

"Reforming the Family Structure Through Academics"

www.reign-academy.org

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Parent/Student Handbook

2019 – 2020

"The World is Our Classroom"

REIGN ACADEMY
SCHOOL OF ENTREPRENEURSHIP



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VISION STATEMENT

The vision of the Reign Academy School of Entrepreneurship is to reform the family structure through education and be the first choice for families who are seeking a God-centered college preparatory education.

MISSION STATEMENT

Our mission here at RASOE is to provide students with a tool set for entrepreneurial success while transforming into productive and model citizens who uphold Christ-like values.

GOALS AND OBJECTIVES

1. To establish a continual partnership between church, home, community, and school that will create and sustain passionate and effective student leaders who will impact their world with the love, truth and message of Christ.
2. To develop an enduring relationship with our parents and students so that we might serve communities worldwide as a model for building and sustaining excellence.
3. To recruit and retain quality staff members who emphasize rigor, relevance, and relationships in the learning process, producing well-rounded outstanding scholars.
4. To engage students in high energy, focused, and pertinent academic lessons across subjects with ample STEAM (Science, Technology, Engineering, Art, and Math) opportunities so that they are well-versed, current in the STEAM societal movement and are equipped to compete in any field of choice.

ACADEMIC OVERVIEW

Reign Academy School of Entrepreneurship utilizes a combination of curriculum, resources, and strategies to meet the academic needs of our students. As children display a need to be challenged with a particular lesson or skill set, the opportunity for student advancement arises where they can work on higher grade level content. If students are experiencing difficulties grasping grade level reading and math skills, students could be issued an IAP (Individualized Academic Plan) that outlines goals, objectives, and accommodations as well as a different class setting to best meet the student's academic needs. Here are the standards that we strive to maintain for an optimal classroom environment:

- Low student-teacher ratio
- High degree of field training
- Day-to-day feedback between teacher and parent
- Utilize state of the art technology
- Maintain the safest learning environment possible

ADMISSIONS

Reign Academy School of Entrepreneurship takes every applicant into consideration for enrollment. We will ensure that each applicant and their families understand the rigor and commitment level it will take to achieve successful results during your time here. Prospective students and their families are required to complete an enrollment form, a family interview, a tour of the campus and a mandatory attendance to Orientation.

APPLICATION PROCESS

Parents enrolling their students to Reign Academy School of Entrepreneurship for the FIRST TIME must complete each step as outlined in the "Application Process for K5 Through 12th Grade" handout. Returning families are to complete ONLY the first page of the enrollment form. New families are to submit the completed Enrollment Packet and all of the pertinent documents and fees to the Admissions Office.

Turn in the following to the Admissions Office:

- ☐ Completed Enrollment Packet, signed and dated
- ☐ Copy of birth certificate
- ☐ Copy of SS card or other document with SS#
- ☐ Immunization record (HRS 680 form)
- ☐ Proof of physical or School Entry Health Exam (HRS 3040 form)

- ☐ Copy of most recent report card
- ☐ Copy of most recent standardized test scores
- ☐ Student Answers to Essay Questions (Grades 6-12)
- ☐ Transcript from high school for students in Grades 9-12
- ☐ Current IEP or 504 Plan for students and McKay Scholarship award letter
- ☐ Scholarship award letter: *Step Up for Students, AAA Scholarship or McKay Scholarship*

\$ 85 non-refundable application fee (one child)

\$150 non-refundable application fee (two or more children)

\$120 Weekly Tuition per student (*waived for proof of scholarship processing*)

\$ 40 Testing Fees per student, covers all test sessions for the year

Book Fees Option 1: \$150 for the year per student

Book Fees Option 2: \$15 for the first month/student + \$15 per month

\$10 P.E. T-shirt per student

\$10 Fieldtrip T-shirt per student

****NEW enrollees are considered registered once application fee has been paid via credit/debit card, check, money order, or Cash App at \$RHACampDestiny ****

Prospective students may be required to complete an entrance exam when determined necessary by the Admissions Office. When an application is complete, a family interview is scheduled with the Headmasters. The purpose of the family conference is to explain the mission and expectations of the school and allow parents

the opportunity to share their expectations as well.

