



Student Handbook

2026-2027



Bible Baptist Church

Welcome to Rangely Christian Academy

Dear Parents,

Thank you for taking the time to learn more about our Christian school. Choosing where your child will be educated is one of the most important decisions you'll make, and we are honored that you would consider partnering with us.

At our school, we believe that education is about much more than academics. Our desire is to provide a Christ-centered environment where students are grounded in God's Word, challenged to pursue academic excellence, and encouraged to develop Christlike character. In a world that grows increasingly uncertain, we want to help prepare young people to stand firmly on biblical truth and shine as lights for Jesus Christ.

Every child has been uniquely created by God with gifts, abilities, and a purpose for their life. Our goal is to help each student discover that potential by investing in both their academic and spiritual development. Through individualized learning, personal instruction, accountability, and character training, we strive to help every student succeed to the best of their God-given ability. We also recognize that a child's education is strongest when the home and school work together. Parents are the primary influence in a child's life, and we count it a privilege to partner with families who desire a Christ-centered education. Together, we can encourage, challenge, and equip the next generation to faithfully serve the Lord wherever He leads them.

Our staff and volunteers genuinely love the Lord and care deeply about every student entrusted to them. More than simply teaching lessons, they seek to build meaningful relationships, encourage spiritual growth, and create an atmosphere where students feel valued, supported, and challenged to grow.

As the pastor of Bible Baptist Church, it is my privilege to serve the families of our community. Having grown up in Colorado and spent years ministering to young people, I have seen firsthand the lasting impact that a strong biblical education can have on a child's life. It is our prayer that every student who attends our school will leave better prepared academically, stronger spiritually, and equipped to make a difference for Christ.

Thank you again for considering our school. We would be honored to partner with your family, and we will be praying that the Lord gives you wisdom as you make this important decision.

Pastor Josh Manandhar
Principal
Rangely Christian Academy



“Train up a child in the way he should go: and when he is old, he will not depart from it.”
Proverbs 22:6

Dear Parents,

It is a privilege to serve as the Administrator of Rangely Christian Academy and to have the opportunity to invest in the lives of the students and families God brings to our school.

At Rangely Christian Academy, our vision is to help students develop both a love for the Lord and a passion for learning. We seek to accomplish this by providing a strong biblical foundation, weekly chapel services, and a Christ-centered classroom where students are encouraged to grow spiritually, academically, and personally.

Our use of the ACE School of Tomorrow curriculum allows students to learn at an individualized pace while receiving personal guidance and encouragement from their teachers. This approach helps each student build confidence, master concepts thoroughly, and develop the responsibility and character needed for lifelong success.

More than anything, my prayer is that every student who walks through our doors will leave with a stronger relationship with Christ, a solid academic foundation, and a desire to use the gifts God has given them to make a difference in the world. It is a privilege to partner with parents in that mission, and I look forward to what God will accomplish in the lives of our students this year.



Assistant Pastor Clay Sanburg
School Administrator
Rangely Christian Academy

Table of Contents

About Us.....	5
Tuition.....	9
Schedule & Events.....	11
School Day.....	15
Uniforms.....	19
Academics.....	22
Student Conduct.....	25
Policies.....	28
Discipline Procedures.....	35
Privilege System.....	43



About Us



History & Introduction

Rangely Christian Academy was established in the fall of 2012 as a ministry of Bible Baptist Church. The church recognized the need for a Christ-centered educational option where students could receive a quality education in an environment firmly grounded in the truth of God's Word.

Since its founding, our mission has remained the same: to partner with families in developing students spiritually, academically, and personally. We desire to cultivate both the heart and the mind by providing an education that prepares young people to faithfully serve the Lord wherever He leads them.

Rangely Christian Academy welcomes families from both Bible Baptist Church and the surrounding community who share our commitment to Christian education. Because our school is an extension of the ministry of Bible Baptist Church, we ask every family to understand and support the philosophy, standards, and direction of the school. Enrollment at RCA is a privilege, and we desire to serve families who are committed to working together in a spirit of unity and mutual respect.

We believe that God has given parents the primary responsibility for the training of their children. Therefore, Rangely Christian Academy is not intended to replace the home but to strengthen it. The greatest success in Christian education occurs when the home, the church, and the school work together, reinforcing the same biblical values, godly character, and pursuit of academic excellence. This partnership provides students with a consistent foundation on which they can grow and thrive.

As educators, we recognize that our role is one entrusted to us by parents. We are committed to earning and maintaining that trust by providing a safe, caring, and Christ-centered learning environment while faithfully supporting the values entrusted to us. To help accomplish this mission, Rangely Christian Academy uses the Accelerated Christian Education (ACE) School of Tomorrow curriculum. This individualized program allows students to progress at an appropriate pace while receiving personal instruction, accountability, and encouragement. In addition to our curriculum, we also utilize different areas of added enrichment to bolster our students' educational experience. We believe this approach is especially well-suited for our school, enabling us to meet the unique needs of each student while maintaining high academic standards and a strong biblical emphasis.

Our desire is that every student who attends Rangely Christian Academy will graduate with a solid biblical foundation, a quality education, Christlike character, and a heart prepared to glorify God in every area of life.

Our Five Purposes

01 Rooted in God's Word

Every lesson begins with biblical truth. We believe the Bible is God's Word and the foundation for all of life. Students learn not only academic subjects but also how to think biblically and live faithfully for Christ.

"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works." **2 Timothy 3:16-17**

02 Individualized Learning

Every child is challenged to succeed. Because every student learns differently, we use a mastery-based approach that allows each child to grow at a pace that fits their individual needs.

"Now there are diversities of gifts, but the same Spirit. And there are differences of administrations, but the same Lord. And there are diversities of operations, but it is the same God which worketh all in all." **1 Corinthians 12:4-6**

03 Partnering with Parents

Education works best when families and teachers work together. We believe parents are a child's first and most important teachers. By partnering with families, we create a consistent environment where students can thrive academically and spiritually.

"And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates." **Deuteronomy 6:7-9**

04 Christian Environment

Character is developed every day. Students learn in a loving environment where biblical values, respect, integrity, and servant leadership are intentionally encouraged.

"Be not deceived: evil communications corrupt good manners." **1 Corinthians 15:33**

05 Preparing Student for Life

Our goal reaches beyond graduation. We strive to equip students with the knowledge, wisdom, and character they need to faithfully serve God in their homes, churches, communities, and future careers.

"Then the word of the Lord came unto me, saying, Before I formed thee in the belly I knew thee; and before thou camest forth out of the womb I sanctified thee, and I ordained thee a prophet unto the nations." **Jeremiah 1:4-5**

Statement of Faith

01 The Bible (II Tim. 3:16–17, Ps. 119:89, II Peter 1:20–21, Ps. 12:6,7)

- We believe in the infallible, inspired, inerrant Word of God.
- The Old and New Testament scriptures were written by human authors divinely inspired by the Holy Spirit, and they have been preserved, protected, and passed down to us today.
- We use the King James Version of the Bible in all areas of teaching and preaching.
- No other version of the bible will be used in any ministry of our church or school.

