEMY

*A 6<sup>th</sup>-12<sup>th</sup> Grade College-Prep Tutorial Where Students Learn to  
Trust and Follow Jesus through  
Excellence in Academics and Discipleship.*

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Student Handbook

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## **Renew Christian Academy Foundational Principles**

**Mission Statement:** A college-prep tutorial serving 6<sup>th</sup>-12<sup>th</sup> grades using Tennessee State Standards taught through a biblical worldview. In addition to excellence in education, using highly experienced instructors, Christian mentorship and discipleship will be integrated throughout curriculum and daily activities using Renew.org **7 Renew Values** as core foundational principles. *See 7 Renew Values on the following page.*

**Philosophy of Christian Education:** Learning through a biblical worldview and seeing the world through a biblical lens is foundational to Christian education. We aspire to see God in all things from science and math to reading and writing by using Godly wisdom and biblical understanding as tools to define truth in a fallen world.

**Developing Christian Character Through Discipleship and Mentorship:** We follow Jesus' example of discipleship. By establishing safe and nurturing relationships, we walk alongside and guide students throughout their faith journey. We understand that Christian character is not about what we do, but about who we are. We believe it is essential to both spiritual and academic development to intentionally model and communicate to students to identify the eternal value of life's struggles and successes.

**Academic Excellence:** Academic excellence is a way to honor the Lord. Each student has individual God-given gifts that can be sculpted and shaped by being challenged and motivated in the academic setting. By using solid curriculum and teaching strategies, students can become reflective learners, owning their academic process and learning by their mistakes. This can inspire them to develop the ability to become critical thinkers and have a life-long love of learning.

**Renew Christian Academy Verse:** "...but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not grow faint." Isaiah 40:31

## 7 Core Values of Renew

1. **Responding to God's Spirit** – We believe that God is the author of renewal, and He invites us to access and join Him through prayer and fasting for the Holy Spirit's work of renewal.
2. **Following God's Reliable Word** – We learn the ways of God with lasting clarity and conviction by trusting God's Word and what it teaches as the objective foundation for renewal and life.
3. **Surrendering to Jesus as King** –The Gospel teaches us that Jesus is Messiah (King) and Lord. He calls everyone to salvation (in eternity) and discipleship (in this life) through a faith commitment that is expressed in repentance, confession, and baptism. Repentance and surrender to Jesus as Lord is the never-ending cycle for life in Jesus' Kingdom, and it is empowered by the Spirit.
4. **Championing Disciple Making** – Jesus gave us the perfect model of disciple making, which he demonstrated with his disciples. Those same principles from the life of Jesus should be utilized as we make disciples today and champion discipleship as the core mission of the local church.
5. **Loving Like Jesus** – Jesus showed us the true meaning of love and taught us that sacrificial love is the distinguishing character trait of true disciples (and true renewal). Sacrificial love is the foundation for our relationships both in the church and in the world.
6. **Living in Holiness** – Jesus lived differently from the world, so the people in His church will learn to live differently from the world – even when it is difficult. We show that God's kingdom is an alternative kingdom to the world.
7. **Leading Courageously** – God always uses leaders in renewal and they live by a prayerful, risk-taking faith. Renewal will be led by bold and courageous leaders – who make disciples, plant churches, and create disciple-making movements.

## **Student Code of Conduct**

At RCA, we understand how we conduct ourselves today affects our future. We strive to develop strong Christian character amongst our student body. To do so, we want to develop an atmosphere where all students feel included, supported, and nurtured to grow in faith, academics and friendships.

By signing this Student Code of Conduct, you are saying you are in agreement with the expectations and you will behave in a manner that supports the 7 Core Values of Renew Christian Academy.

1. Students will respect instructors, peers, all Harpeth Christian Church and Renew Christian Academy staff at all times to ensure a positive nurturing learning environment.
2. Students will use appropriate language, and avoid using sarcasm, gossip, belittling or bullying others in any way.
3. Students will respect Harpeth Christian Church property by throwing away trash throughout the day, eating lunch in assigned areas, and walking in the hallways in an appropriate manner.
4. Students will not wear clothing with offensive language or inappropriate visuals represented.
5. To maximize learning, students will arrive to class on time with all materials necessary to be ready to learn.
6. Students will complete and turn in assignments on time. Instructors are not responsible for tracking students down for missed work or give you partial/any credit for late work.
7. Under no circumstances is there to be students bringing tobacco, nicotine, alcohol, drugs, vaping or any other illegal substance on campus or at RCA events.
8. Under no circumstances is there to be any weapons of any kind (firearms, knives, pocket knives, etc.) on campus or at RCA events.
9. Romantic displays of affection are completely prohibited at RCA/RCA events.
10. Students at RCA are expected to represent our values. Thus, students are asked to conduct themselves in a positive way. This includes social media posts and other online outlets.