*** * * * IMPORTANT NOTICE ABOUT SCHOLARSHIP LETTER * * * ***

When you receive your letter from the scholarship organization, please pay close attention to the deadline, which is usually about 3-4 weeks prior to the first day of school. We must receive the scholarship award letter prior to the scholarship organization's deadline. Otherwise, you will forfeit funding and be required to pay out-of-pocket tuition of \$120 per week per student.

ATTENDANCE AND ABSENCES

Regular and prompt attendance is one of the biggest factors influencing your child's academic success and is of vital importance at Reign Academy School of Entrepreneurship to ensure that students receive the maximum benefits of the curriculum that is prepared for them.

Classes begin at 8:30 a.m. Please make sure that each student is in class on time. Students who arrive after 8:50 a.m. must first report to the office for a late admittance pass from administration and then proceed to their scheduled class. If your child is absent from school for any reason, please submit a written notice when they return so that it is recorded as an "excused absence".

Once (5) five unexcused tardies are recorded, a parent/guardian will be reminded of the arrival time policy and warned that further continued tardies require us to report to the Department of Children and Families.

If after the warning, three (3) more consecutive tardies or seven (7) more unexcused tardies take place, DCF will be notified.

ARRIVAL AND DEPARTURE

Arrival

Students should arrive on campus no sooner than 8:00 AM. Leaving a child in the school parking lot alone is considered "abandonment" and requires us to report this incident to DCF. Only students who are participating in a "Before School" enrichment activity are permitted for early arrival before 8 AM.

Departure

Students are permitted to leave campus with *ONLY* their parent/guardian or an authorized person as indicated on your enrollment form. If another person is authorized to pick up your student, then you must provide a written notice to the school office.

Late Fees for Late Departures

Students should be picked up by 4:00 PM. Please note that you will be charged a late fee of \$1.00 per minute per family anytime your child is picked up after 4:15 PM.

If there are any students that walk home from school, parents must sign a Walking-contract. The student will not be permitted to leave the school campus to walk home if a signed Walking-contract is not on file.

Drop Off/Pick Up Area

For the safety of all person(s) during "rush hour", it is important to keep the flow of traffic running smoothly. Promptly drop off and pick up students in the designated area in front of the gate. If you need to remain in the car longer, please park in a space so that traffic can proceed.

EARLY DISMISSAL

For the safety and security of all students, parents or guardians **MUST** sign them out in the office for early dismissal prior to 3:15 p.m.

If students are returning to campus after being signed out, they **MUST** be signed back in by their parent/guardian.

Under pre-arranged circumstances, i.e. student drivers, working students or students who leave more than 2 times a week for off campus courses or other extracurricular activities, parent/guardians **MUST** submit a letter indicating the name of your student(s), the reason for leaving campus early, and the exact days and times you will pick them up. Also, we require the name of any other designated driver such as another family member or friend who has been granted permission to pick up your student(s).

Students will be released to another individual **IF** and only **IF** permission has been granted by a parent/guardian by any of these three ways: 1) as indicated on the school enrollment form 2) a phone call to the school office or 3) written permission.

CHILD ABUSE

Any suspected incidences of child abuse or neglect will be reported immediately to the Department of Children and Families as per state rules and regulations.

COMPLAINT & CONFLICT PROCEDURES

If there is a concern regarding **ANY** situations, a conference must be scheduled with the learning coach during their planning time. No parent concerns will be addressed in the presence of children. If there is a pressing issue, parents are to request to speak to an administrator. Again, learning coaches will not discuss or entertain any parent concerns in the presence of other students.

DAILY REPORTING, PROGRESS REPORTS & REPORT CARDS

Behavioral charts or reports are sent home daily with K-3rd grade students and weekly agendas for 4th-8th students. Behavioral charts can also be required for students in 4th-8th if deemed necessary by the Learning Coach and/or Headmaster. These reports reflect your child's daily performance and/or the skills they are working on each week. Behavioral charts, weekly agendas and reports are to be read and signed by parents and returned the next school day.

All students will receive Progress Reports for each quarter reflecting their academic performance and efforts as well as final Report Cards at the end of each quarter. All Report Cards will be distributed when accounts for all students in the same family are current.