02 God (Deut. 6:4, Heb. 1:8, Acts 5:1–4, Matt. 28:19, I Cor. 8:6, Col. 2:9)

- We believe God is a person, eternally existing, one true God, but in the unity of the Godhead.
- There are three eternal and co-equal persons: God the Father, God the Son, and God the Holy Spirit, the same in substance but distinct in subsistence.
- One Godhead made up of three persons who are the same in attributes, power, characteristics, and desires.

03 Deity of Christ (Matt. 26:63–66, John 14:9, John. 1:1 & 14, John. 10:30)

- We believe that Jesus Christ is the Son of God because of His character, His miracles, His influence, and His power to forgive sins and set people free from Satan's bondage.
- Jesus Christ was God in the flesh because He claimed to be. He died making this claim and arose victorious over death, which substantiated His claims.

04 Salvation by Grace (Acts 4:12, Romans 10:9–13, Eph. 2:8–10, Titus 3:5–8)

- The sacrifice made by Jesus is the only basis of salvation, the only means of reconciliation, and the only grounds of justification. His shed blood paid for our sins.
- The most important truth that we teach is the personal salvation of every soul and that they call upon His name for salvation.
- God's order is first salvation, then works.

05 Sanctification (Romans 12:1–2, I John 2:15–17, I Cor. 5:17, I Thess. 5:23)

- Sanctification takes place when the Lord is actively at work in the life of a believer. The Holy Spirit continues to use His Word to bring about changes and transformation in the lives of believers.
- We do not believe that perfection is possible in this life, but rather that the Lord continues to mold us into His image as we pursue a consistent daily relationship with Him.

Our church's beliefs are outlined in the Bible Baptist Church Constitution and Bylaws. If you would like to receive a copy of our beliefs, please feel free to request one.



Tuition

Tuition & Fees

Tuition Rates (Per Child)

Class Level	Monthly Plan (10 payments)	Quarterly Plan (4 payments)	Annual Tuition
1st–6th Grade	\$275 per month	\$687.50 per quarter	\$2,750 per year
7th–12th Grade	\$275 per month	\$687.50 per quarter	\$2,750 per year

- A 5% off discount will be applied to any student who pays in Full by the first day of school.
- For families with multiple students, a 10% discount will be applied to each additional student's tuition.
- Payment Statements will be sent out monthly
- Tuition payments are due on the 1st of every month.
- If a bill is not paid by the 15th, the student will not be allowed to attend class until the bill is paid in full.

Additional Fees

- **Non-Refundable Registration Fee**
\$150 (due upon acceptance).
 - **Initial Testing**
\$25 (One-Time Fee for new students).
 - **Additional Book Fees**
\$3.50 (for each additional book if a student has to retake a PACE.)
 - **Stanford Achievement Test**
\$25 (only for 3rd–12th Grade)
 - **Electives**
TBD (Cost will be divided among participating students.)
 - **Late Fees & Returned Checks**
\$25 will be added to bills not paid by the 5th. \$35 will be added for any returned checks.
- All new students will receive a test to determine their performance level in the core subjects. This diagnostic test helps us place them in the best position to succeed in our curriculum.
 - Registration and Testing Fees must be paid before any diagnostic testing can be started and before any school materials can be issued.
 - Once a student starts a month at the school, that month's tuition is non-refundable.



Schedule & Events



Daily Schedule Overview

Time	Description
8:00 – 8:15 AM	Drop-Off/Arrival
8:15 – 8:30 AM	Opening Assembly
8:30 – 9:00 AM	Morning Enrichment
9:00 – 10:00 AM	Classroom Time
10:00 – 10:30 AM	Morning Break
10:30 – 11:30 AM	Classroom Time
11:30 AM – 12:30 PM	Lunch Break
12:30 – 1:30 PM	Classroom Time
1:30 – 2:00 PM	Afternoon Break
2:00 – 3:00 PM	Classroom Time
3:00 – 3:45 PM	Afternoon Enrichment
3:45 – 4:00 PM	Pick-Up

Enrichment

Mondays

- **AM** – Planning and Praise
- **PM** – Math & Critical Thinking

Tuesdays

- **AM** – Creative Art
- **PM** – Physical Exercise

Wednesdays

- **AM** – Bible & Apologetics
- **PM** – Reading & Literature

Thursdays

- **AM** – History & Science
- **PM** – Group Games

2026–2027

Calendar of Events

Aug. 9	Orientation/Open House**
Aug. 17	First Day of School
Sept. 7	Labor Day*
Sept. 10	School Picture Day
Oct. 18	Family Night**
Oct. 22	RCA Field Trip
Nov. 23–26	Thanksgiving Break*
Dec. 17	RCA Field Trip
Dec. 21–31	Christmas Break*
Jan. 4	Back to School
Mar. 7	Family Night**
Mar. 11	RCA Field Trip
Mar. 15–18	Spring Break*
May 20	Last Day of School
May 20	Awards Banquet**

** No School*

*** Mandatory Attendance*

Family Nights (*Each Semester*)

- These nights offer students the opportunity to showcase what they have learned.
- They also allow the administration to connect and communicate with each family.
- This also allows for adjustments to be made during the semester.
- Each Family night is on the 10th week of each semester.
- Each family night is mandatory for enrolled students and their parents.

Field Trips (*Each Quarter*)

- Students will have the opportunity to participate in various field trips and activities in the surrounding areas.
- To qualify for these outings, students must complete the required amount of work and have no more than 120 minutes of detention for the previous month.
- Students who do not meet these criteria will remain at RCA under supervision to complete their schoolwork.
- The cost of activities will be communicated and is to be given to the administration before departing from the school property.
- Packed lunches or money for food is the responsibility of the student.
- If qualifying students choose to stay behind, they must remain on the property and continue working on their assignments.

Awards Banquet (*End of Year*)

- This meal is held at the end of the school year to celebrate the achievements and progress of each student.
- Awards will be given for weekly Scripture memory, high academic achievement, various competitions, and other notable accomplishments throughout the year.
- No student will be eligible for Perfect Attendance or Scripture Memory unless they were enrolled throughout the entire year at RCA.
- Attendance is mandatory.



School Day

Attendance

- Missing school days can create challenges for both students and teachers, as make-up work can be time-consuming.
- In ACE classes, students who miss school fall behind and still need to complete the same amount of work.

Snow Days

- In the event of a major snowstorm, we will follow the Rangely Public School System.
- If there is a delayed schedule, school will begin at 10:15 a.m.

Absent Policy

- A parent or guardian must send a text or call to the school administration by 9:00 AM on each day of absence.
- A doctor's note is required for any illness that lasts longer than two school days.