11. Under no circumstances should an RCA student share music, images, or videos that contain graphic/explicit language, suggestive sexual material, or nudity.
12. Cheating, including plagiarism, is not tolerated at RCA. Any student found cheating could be expelled without tuition reimbursement.
13. Laptops are allowed under teacher discretion. Under no circumstances should a student have AirPods or other types of headphones on in the classroom or in the hallways. Students who ignore the Code of Conduct could lose the privilege of bringing technology to RCA.
14. Students agree to the policies in the RCA Handbook.

The Student Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed may be subject to the authority of the director. Serious or excessive behavior that necessitates a more severe disciplinary action shall be subject to the discretionary authority of the director, which may include a recommendation for suspension or expulsion.

## **Renew Christian Academy Parent Integrity Code**

At RCA, we strive to partner with our families to create an atmosphere where students can grow in faith and learn in a safe and nurturing environment. In addition to RCA's 7 Core Values, we ask that you sign the Parent Integrity Code to ensure we are modeling the behavior we want to see in our children.

1. Please pray for Renew Christian Academy and its instructors. We value your prayers and we pray for you and your families, too. Your support is priceless.
2. Support and encourage your child to ensure all at home assignments are done to the best of the student's ability.
3. For take-home tests, please adhere to all instructors' instructions.
4. If a problem arises between the instructor and the student, please honor the instructor, and talk with him or her directly. Most problems can be solved quickly through proper communication. Refrain from participating in gossip or undermining the instructor's authority in the classroom.
5. We ask that the grade your child receives from the tutorial for his or her class is the grade that is reported to your umbrella program for the subject.
6. Please be respectful of instructors off days and communicate with them during times specified by the instructors.
7. A commitment to RCA is for the entire year. If you need to withdraw for any reason, all tuition and fees may not be refunded.
8. Before school begins, go over the RCA handbook to discuss dress code, Internet safety, transportation codes; etc., with your child.

### **Dress Code**

- Any clothing that disrupts the educational process is not permitted. This includes students wearing clothing that represents gang affiliations, criminal activity, or clothing that advertises or promotes activity prohibited by state law.
- Shoulders must be covered. If a student is wearing a tank top, a sweater or jacket must be worn to cover the shoulders. Otherwise, t-shirts, long-sleeves, capped sleeves,  $\frac{3}{4}$  length sleeves all are permitted.
- All clothing must be opaque and not see through.
- Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. *Mid-thigh is defined as the mid-point between the waist and mid-knee.*
- Students can have rips and holes in jeans; however, the rips and holes must be below mid-thigh.
- All pants, trousers, shorts and skirts must be held at the waist.
- Leggings and other compression-style garments may be worn if an opaque top garment covers the private body parts.
- Hats are not permitted in the building.
- Boys are not permitted to wear traditionally girls' clothing such as skirts, dresses, hair barrettes, make-up, nail polish, etc.
- No nose, lip, eyebrow piercings can be worn on campus.
- No visible tattoos.
- Shoes must be always worn.
- Administration determines if a student is out of dress code. If administration determines the student is out of dress code, the student can wear a jacket/button-up shirt provided by RCA for the rest of the day, or a parent can come and bring a change of clothes. The student will not be allowed to sit in on class if it is determined he or she is out of dress code without wearing a jacket/button-up. Once a change of clothes has arrived, the student can return to class. All make-up work is the responsibility of the student.

### **Entering/Exiting the Building**

- Students that are being dropped off will exit their cars and walk directly into building B.
- Students who drive to school will park in the designated area by building A (the Student Ministry Building) and walk directly into the school.
- Once students are dropped off, they are not allowed to leave campus on foot or with another person until dismissal. Leaving in this manner is considered skipping.
- During the school day, if a student needs to retrieve something from his or her vehicle, he or she must see an administrator for permission.
- During school hours all doors are to remain locked for safety reasons. If a student needs to enter the building, he or she is asked to come to the main entrance of Building B for assistance from an administrator/staff member.