POSITIVE REINFORCEMENT

Our STAR Merit program will be implemented to encourage positive behaviors and rewards so that students are motivated to make right choices consistently. There will be a Fall and Spring program where students can work toward becoming ambassadors each time. This point system is for K-8th grade students. High school students can be recommended for prizes by their instructor and/or the Headmaster at the end of the year based on their work ethic and character.

Weekly Points

- ★ 45 STARS for a Proficient score (80%) on one weekly Assessment
- ★ 35 STARS for Uniform Excellence
- ★ 35 STARS for Academic Excellence
- ★ 15 STARS Bonus for any 100% score on assessments
- ★ 25 STARS Bonus for any positive report to a staff member

*Note: Students with IAPs will earn MERITs based on the scores they earn on ability level work.

Demerits

If a student does not meet classroom or school-wide expectations with regard to their behavior, they will be penalized with demerits. A demerit is where students' points will be taken away. Based on the student's offense, the following, just to name a few, will take place:

Demerits are assigned for the following offenses:

Incomplete Projects-25 demerits

Inappropriate Language- 40 demerits

Disrespect to an adult or peer-50 demerits

In school suspension-75 demerits

Out-of-School suspension- 150 demerits

S.T.A.R.S AWARDS AND RANKINGS

Dreamers– (200 STARS): An award announcement from the Headmaster, Advancement celebrated on Wall of Fame.

Pacesetters– (450 STARS): Small Spirit Item of Choice (e.g., school lanyard, spirit pin, spirit flag, etc.), Advancement celebrated on Wall of Fame.

Warriors– (700 STARS): A free lunch from the Headmaster, Advancement celebrated on Wall of Fame

Ambassadors– (1000+STARS): Qualify for End of the Year Field Trip, Top Ambassador for each grade level qualifies for Grand Prize; Advancement celebrated on Wall of Fame

DISCIPLINE

If a student does not meet the expectations set forth in their classroom and schoolwide, they will be penalized with any one or more of the following consequences, depending on the severity of the action:

- Demerits
- Copy Work (Where students copy a positive affirmation message)
- Clean-Up Duty
- Missed activities/field trips
- Essay submission
- Out of school suspension

If consequences are not fulfilled prior to the next special event or fun activity, then the student will not be allowed to participate in any activities including Dress Down Friday. This means the student must wear their school uniform and fulfill the demerit consequences.

DRESS CODE

Daily School Uniforms are **MANDATORY - NO EXCEPTIONS.**

Girls- Daily Uniform

Sky Blue, white or light yellow Polo/ Dress Shirt
Beige Khaki or Navy Blue Skirts, Skorts, Dresses or Pants
Navy Blue, White or Black regular OR Knee High Socks
Black Rubber Soled Shoes
Black Belt
Cotton Navy Blue Sweater Vest
Girl's crossbow tie daily
Navy blue or black jackets for Winter months

Boys- Daily Uniform

Sky Blue, white or light yellow Polo/ Dress Shirt
Beige Khaki or Navy Blue Shorts or Pants
Navy Blue or Black Socks
Black Rubber Soled Shoes
Black Belt
Cotton Navy Blue Sweater Vest
Neck tie or bow tie daily
Navy blue or black jackets for Winter months

Daily Physical Activity Uniforms- grades 4th-12th ONLY

Cotton or Jersey RASOE T-Shirt
Black Jersey Shorts
Closed Toe Sneakers
Water Bottles

***Students who participate in after school athletics ARE allowed to dress down in their team/sports attire. Sneakers MUST be worn on campus. NO cleats or slides allowed.**

Things to remember when dressing your child for school:

- Label child's name on clothing items
- Closed-toe shoes with socks; no sandals or slides allowed
- Comfortable and appropriate clothing for our weather
- No dangling earrings
- Boys cannot wear earrings while at school
- No cut designs or unnatural colors in hair

Remember to pack an extra uniform set (including underwear, socks etc.) for your child in case of accidents. These items will be kept in your child's backpack, in a zip lock bag. Label ALL items that your child brings to the school.