Arriving Late

- Arriving five minutes or less late results in a demerit
- Being late for more than five minutes results in a detention.
- Three tardies will count as one absence.

Daily Responsibilities

- Weekly goals are set for a four-day week (Monday through Thursday).
- Students are expected to work diligently to get their goals done for the day.
- Before leaving, desks must be tidied up and any homework must be taken home with them.
- Students and parents should closely monitor their progress and maintain regular contact with the administration if they have any questions or concerns.

Homework

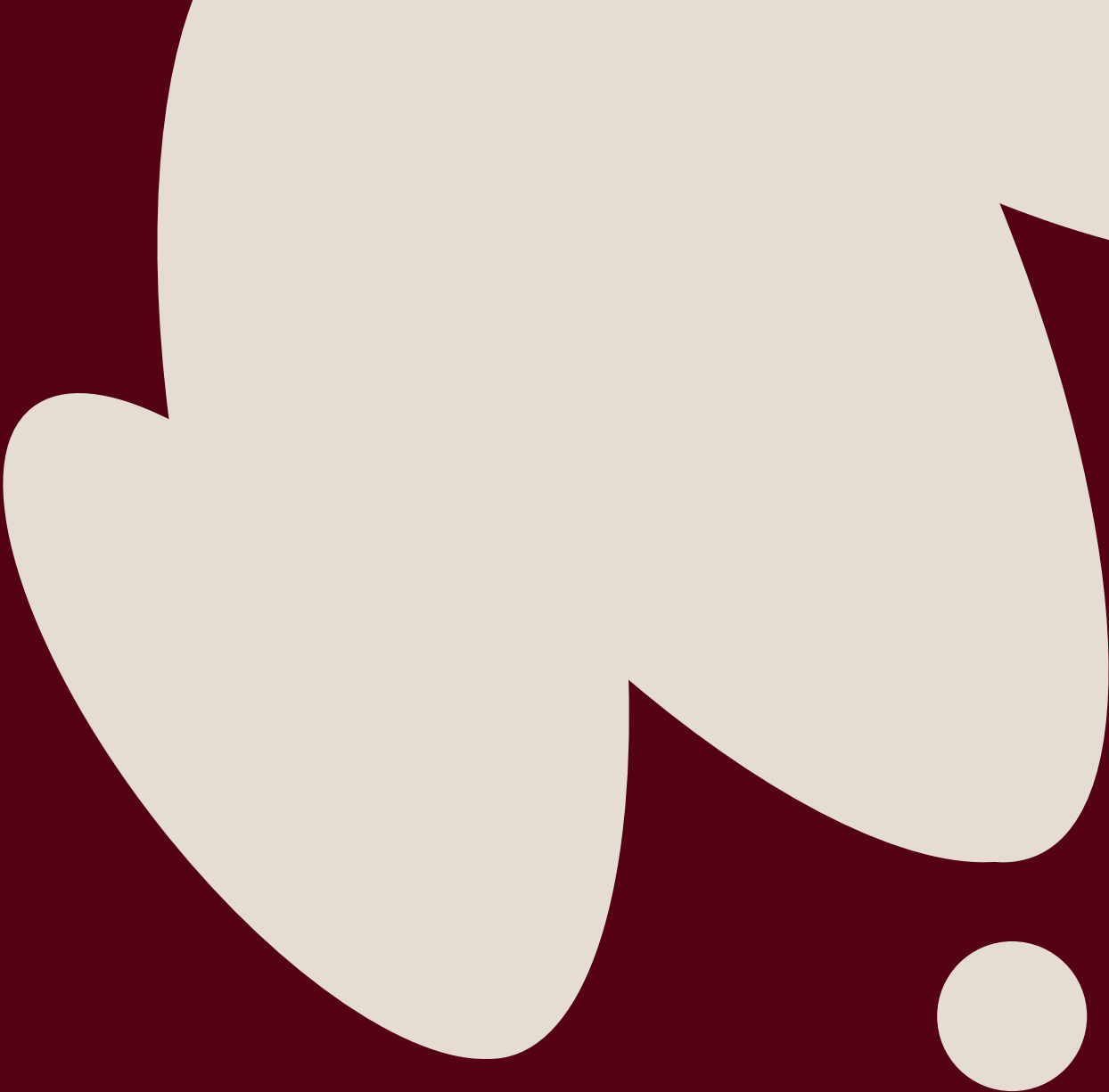
- Any time a student does not finish their work from the day, it will be assigned as homework.
 - Homework may include spelling practice, Scripture memory, math, literature reading, or studying for a test.
 - If PACE work is incomplete, all questions, quizzes, definitions, or oral reading that were included in their daily goals must be completed before homework is considered complete.
 - Students must strive to complete homework completely and thoroughly.
 - Homework should not become necessary every week, since there is sufficient time for work to be completed during the school day.
- A Homework Slip will be issued to the student that describes the required homework that needs to be completed by the next school day.
 - It is the student's responsibility to ensure that work is completed and homework slips are signed by their parents.
 - Unsigned homework slips and incomplete homework will result in demerits and/or detentions for the student.
 - If homework is incomplete due to a valid reason, demerits may be avoided if the administration receives a signed slip from a parent explaining why it was not completed.
- Encouragement or help from the parents is helpful when kids are behind in their work or struggling with a concept.
 - Parents can help students work in dedicated, clean workspaces that are free from distractions and well-lit.
 - Parents are encouraged to help their students, but not to do the work or provide answers for them.

Lunch

- Each student will have the option to purchase lunch or bring their own.
 - Pre-packaged lunch items are available for purchase each day.
 - Drinks and snacks may be purchased and consumed during the lunch break.
 - Drinks will not be allowed outside the designated lunch area.
- Lunch Break is 1 hour.
- Detentions may be served during this time

Pick-Up/Drop-Off

- Students begin their school day at 8:15 a.m. and end at 3:45 p.m., Monday through Thursday.
- Students should not arrive before 8:00 a.m. or remain on campus past 4:00 p.m.
 - Unless they have prior written permission from the administration
- Parents are expected to check in and check out their students upon arrival on school property for safety concerns.
 - There will be a faculty member who checks in each student at the beginning of the day and another who checks them out at the end of the day.
 - Only those expressly stated on the student's registration form will be allowed to pickup/drop off their students unless written consent is given by the parent before arrival.
 - No permission will be given over the phone unless it is an emergency.
 - This log will be stored and kept to ensure compliance.
 - Early pick-ups must be cleared with the Supervisor or Principal.
- Please note that if any students are left on campus after 4:00 p.m., a charge of \$10.00 will be added to their bill for each half-hour or part of a half-hour that they remain on campus.
 - This fee covers the cost of staff supervision.
 - Students are expected to leave the church building at 4 pm.
- Once the parent or authorized driver is at the school, the student is the driver's responsibility and will not be charged.