- At dismissal, students will wait in the Atrium until their parent/guardian drives up to the front of the car line to pick them up.

### **Student Drop Off and Pick Up**

#### **For Drop off**

- If dropping off at first period, drop off begins at 8:00.
- If dropping off after first period, drop off is 10 minutes before class starts. For example, if class begins at 9:30, drop off is 9:20.
- Parents/Guardians will follow the directional signs, and pull up to drop off in front of the main entrance of Building B.
- Students exiting the vehicles should take every precaution to exit directly to the sidewalk and not in the parking lot to avoid an injury.
- Students will walk directly into the building and either wait in the Atrium until dismissed to class, or directly to class depending on time of drop off.
- An administrative/staff member will be available for help.

#### **For Pick Up**

- Students who are being picked up by a parent will walk directly to the Atrium from 6<sup>th</sup> period and wait for their names to be called for dismissal.
- Drivers walk to the main entrance and exit.
- Students picked up during the school day will walk to the Atrium and wait for a parent to pick up/ or student drivers can leave from main entrance.
- If there is a change of transportation plans, please email [shannonc@harpethcc.com](mailto:shannonc@harpethcc.com) by noon of that school day.

#### **Student Drivers:**

- Students who drive to school will turn into the Harpeth Christian Church campus and drive directly to the left front parking lot in front of the Student Ministry Building 'A'.
- This will allow students who drive to park and walk directly into the Main Worship Building 'B' without traveling into the oncoming traffic of those dropping off their students.

### **Daily Class Schedule**

First Period:	8:30-9:25
Second Period:	9:30-10:25
Third Period:	10:30-11:25
Renew/Lunch:	11:30-12:25
Fourth Period:	12:30-1:25
Fifth Period:	1:30-2:25
Sixth Period:	2:30-3:25

### **School Calendar 2021/2022**

Orientation: August 10<sup>th</sup>

First Day of School: August 12<sup>th</sup>

Fall Break: October 11<sup>th</sup> -October 15<sup>th</sup>

Thanksgiving Break: November 22<sup>nd</sup> -November 26<sup>th</sup>

Christmas Break: December 14<sup>th</sup> (last day of school)

First Day of Second Semester: January 4<sup>th</sup>

Spring Break: March 14<sup>th</sup> -March 18<sup>th</sup>

Last Day of School: May 12<sup>th</sup>

### **Inclement Weather Policy**

Renew Christian Academy values our in-person instructional days. If there is a chance of inclement weather on an in-person class day, we will make every attempt to meet. However, if it just isn't possible, all families will be notified through Gradelink.

## **Renew Christian Academy is NOT an umbrella program**

To homeschool in Tennessee, students must be registered with either a local school district, church related umbrella school or register with an accredited online program. For more information about legal homeschool options:

<https://www.tn.gov/education/school-options/home-schooling-in-tn.html>

Renew Christian Academy is NOT an umbrella school. If your child attends Renew Christian Academy, they will need to register with an umbrella program. To find umbrella programs as well as more information about homeschooling in Tennessee, check out Middle Tennessee Homeschool Education Association at [mthea.org](http://mthea.org).

## **What is Renew Discipleship?**

The Renew study meets during the first 30 minutes of lunch. This is a small group led by instructors, church staff members, and volunteers using a sound biblical curriculum that discusses Christian issues, spend time connecting with students, and growing deeper roots in faith. It is a sweet time of mentorship, genuine relationship building, and gaining understanding of our value in Christ.

After the Renew study, there is a 30-minute time for students to fellowship with one another, connect, play games and develop long-lasting friendships.

The Renew time allows students to develop authentic relationships with their peers and leaders. It also provides RCA the opportunity to meet as a whole group for worship, guest speakers, school celebrations, or other programs that can be offered as part of the educational experience.

## **Relationship Building**

Renew Christian Academy is intentional about building strong relationships. The second half of lunch is designated for relational time. Students are allowed to bring from home board games, card games, musical instruments (that one can carry and doesn't need to have an amp or be constructed), art supplies, journals, etc. during relational time.