This is a Christ-centered school, so please dress your child in clothing that reflects a more conservative style. Obscene, suggestive sayings (words or phrases), violent or controversial cartoon characters are not appropriate on shirts, shorts, pants, lunch boxes, etc. Help us keep a Christ-like atmosphere at our school by following these guidelines.

Wednesday and Friday Dress Options – grades 6th-12th ONLY

Wednesdays are Business Professional Dress days. Appropriate attire for young men is a collared long sleeved shirt, a tie, pants, dress socks, and dress shoes. Young ladies should wear a collared shirt, business dress or skirt, dress pants and dress shoes. Otherwise, students have the option to wear their school uniform.

Fridays are Business Casual days. Business casual attire for young men is a business collared shirt tucked in jeans or pants, a belt, and casual shoes (no sneakers). Young ladies should wear dresses, skirts or jeans with a collared shirt and dress or casual shoes (no sneakers). Otherwise, students have the option to wear their school uniform.

K-5th grade students have \$1 Dress Down Friday. Here are the guidelines for dress down Fridays:

1. Money must be turned in on Fridays when student arrives
2. No inappropriate slogans and pictures
3. Must be well groomed and neat
4. No pants hanging off of the rear end
5. "Boys" - No earrings; "Girls" - No distracting earrings
6. "Girls" - No tight fitting bottoms; No bottoms shorter than your arms length (with arms hanging by your side and fingers stretched towards the ground)
7. "Girls" - Shoulders and stomachs are not to be exposed. MUST wear a jacket with short sleeved attire.
8. Absolutely No Hats of any kind are permitted except on "Hat Days"

"NOTE: "Violation of the "Dress Down" dress code will result in the loss of the privilege of dressing down the following week."

FINANCIAL POLICIES

Tuition

Kindergarten-5th grade
1st & 2nd child \$7,500.00
3rd+child \$7,000.00

6th-12th grade
1st & 2nd child \$8,500.00
3rd+child \$8,000.00

*****Please note:*** For Kindergarten-12th grade students that may require additional services, the tuition rate is \$13,000 per student.

Scholarships

We currently accept the following scholarships: *Step Up for Students, McKay, Hope, and AAA Scholarships*. You will be charged \$120 per week per student for tuition until your scholarship is approved. This may be waived if you can show proof that your application is being processed and awaiting a final decision. Please READ the important notice about the scholarship letter at the top of page 5 in this handbook.

Book Fees

There is a \$150 book fee for each student. No child shall receive books until this fee is paid.

\$15 X 10 months= \$150 (\$15 will be due the first week of every month if not paid in full initially)

Testing Fees

At the beginning of each school year, parents *MUST* have all test fees turned in during the first week of school so that testing can begin as scheduled. Testing fees are a *one time* \$40 per child, which covers the 3 scheduled assessments online called "Measures of Academic Progress" (MAPs).

Field Trips

Any fees due for field trips must be turned in by the requested due date to secure all transportation and special pricing. If RSVP's and fees are not turned in by the requested date, the student will **NOT** be able to attend.

If your student has any outstanding fees due, they must be paid in full in order to participate in any activities on or off campus. In the instance that there is a school-wide field trip, no staff will be available on campus for student supervision.

Year End Family Trip

Families with unmet book fee or late pick-up balances will not be allowed to pay for or attend the annual family trip until balances are fulfilled.

In other words, payments to the school will be applied to overdue balances for book fees or late pick-up fees FIRST. Then payments for the year-end family trip will be accepted and applied.

Seniors

Seniors must make sure all fees are paid in full before graduation or they will not receive their diploma. As a prerequisite for graduation, RASOE's seniors will be responsible for completing a Business Capstone project which will be factored into their Government and Economics final grade.

Homeschool Service Fee

Homeschooling families with students in need of transcripts will be assessed with a fee of \$150 per year.

Payment Options

ALL payments can ONLY be submitted via Cash App at \$RHACampDestiny, credit/debit card in person or by phone, check, or money orders. Cash payments WILL NOT be accepted.

OUTSTANDING BALANCE POLICY

Outstanding balances will result in the following outcome as listed below and will be restored after account balances of all students in the same family are brought current:

- Report Cards will not be released
- Access to QuickSchools is denied
- Fieldtrip privileges are revoked
- Student records will not be released

Please be advised that rights to QuickSchools can and will be revoked if payments are negligible during progress reports and/or report card distribution.