Uniforms

Research has shown that wearing uniforms not only enhances student performance but also fosters a focused and purposeful mindset for learning each day. Embracing this policy helps create a positive and united school environment, setting the stage for success. All clothing should be clean and in good condition.

Any student may be asked to change if they are not in the correct uniform. The school may provide clean oversized clothes if necessary.



Boys' Uniform

Shirts

- Pullover polo-style shirt
 - Has a collar and a semi-buttoned front.
 - Long or short-sleeved.
 - Emblems such as sports teams, brands, and other normal images are acceptable. No promoting of inappropriate images (skulls, death, etc.)
- Button-Up Style Dress Shirts
 - Buttons all the way down the front
 - Must be tucked in
- Shirts must be loose, not form-fitting or tight*

Dress Pants

- Khakis, Black Jeans (not faded), or Dress Pants
 - Pants must fit properly (Not too saggy, tight, or small).*
 - Pants may not have any external patches.
 - Pants with belt loops must be worn with a belt.
- Pants must be loose, not form-fitting or tight.

Shoes

- Dress shoes, casuals, or tennis shoes.
- No open-toe shoes (flip-flops, Crocs, etc.)
- Socks must be worn.

Hair

- Standard, conservative, tapered cut; must be off the collar, ears, and eyes.
- No hair coloring is allowed unless it is a natural color (Brown, Black, Blonde, etc.)
- Jewelry
 - Pins, badges, bracelets, wristbands, rubber bands, necklaces, or rings may not have any worldly or inappropriate affiliation.
 - It will be limited to no more than two a piece
 - No earrings or body piercings.
 - Watches are allowed to be worn.

P.E. Uniform (only worn during PE times):

- Pants: Loose-fitting athletic pants/joggers/sweatpants or shorts that come to the knee.*
- RCA P.E. shirt (purchased from the school office)
- Tennis or athletic shoes with socks are required for P.E. class.

*Guidelines to determine if clothes are too tight:

1) Fabric should not pull tightly against the body. 2) Your child can sit, walk, and play without needing to tug or adjust. 3) Clothes stay securely in place when they reach high or bend over.

Girls' Uniform

Shirts

- Pullover polo-style shirt
 - Has a collar and a semi-buttoned front.
 - Long or short-sleeved.
 - Emblems such as sports teams, brands, and other normal images are acceptable. No promoting of inappropriate images (skulls, death, etc.)
- Button-Up Style Dress Shirts
 - Buttons all the way down the front
 - Must be tucked in
- Shirts must be loose, not form-fitting or tight*
 - Shirts must come past the waistline

Skirts and Jumper Dresses

- All clothing must cover the neck to the knee in length while standing and sitting.
 - *Hemlines should be long enough to accommodate growth throughout the year.*
- Proper length slips, leggings, or athletic shorts that reach to the knee must be worn under all skirts and jumper dresses.
- Tight or form-fitting clothing is not allowed.*

Dress Pants

- Khakis, Black Jeans (not faded), or Dress Pants
 - Pants may not have any external patches.
 - Tight or form-fitting pants are not allowed.*

Jewelry/Makeup

- Necklaces, bracelets, rings, earrings, and other accessories are acceptable to wear in a conservative style.
 - Worldly images, associations, or ideas are not to be promoted.
- Makeup is allowed in moderation.
 - No dark outlines of lips or eyes.
- No hair coloring is allowed unless it is a natural color (Brown, Black, Blonde, etc.)

Shoes

- Dress shoes, casuals, or tennis shoes.
- No open-toe shoes (flip-flops, Crocs, etc.)
- Socks must be worn.

P.E. Uniform (only worn during PE times):

- Pants: Loose-fitting athletic pants/joggers/sweatpants or shorts that come to the knee.*
 - **No leggings, yoga pants, or tight-fitting pants**
- RCA P.E. shirt (purchased from the school office)
- Tennis or athletic shoes with socks are required for P.E. class.
- Any student outside of the PE Dress Code will be asked to change.

*Guidelines to determine if clothes are too tight:

1) Fabric should not pull tightly against the body. 2) Your child can sit, walk, and play without needing to tug or adjust. 3) Clothes stay securely in place when they reach high or bend over.



Academics

Academic Integrity

- Students are expected to complete all assignments honestly and independently unless otherwise instructed by their teacher.
- Cheating, plagiarism, unauthorized use of artificial intelligence, copying another student's work, or any form of academic dishonesty is contrary to Christian character and may result in disciplinary action.

Curriculum

- RCA uses the ACE (Accelerated Christian Education) curriculum
- Each student works through roughly 60–72 PACEs (Packets of Accelerated Christian Education) per year.
- The curriculum is based on individualized learning, allowing students to work at their level and pace.
- Students also set their own goals each day, which develops planning skills while also challenging the student with personal accountability.
- If a student scores lower than 80% on a final test, they must retake the test. If they again fall below that mark, they will have to retake the entire PACE.
- This curriculum only proceeds when the student has mastered the concepts. Thus enabling the student to understand the material better.

Enrichment

- RCA understands that curriculum alone cannot fully equip students.
- Some students learn better in creative environments, or others may need specific help in certain subjects.
- To help with this, RCA utilizes enrichment to provide a well-rounded education in all subjects.
- There will be extra time dedicated to math, reading, art, Bible, etc, to help students to grow in their talents and skills.
- These classes are to help sharpen the knowledge they are already learning, while giving them alternative ways to understand and learn the concepts.