Students must remain in GREEN areas as designated by map found in the back of this handbook. Any student found in a RED area will be subjected to disciplinary action.

## **Cell Phones/Technology**

Cell phones are not to be seen during class hours. If you use a cell phone for your calculator, a separate calculator will need to be purchased that is not your cell phone.

Cell phones may be used during relational time (the second half of lunch) and during study hall if AirPods/headphones are being used. Cell phones cannot be left out during study hall.

Repeated cell phone offenses will result in either the collection of the student's cell phone to be held by administration at the beginning of the day and returned at the end of the day or the student may be banned from bringing a cell phone into the building.

- RCA has a firewall that blocks dangerous websites from browsers.
- AirPods/ headphones may be used during study hall to block out other students who may be studying. However, the cell phone cannot stay visible and needs to be placed in the backpack or other storage option.
- AirPods/headphones can be used during relational time (the second half of lunch).
- Laptops can be used during study hall and per teacher discretion.

Any abuse of electronic devices could result in permanent loss of bringing devices on RCA campus.

## **Sick/Covid Policy**

At RCA we believe in personal responsibility and accountability. If you are running a fever of any kind, please be respectful and do not come on campus until you are fever free for 24 hours.

RCA is a ministry of Harpeth Christian Church. We will adhere to Harpeth Christian Church Covid protocols. If, for whatever reason, we have an overwhelming number of our student body and faculty/staff becoming ill, RCA reserves the right to close the school for the day to disinfect the campus.

## **Gradelink**

Gradelink is RCAs online grading system. Teachers, students, and parents have all been assigned individual logins. Grades will be posted in Gradelink. Students will receive a fall semester grade and a cumulative grade in the spring.

*\*It is the parent's responsibility to submit the student's grades to his/her umbrella program.*

## **Grading Scale**

- A 91-100
- B 81-90
- C 72-80
- D 70-71
- F 69-Below

## **Absences, Late Work and Tardies**

RCA teachers prepare excellent lessons for a deep enriching educational experience. For the students to get the most out of Renew Christian Academy and to grow both spiritually and academically, attendance is necessary.

If, for some unforeseen reason, a student must miss class, all missed work is the responsibility of the student. Teachers give a weekly syllabus, and students can stay up to date. All coursework will still be due by the original due date.

Late Work: Due dates are assigned for a reason. All work is due by the due date. It is up to the student to complete work on time. If there is a valid reason that the work cannot be turned in on time, it is up to teacher discretion to determine if the student receives full or partial credit.

Tardies: Being on time is important. All RCA staff and teachers report to their classes on time and the same expectation is meant for our students. It is distraction to the academic process when a student does not arrive to class on time.

RCA runs on a bell schedule. Classes are 55 minutes long with a 5-minute transitional time between classes. A student is considered late when the bell rings after the 5-minutes have passed. If a student is habitually late (3 or more tardies), disciplinary action will be enforced.

## **Lunch**

Each student will eat with his or her Renew Mentor and small group during lunch at a designated location on campus chosen by their mentor. All mentors will communicate the designated location to group members.

- Students are responsible for bringing their own lunches.
- Microwaves will be available. It is the student's responsibility to clean up any spills that occur in the microwave.
- At some point during the school year, students will have the option to order lunch on a Tuesday for the following Thursday from a local vendor. Families will receive notification of this opportunity when it becomes available.
- Please pack nutritional lunches.
- Students will clean up after themselves and throw away all trash in the receptacles provided.

## **Snacks**

Snacks, coffee, tea, and other drinks besides water are prohibited in class unless designated by the teacher. Students can bring a water bottle to class.

## **Safety and Security**

- Students cannot leave campus at any time throughout the day.
- In case of fire and tornado, we will adhere to Harpeth Christian Church emergency exits and safety protocols located in each classroom.
- Students or parents (unless designated) are NEVER allowed to admit other students, parents, or adults into the building.
- All students and parents are to enter and exit RCA at the main entrance in building B.
- Students need to adhere to the GREEN and RED spaces provided on the map in this handbook. Green spaces are supervised areas where students are allowed. Red spaces show where students are not allowed because there is no supervision. If a student is found in a RED space unsupervised, disciplinary action will follow