FIRE AND DISASTER DRILLS

Fire drills are conducted four times throughout the school year to ensure that rapid and safe exits are a matter of habit. Fire extinguishers and smoke detectors are located throughout the building and are inspected annually.

Disaster drills in the event of a tornado or other significant events are also routinely conducted.

FIRST AID AND ILLNESS POLICY

If your child is injured during school hours, the following steps will be taken:

1. If the problem appears to be minor in severity, the teacher will personally check the student and determine if any medical attention is needed.
2. If the problem does not appear to be severe, but the student is ill or injured enough to warrant being sent home for the remainder of the day, the learning coach or office staff will notify the parent.
3. If the student appears to need immediate medical attention, the teacher will notify parents and a decision will be made regarding the emergency medical assistance.
4. If the student needs emergency medical assistance, arrangements will be made for transporting the student to a medical facility and parents will be contacted immediately. Students may be transported by a staff member or EMS and accompanied by a staff member as needed. We require our staff to be trained in First Aid and CPR.

5. Most injuries at school are minor—bumps, scrapes, insect bites, etc. First Aid supplies are kept in the classrooms, in the P.E. supply closet and in the office, including bandages, anti-itch cream, antibiotic ointment, antiseptic wash, etc. Our learning coaches and staff can use these items to solve most of the basic small injuries to students. Parents are always contacted if there is any doubt.
6. **It is extremely important that your child's allergy and medical information is made known to us and updated as necessary, so that we may treat them and their injuries with all the necessary precautions.**

If your child is experiencing or demonstrating any of the following symptoms consistently in a 24-hour period please keep your child home to rest and heal:

- **Vomiting**
- **Fever**
- **Dark Green Mucus**
- **Rashes/Hives**
- **Any other contagious infections**

If your child has a contagious/communicable disease, please notify us. A doctor's note is required upon returning to school after your child has been absent with a contagious disease, stating that the child is no longer contagious.

MEDICATION POLICY

Please be advised that medications will not be administered by RASOE's staff. However, if your child has any allergies and require the immediate treatment of an EpiPen, it will be administered in the case of an emergency. The EpiPen must be provided by the parents. A note from the doctor should include specific allergies your student suffers and the necessity of the EpiPen. This note must also be signed by the parent. Please be sure to notify school staff of your student's allergies and if he/she carries an EpiPen in their backpack.

If your child requires prescription medication to be administered by school staff, then we must have a note from the doctor giving us permission to do so, and it must be signed by the parent/guardian. A log is updated each time medication is administered.

FOOD POLICY

Reign Academy School of Entrepreneurship offers FREE breakfast and lunch when the enrollment form is completed at the beginning of the school year or at the time of registration.

Breakfast is provided from 8:00 - 8:25 a.m. Students must be in school no later than 8:20 a.m. in order to eat breakfast. If you miss this breakfast time, please ensure that your child eats prior to entering the building as food will not be allowed in the classroom or multipurpose room after breakfast time has concluded.

Lunch is provided from 11:30 a.m.- 12 noon. If your child is on a restricted diet for any reason, such as food allergies, then parent/guardians will need to provide lunch/snacks to meet their needs.

Lunch brought by parents for any reason, must be on campus and eaten *prior to the lunch clean up at 12:15 p.m.* No food will be allowed in the classroom or multipurpose room after this time. Due to limited lunchtime and scheduling, microwave use is restricted and can only be used by 6th-12th graders to warm up their own lunch only and no one else's.

CELL PHONE POLICY

Younger Students

Students in K-5th grades are allowed to bring their cell phones for emergencies only and will be turned into the designated, secure place in backpacks at all times. If a student needs to make a phone call due to illness or any other serious matter **ONLY**, they are required to use the school phone to do so.

Older Students

Students in 6th-12th grades are required to store their cell phones in the designated, secure place set forth by the Learning Coach during class time. These older students are privileged to utilize their cell phones during breakfast, lunch, break and recess **ONLY** but must be on mobile apps and websites appropriate for their age.