Graduation Requirements

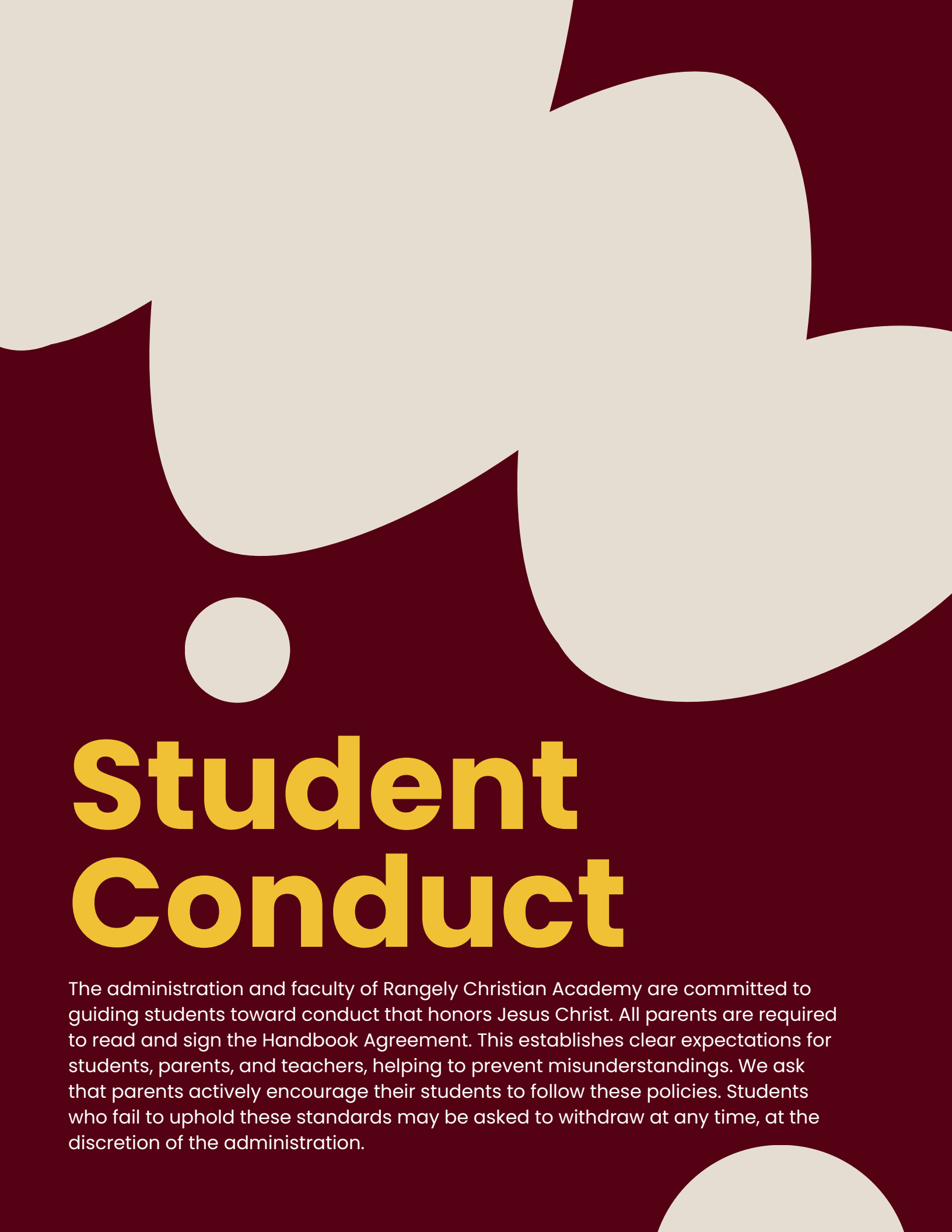
- Three courses of study are available to each student
 - Honors Course of Study
 - 27 credits complete
 - 94% GPA
 - College Preparatory Course of Study
 - 25 credits complete
 - 88% GPA
 - General Course of Study
 - 23 credits complete
 - 80% GPA
- The administration and parents will determine the course of study before the start of 9th grade.

Honor Roll

- Grades
 - 98-100% GPA in core Subjects — Pastor's Honor Roll
 - 91-97% — "A" Honor Roll
 - 84-90% — "B" Honor Roll
- Students must quote the monthly Scripture passage at least once during each month of the grading period.
- All work must be completed for the period.

Report Cards

- Student progress will be closely monitored throughout the school year.
- Report cards will be given to the parents every 9 weeks, ensuring that parents help keep students on track.
- If a student falls behind, the administration will communicate with parents, and a plan will be established if necessary.
- Our goal is to support students in achieving academic success.



Student Conduct

The administration and faculty of Rangely Christian Academy are committed to guiding students toward conduct that honors Jesus Christ. All parents are required to read and sign the Handbook Agreement. This establishes clear expectations for students, parents, and teachers, helping to prevent misunderstandings. We ask that parents actively encourage their students to follow these policies. Students who fail to uphold these standards may be asked to withdraw at any time, at the discretion of the administration.

Altercations

- Physical and verbal fighting will not be allowed at RCA. If an incident occurs, parents will be notified, and appropriate consequences will be implemented.
- The staff will solve any disagreements.
- It is expected that students will bring any issues to the attention of the administration and parents.

Bullying

- RCA is committed to providing a Christ-centered environment where every student is treated with dignity and respect.
- Bullying in any form—including physical, verbal, relational, written, electronic, or cyberbullying—is inconsistent with biblical principles and will not be tolerated.
- Students should treat others with kindness, humility, and love (Eph. 4:32).
- Reports of bullying will be investigated promptly.
- Appropriate disciplinary action will be taken based upon the nature and severity of the incident.

Electronics

- Electronics can easily become a distraction during the school day. To not interfere with learning, guidelines must be followed.
- Phones/Tablets/Smart Watches are to be turned in at the beginning of the day in the Electronic container by the front door.
- Students may use their devices during scheduled breaks and lunch (not during water or bathroom breaks).
- Earbuds/Headphones must only be used for school, which is not often necessary. Using headphones for personal use is not allowed (for music, calls, etc.)
- Video Game Devices are not allowed at school.
- The use of electronics is a privilege that can be revoked.
- Artificial intelligence tools (such as ChatGPT or similar services) may only be used with teacher permission. Using AI to complete assignments, essays, projects, or other schoolwork without authorization is considered academic dishonesty.
- Further details can be found in disciplinary procedures.

Relationships

- We promote healthy friendships between all genders. However, any inappropriate behavior, including handholding, kissing, or other forms of physical contact, is strictly prohibited at all times with any gender while on school grounds.

Respect

- Respect is essential and should be upheld among students as well as between students and teachers.
- Teachers are instructed to show the same respect that they would expect if they were students.
- Attitudes or actions that show disrespect will be dealt with promptly and in accordance with disciplinary guidelines.
- Students are expected to address adults as "Sir," "Ma'am," "Bro," "Mr.," "Mrs.," "Miss," Etc. Students should not address adults by their first name.

Speech

- Inappropriate speech, including cursing and vulgar humor, will not be tolerated.

Vehicles

- If a student drives to school, RCA must be supplied with a copy of...
 - The student's driver's license
 - Proof of insurance
 - Registration
 - A note from the parent granting permission for the student to drive and permission to drive other students or family members.
- Vehicles must be parked to the left of the parking lot during school hours.
- Congregating around, in, or on vehicles during the school day is not allowed.
- RCA has a closed campus, and students are not allowed to leave the premises during school hours without permission from the administration.



Policies

The policies contained in this handbook are intended to provide general guidance for the safe and effective operation of Rangely Christian Academy. Because every situation is unique, the administration reserves the right to make decisions consistent with the school's mission, biblical principles, and applicable law. Nothing in this handbook creates a contractual right or limits the administration's authority to respond appropriately to unforeseen circumstances.