If a student is caught on a cell phone at an impermissible time or on a mobile app or website deemed inappropriate, then the phone will be confiscated by staff and safely secured until a parent picks it up. If a student continues in non-compliance to cell phone rules, then cell phone privileges may be revoked for an indefinite period of time.

ALL students with cell phones must ask permission to utilize the school phone to make an emergency phone call if they must do so outside of the allowed time to use their personal cell phones.

RASOE will not be responsible for any damaged, lost, stolen, or broken cell phones.

FUNDRAISING POLICY

When fundraisers are scheduled, parents are expected to participate and are fully responsible for any monies or materials involved in the fundraiser. If the family does not participate, the full amount for the cause of the fundraiser must be paid out of pocket.

INSURANCE

Reign Academy School of Entrepreneurship carries liability insurance. Individual student accident insurance is not available. In the event of an accident, parents must file with their insurance company first.

PERSONAL BELONGINGS

Please refrain from sending personal belongings to school. If there is a case where personal items should be allowed, then make sure each item is labeled with your student's first and last name.

LOST AND FOUND

Check with your child's learning coach for any lost and found items. There is a bin in the office for these types of things. If you do not claim your items within thirty (30) days, they will be donated to a charitable organization. **Please label all** of your child's belongings with a permanent marker, especially uniforms and jackets. We will not be responsible for any lost articles.

NONDISCRIMINATION POLICY

Reign Academy School of Entrepreneurship admits students of any race, color, religion, nationality, or ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, nationality, or ethnic origin in the administration of its educational policies, programs, athletic, or other school-administered programs.

OPEN DOOR POLICY

We welcome parents to visit and observe their child in the classroom. You will gain a broader perspective of the great efforts undertaken to assure that your child has the best and most conducive learning environment in which they can thrive.

No appointment is necessary for parents who desire to do this. However, you must stop by the school office to sign in as a "campus guest" and then proceed to your child's classroom. All other visitors or relatives are required to make arrangements prior to visiting our school campus.

PARENT VOLUNTEERS

We STRONGLY encourage parental involvement and volunteering here at RASOE. All volunteers are required to complete a volunteer application. Parents wishing to volunteer more than 2 times a week for longer than a month, must have a background check completed. See administration and/or your child(ren)'s learning coaches for ways that you can get involved. Any help offered, is greatly appreciated.

PARENT-TEACHER CONFERENCES

It is mandatory that all parents attend a parent-teacher conference every school year in the Fall. The parent can also request conferences anytime during the school year. Any issues of personal concerns will NOT be discussed in the presence of children. One home visit from the Headmaster is optional but highly advised if deemed necessary by the Headmaster.

PHOTOGRAPHY/VIDEOGRAPHY

We routinely photograph and record our students' activities. Photography/videography will be allowed unless indicated otherwise in the student application. For the safety and protection of our staff and students, security cameras are recording live in all hallways, classrooms, and offices on campus at all times.

SCHOOL AND OFFICE HOURS

School hours: 8:00am – 4:00pm

Office hours: 8:15am – 12:00pm 1:00pm – 4:15pm

SUMMER PROGRAM

Reign Academy School of Entrepreneurship offers a traditional summer day camp full of enrichment and fun for boys and girls from kindergarten through 8th grade.

The vision of Camp Destiny is to reach the youth of our nation and the world with the Word of God and the move of the Spirit, in doing this we can empower them to reach the harvest of souls in the world. Camp Destiny is committed to providing a summer camp experience that tremendously impacts every camper while having FUN!

****Morning Bible Training *Project Learning *Enrichment *Field Trips***

****Professional Athletic Training *STEAM Learning *Literature Reads***

Additionally, a student may be REQUIRED to come during the summer weeks to complete unfinished assignments OR if they have received an "F" grade in any core subject area (Reading, Math or Language Arts) in the 3rd and/or 4th quarter of the current school year. If the child does not attend summer weeks until completion or a satisfactory grade is achieved, then promotion to the next grade level from RASOE will not be granted.

WITHDRAWAL POLICY

If there is time that you wish to withdraw your child, please set up a meeting with the Administrator to inform RASOE. All records will be sent to the corresponding school. No records will be handed to students or parents. All balances MUST BE met prior to releasing any records.