Active Shooter

- The safety and security of our students and staff is a top priority. In the event of an active shooter or armed intruder on or near campus, the following procedures will be implemented:
 - **Notify Emergency Services:** School personnel will immediately contact 911 and provide all available information regarding the emergency.
 - **Protect Students and Staff:** Staff members will take immediate action to protect students using the response most appropriate for the circumstances. Depending on the location and nature of the threat, this may include evacuating students to a safe location, securing classrooms through lockdown procedures, or directing students to sheltered areas until law enforcement determines it is safe.
 - **Evacuation:** If a safe escape route is available, staff will lead students to a designated safe location away from the threat. Attendance will be taken as soon as practical, and staff will remain with students until reunited with parents or guardians.
 - **Lockdown:** If evacuation cannot be safely accomplished, classrooms and occupied areas will immediately be secured. Doors will be locked and barricaded when possible, lights turned off, window coverings closed (where available), and students directed to remain quiet and out of sight until law enforcement provides further instructions.
 - **Law Enforcement Response:** School personnel will follow the direction of responding law enforcement officers throughout the incident. No one will leave a secured location until instructed to do so by law enforcement or school administration.
 - **Parent Notification and Reunification:** As soon as it is safe to do so, parents and guardians will be notified using the school's communication system. Students will be released only through the school's established reunification process.
- *Rangely Christian Academy conducts age-appropriate emergency drills and staff training throughout the school year to help ensure students and personnel are prepared to respond appropriately during an emergency.*
- *All emergency response procedures are reviewed periodically and updated as necessary to comply with applicable Colorado law and recognized school safety practices.*

Biblical Conflict Resolution

At Rangely Christian Academy, we recognize that misunderstandings and disagreements may occasionally arise. Because our school is a ministry of Bible Baptist Church, we are committed to resolving conflicts in a manner that honors the Lord and reflects biblical principles.

Scripture instructs believers to pursue peace, speak the truth in love, and seek reconciliation whenever possible (Matthew 18:15–17; Ephesians 4:15, 29–32; Romans 12:18).

When questions or concerns arise, we ask parents to follow these biblical principles:

1. Pray First

Before addressing a concern, we encourage parents to pray for wisdom, humility, and a Christ-like spirit. Our desire should always be to seek understanding and restoration rather than conflict.

2. Speak Directly to the Appropriate Person

If a concern involves a classroom matter, parents should first speak privately with the teacher or staff member involved. Many misunderstandings can be resolved quickly through respectful, face-to-face communication (Matthew 18:15–17).

3. Involve the Administration When Necessary

If the concern cannot be resolved after speaking with the teacher, parents are encouraged to contact the school administration. The administration will carefully listen to all parties involved and seek a fair, biblical resolution (Ephesians 4:29–32).

4. Maintain a Spirit of Unity

Parents and students are expected to avoid gossip, slander, social media criticism, or conversations that create unnecessary division. We ask every family to communicate in a manner that demonstrates grace, respect, and a desire to preserve the unity of the ministry (Ephesians 4:3; Romans 12:18; Proverbs 15:1).

5. Work Together for the Student's Benefit

Our shared goal is not to determine who is "right," but to help every student grow spiritually, academically, and personally. We believe the strongest outcomes occur when parents and school staff work together with mutual trust, humility, and a commitment to biblical truth.

As a ministry of Bible Baptist Church, Rangely Christian Academy is committed to addressing concerns with fairness, compassion, and integrity. We ask every family to partner with us in demonstrating Christ-like attitudes as we seek solutions that honor the Lord and benefit our students (Philippians 2:3–4).

Cameras

- To help provide a safe, secure, and accountable learning environment, Rangely Christian Academy utilizes security cameras throughout designated areas of the campus. These cameras are used for the protection of students, staff, visitors, and school property.
- The following guidelines apply to the use of security cameras:
 - Security cameras may record video and audio during school hours and at other times as necessary for school safety and security.
 - Cameras are installed only in public or common areas of the campus. Cameras are not placed in areas where individuals have a reasonable expectation of privacy, such as restrooms or other private facilities.
 - Video recordings may be reviewed by school administration when necessary to investigate accidents, disciplinary matters, safety concerns, security incidents, or other situations affecting the welfare of the school community.
 - Access to security recordings is limited to authorized school personnel and may be shared with law enforcement or other authorities when required by law or when necessary to investigate an incident.
 - Students, parents, and visitors are prohibited from tampering with, obstructing, disabling, or damaging any security camera or related equipment. Any individual responsible for such actions may be subject to disciplinary action and may also be financially responsible for the repair or replacement of damaged equipment.
- Enrollment at Rangely Christian Academy constitutes acknowledgment that security cameras are in use throughout designated areas of the campus for the purposes described above.

Closed Campus Policy

- RCA is a closed campus, meaning that students are not allowed to leave the school grounds from 8:15 am to 3:45 pm.
 - Exceptions
 - If written, text, or call permission is given by the parents.
 - If going off-campus for a school activity.
 - Medical appointments, student illness, and pre-arranged family vacations are among the reasons for leaving campus.
- Only students, staff of RCA, and their families are allowed on campus during school hours.
 - Visitors must check in at the pastor's office or obtain permission before visiting the school.

Child Protection

- To help ensure the safety of our students:
 - All staff members and volunteers working directly with students are expected to maintain the highest standards of Christian conduct and professionalism.
 - Background checks will be required for employees and volunteers serving in positions of responsibility with minors.
 - Students will be supervised during all school-sponsored activities whenever reasonably possible.
 - Any concerns regarding the safety or welfare of a student will be taken seriously and addressed promptly.
 - School personnel will comply with all applicable Colorado laws regarding the reporting of suspected child abuse or neglect.
- We encourage parents and students to immediately report any concerns regarding inappropriate behavior, abuse, neglect, harassment, or unsafe conditions to the school administration. Reports will be handled promptly, discreetly, and in accordance with applicable laws and school policies.

Medical Emergency

- School personnel are prepared to respond promptly and appropriately to medical emergencies.
 - **Emergency Response:** In the event of a serious medical emergency, school personnel will immediately assess the situation and contact 911 when appropriate.
 - **Emergency Care:** Staff members who are trained in CPR and First Aid will provide care within the scope of their training until emergency medical personnel arrive.
 - **Automated External Defibrillator (AED):** An AED is maintained on campus and will be used by trained personnel when appropriate in accordance with established emergency response procedures.
 - **First Aid Supplies:** The school maintains a secured First Aid cabinet stocked with basic first aid supplies and other emergency medical equipment to address minor injuries and illnesses.
 - **Parent Notification:** Parents or guardians will be notified as soon as practical whenever a student experiences a significant injury, illness, or medical emergency during the school day.
- **Student Medical Information:** Parents are responsible for providing the school with current emergency contact information, relevant medical conditions, allergies, medications, and any updates necessary to help ensure appropriate care for their child.
- The school's role is limited to providing basic first aid and emergency care until a parent, guardian, or emergency medical personnel assume responsibility for the student.

Medication

- **Medication Check-In:** All prescription and over-the-counter medications must be brought to the school by a parent or guardian and given to a staff member. Students should not carry medication on their person unless specifically authorized by the school.
- **Original Containers:** All medications must be in their original, properly labeled container. Prescription medications must include the pharmacy label with the student's name, medication name, dosage, and prescribing physician.
- **Parent Authorization:** Before any medication may be administered, a parent or guardian must complete and sign the school's Medication Authorization Form, providing the name of the medication, dosage, administration instructions, and any other necessary information.
- **Secure Storage:** Medications will be stored in a locked medication cabinet and will be accessible only to authorized school personnel.
- **Administration of Medication:** School personnel will administer medications only according to the written instructions provided by the parent or guardian and, when applicable, the prescription label.
- **OTC Medication:** School personnel will not provide or dispense over-the-counter medications that have not been supplied by the student's parent or guardian and accompanied by the required authorization.
- **Daily Pick-Up:** Unless other arrangements have been approved by the school administration, all medications must be picked up by a parent or guardian at the conclusion of each school day.
- The school reserves the right to refuse to administer medication that is not properly labeled, has expired, or is not accompanied by the required authorization.

Media Release Policy

- Throughout the school year, students may be photographed, audio recorded, or video recorded.
- Images and recordings of students may be used for the following purposes:
 - Yearbooks and school publications
 - Classroom displays and bulletin boards
 - The official RCA website
 - RCA and Bible Baptist Church social media accounts
 - Promotional, enrollment, and ministry materials
- Parents who do not wish for their student to be included in the uses described above must submit a written request to the school administration at the time of enrollment or at the start of the school year.
 - RCA will make reasonable efforts to honor these requests; however, a student may still appear incidentally in group photos or event recordings where individual exclusion is not practical.

Natural Disaster

- In the event of a fire, natural disaster, or other emergency requiring evacuation, Rangely Christian Academy will implement the following procedures:
 - **Immediate Evacuation:** Students and staff will calmly and quickly evacuate the building using the nearest safe exit as directed by school personnel.
 - **Leave Belongings Behind:** Students should leave all personal belongings in the classroom unless otherwise instructed. The priority is the safe and orderly evacuation of every individual.
 - **Designated Assembly Area:** Once outside, students and staff will proceed to the field beside the playground. Teachers will remain with their classes and maintain supervision at all times.
 - **Attendance Verification:** School administration and staff will immediately account for all students, faculty, staff, and visitors to ensure everyone has safely evacuated.
 - **Emergency Response:** No one will re-enter the building until emergency responders or school administration determine it is safe to do so.
 - **Parent Notification:** If the emergency requires student dismissal or relocation, parents and guardians will be notified as soon as practicable with instructions regarding reunification and student pick-up.

Visitors

- To help maintain a safe learning environment, all visitors must report to the school office upon arrival before entering any classroom or instructional area.
- Parents are always welcome to visit Rangely Christian Academy; however, classroom visits should be arranged in advance whenever possible so that instruction is not disrupted.
- All volunteers and visitors are expected to conduct themselves in a manner consistent with the biblical standards and mission of the school.
- The administration reserves the right to deny access to any individual whose presence may disrupt the educational environment or compromise student safety.



Discipline Procedures



At RCA, we believe that discipline is an important part of spiritual growth, character development, and learning responsibility. Scripture teaches that every believer must learn self-discipline in order to live a life that honors Christ and serves as a proper testimony to others (1 Corinthians 9:27; 1 Timothy 4:12).

- Children learn to recognize right from wrong through loving correction and instruction. The Bible teaches that correction is necessary to guide children toward wisdom and righteous behavior (Proverbs 19:18).
- Scripture also teaches the importance of encouragement and affirmation. Students should be recognized and praised when they demonstrate obedience, integrity, and Christ-like character (Proverbs 22:6; Proverbs 3:27; Colossians 3:21).

Therefore, the purpose of discipline at RCA is not simply to correct behavior, but to help students develop biblical character, personal responsibility, and a desire to honor God in all that they do.

Guidelines

- Students at RCA are expected to demonstrate respect, responsibility, and obedience to school standards.
- When a student chooses to violate school rules or engage in inappropriate behavior, correction may be administered through the following disciplinary actions:
 - **Demerits**
 - **Detentions**
 - **Suspension**
 - **Expulsion** (when previous disciplinary measures have not resulted in correction of the behavior)
- Once a student arrives on campus, they are expected to follow all RCA rules and policies.
 - These expectations remain in effect during all school-sponsored activities, whether on or off campus.
- RCA follows a progressive disciplinary system. Students who continue to demonstrate detrimental behavior without making the necessary corrections will receive increasing levels of discipline.
- The purpose of this process is to encourage personal responsibility, character development, and a proper response to correction.

Parental Assistance

- Parents are an important part of the discipline process and are expected to support and reinforce the biblical principles and standards taught by RCA when disciplinary situations arise.
- Parents will be informed of more serious behavioral concerns through Corrective Action Notices. These notices are intended to provide clear communication between the school and the home while encouraging cooperation in helping students grow in responsibility and character.
- If parents have questions or concerns regarding disciplinary decisions or enforcement of school policies, they are encouraged to contact the school administration for clarification and discussion.
- We ask parents to carefully consider both the student's perspective and the administration's perspective when addressing disciplinary matters. Our goal is to work together with families to provide guidance, correction, and support for the student's growth.

Demerits

Policy

- Students will first receive demerits, which should help them correct their behavior before more severe consequences are dealt.
- These smaller offenses begin to accumulate, leading to detentions.
- Demerit System
 - 3 demerits/day = 20 minutes detention
 - 4 demerits/day = 30 minutes detention
 - 5 demerits/day = 45 minutes detention
 - 6 demerits/day = 60 minutes detention

Offenses

- Talking in the learning center without permission
- Out of seat without permission
- One to five minutes late to class
- General disturbance in the classroom
- Not using the proper reply of "Yes, sir" or "Yes, ma'am" to a member of the staff.
- Not using the correct name when addressing a member of the Staff
- Turning around in seat, away from work station
- Homework not completed (one demerit per subject)
- Bringing unauthorized items to school
- Breaking the six-inch rule (girl-girl or boy-boy in the classroom, boy-girl or girl-boy anytime).
- Not showing proper respect for the Bible or flags
- Leaning back on chair
- Writing on another student's person or property. (more than once = detention, each offense may involve restitution)
- Throwing an object in the classroom.
- No Bible at work station
- Changing written goals without permission
- Eating outside designated lunch areas

Detentions

Policy

- Students must serve detentions by staying later after school or during a lunch break.
- When a student earns a detention, a “Corrective Action Notice” is issued at the end of the day.
- The slip is to be signed by the parent, and it is the student’s responsibility to return it to his teacher the following day.
- If this procedure is not followed, the detention time will be doubled for the day the slip was due.
- If the slip is not returned signed by the third day, a call will be made to the parents, and a suspension will be issued.
- Detentions will be served during the time indicated on the Corrective Action Notice.

Offenses

- Dress code violations (20 minutes)
- Being in an off-limits area without permission (20 minutes)
- More than 5 minutes tardy (20 minutes)
- Passing notes in class (20 minutes)
- Out of complete P.E. uniform (20 minutes)
- Discretionary disobedience (20 minutes)
- Out of the classroom without permission (20 minutes)
- Communication slip not returned or not signed. (20 minutes)
- Goals not set or goal chart missing (20 minutes)
- Excessive Bathroom Use (20 minutes)
- One or more PACEs missing (20 minutes & billed for replacement PACE)
- Disobedience (30 minutes)
- Throwing rocks or other items that cause harm or could cause damage to someone (30 minutes)
- Arguing with a staff member. (30 minutes)
- Dangerous horseplay (30 minutes for everyone involved)
- Nonsense answers in PACE (30 minutes or PACE revoked or both at discretion of supervisor)

Detentions

Severe Offenses

- Not following the electronic policy (30, 60, suspension)
- Leaving campus without permission (30, 60, suspension)
- Questionable language or behavior (30, 60, suspension)
- Lying, cheating, or stealing (30, 60, suspension)
- Scoring violation (30, 60, suspension)
- Throwing food in the lunchroom (30, 60, suspension)
- Being in cars during school hours, or around teachers' cars anytime without the teacher's permission (30, 60, or suspension)
- Disrespectful toward faculty or staff (30, 60, suspension)
- Unnecessary roughness as determined by staff (30, 60, suspension)
- Destroying school property (60 minutes & restitution)
- Unsafe driving on church property (60 minutes, revocation of driving privileges and/or suspension)
- Holding hands or kissing (60 minutes & parent conference)

Suspensions

Policy

- A student will be sent home immediately in the event of a suspension-type infraction.
- The administration will call and ask the parents to pick the child up immediately.
- The student will be sent home for two entire school days.
- A suspended student may not attend or participate in any special school activities during the suspension period.

Offenses

- Accumulation of 200 minutes of unserved detention (If this happens, the 200 minutes will be erased with the suspension.)
- Use of tobacco, alcohol, drugs, etc.
- Bringing a knife/weapon to school (depending on situation)
- Fighting
- Questionable language or behavior (more than two violations)
- Scoring violations (more than two violations)
- Neglecting to turn in a signed Corrective Action Notice on the 3rd day
- Lying, cheating, or stealing (more than two violations)
- Destroying church/school property (more than two violations)
- Disrespect toward school staff (more than two violations)
- Critical or uncooperative attitude
- Dangerous behavior

Expulsions

Policy

- Expulsion will be used as a last resort.
- Parents will be called to discuss further action.
- The School Administration will decide if the offense is worthy of expulsion.
- Students may re-enroll next year, but the school administration will weigh the decision with extreme caution.

Offenses

- Students will be expelled the second time they accumulate 200 minutes of unserved detention.
- Students usually are expelled if they are suspended for the same offense twice in one year, as determined by the School Administration.
- Students displaying a rebellious attitude that contradicts the school's spirit and negatively impacts the spiritual training of other students may be expelled.
- Students will be expelled for using drugs.
- Students will be expelled for sexual immorality.
- 3 suspensions in one year.
- 10 unexcused absences.

Off-Limits Areas

- Other students' workstations
- Teachers' desks and files
- In the classroom without a staff member present
- Auditorium
- Pastor's or Church offices (without permission)
- Storage closet
- Parking lot and drive areas
- Any unclear areas of the church property
- Other classrooms without authorization
- Any parked cars
- Bicycles or motorcycles
- Unsupervised computer area
- Any part of the church facilities not generally used for school

Search Policy

- To maintain a safe and orderly learning environment, RCA reserves the right to conduct searches when the administration has reasonable suspicion that a student may be in possession of items that violate school policies, threaten safety, or violate local, state, or federal laws.
- Searches may include, but are not limited to: automobiles, backpacks, purses, pockets, lunch boxes, lockers, desks, electronic devices, or a student's personal belongings. Lockers, desks, and other school-provided storage areas remain under the control of RCA and may be inspected when deemed necessary by the administration.
- All searches will be conducted by authorized school personnel with discretion, respect for student privacy, and consideration for the student's age, gender, and dignity. Searches will be limited in scope to what is reasonably necessary based on the circumstances.



Privilege System

Just as it is important to correct wrong behavior, we believe it is equally important to recognize and encourage students who demonstrate responsibility, diligence, and Christ-like character. RCA's merit system is designed to motivate students toward excellence by rewarding positive choices, consistent effort, and personal growth.

- This privilege system encourages students to complete the required expectations while providing additional opportunities and privileges for students who demonstrate a higher level of responsibility and motivation.
- Students may earn one of three privilege levels: "R," "C," and "A" levels. These levels are evaluated weekly and are issued each Monday morning. Students may maintain, advance, or lose their privilege level based on their academic effort, behavior, and adherence to RCA standards.
- The responsibilities and benefits of each level are as follows:

"R" Privilege

Responsibilities

- No more than 45 minutes of detention for the week
- Monthly Scripture recited from memory each week
- Academic Balance

Benefits

- Dismissal for Early Break
- May leave his workstation for other activities after daily goals are completed

"C" Privilege

Responsibilities

- No more than 30 minutes of detention for the week
- Monthly Scripture recited from memory each week
- Academic Balance
- Monthly 5-minute oral report OR 1-page written report

Benefits

- Same as "R" Privilege Benefits plus:
 - May score PACEs without permission
 - (9th grade and above) May receive permission to leave campus/classroom once a day to get a drink/snack.

"A" Privilege

Responsibilities

- No detention
- Monthly Scripture recited from memory each week
- Academic Balance
- Weekly 5-minute oral report OR 1-page written report
- Fulfill responsibilities of Student of the Month

Benefits

- Same as "C" Privilege benefits plus:
 - May use computers/electronics for leisure time
 - May serve on approved projects (errands, office aid, monitor)
 - (9th grade and above) May leave early after completing school work for the day

Merits

- Merits will be passed out during the school year to those who demonstrate a Christ-like Spirit and Attitude.
- These Merit Slips can be used to purchase snacks or other rewards each month.

Student of the Month

- Each class will have a Student of the Month selected by the teacher or supervisor.
- That student will receive pizza with the Pastor or School Administrator during lunch
- To be chosen for Student of the Month, the student must have the following:
 - Maintain Academic Balance
 - Christian Service Each Week
 - Improvement in Areas of Difficulty
 - Overall Christian Attitude

This handbook is reviewed annually by the administration of Rangely Christian Academy. Policies and procedures may be revised as necessary. Parents will be notified of significant changes made during the school year.



(970) 675-2032
rca@bbcrangely.com
www.bbcrangely.com/RCA

Rangely Christian Academy
1402 E. Main St. Rangely, CO 81648