

# HANDBOOK

for parents and students of  
Preschool

2016  
2017

## River City Believers Academy

16765 Lookout Rd.  
Selma, Texas 78154  
Office 210-656-2999  
[www.rcbaonline.com](http://www.rcbaonline.com)

### Administration

Sean Azzaro  
Shane Land  
Tracy Smith

Superintendent  
Principal  
Director of Admissions &  
Community Development

### School Board

Randy Cottingham  
Bill Cox  
Shawn Yates  
Ignacio Duran  
Nakia Hall

Board Chairman  
Board Treasurer  
Board Secretary  
Board Member  
Board Member



Believers Academy dba River City Believers Academy is a ministry of River City Community Church. We are a non-profit organization established for the purpose of creating and supporting a Christian school. RCBA is affiliated with the Association of Christian Schools International (ACSI) for the purpose of professional integrity and excellence.

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# Welcome to River City Believers Academy

## *From the Pastor...*

RCBA is a ministry of River City Community Church under the leadership of Pastor Sean Azzaro. Pastor Sean has a passion to see RCBA be a different kind of Christian school.

“Our mission at RCBA is to prepare students for real life. We work very hard to be a place where each student can grow in relationship with our creator and then acquire the tools to answer His call to change the world! Everything we do, from academics and fine arts to athletics and student life is an opportunity for our students to discover and become the individuals that God created them to be! If you are looking for a school that will challenge students to grow as a whole person...spiritually, academically, socially and, physically, then RCBA is the school for you!”

**Pastor Sean Azzaro**

## *From the Principal...*

Whenever an organization makes a list of rules for its members it must keep in mind that setting boundaries for others must be done carefully. A majority of the regulations established in this Handbook have nothing to do with right or wrong, good or evil. Close adherence to the Handbook, while wise, will not make any student, teacher, or parent more righteous in the eyes of God. Most of what is contained in this Handbook has nothing to do, *per se*, with spirituality. RCBA, like any organization, has established procedures that help us run as efficiently and effortlessly as possible (I Corinthians 14:40). We also need boundaries to keep us from straying off into areas that are dangerous physically, emotionally, socially, and spiritually (Judges 21:25). At RCBA we believe there is only one infallible rule for faith and life -- the revealed Word of God, the Bible (II Timothy 3:16-17). God's word never changes. This Handbook changes slightly every year to accommodate fresh ideas and better ways of doing things. Following a set of rules to the letter can be hurtful; therefore, when interpreting policy, I will attempt to preserve the spirit of the policy while maintaining consistency.

**Shane Land, M. Ed.**

## 1.1 Mission Statement

River City Believers Academy exists to glorify Jesus Christ by partnering with parents to prepare students for real life. We exist to partner with parents to help students find the real life for which they were created. Jesus said, “The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full.” (John 10:10). Preparing students for real life is a commitment to a Bible-based college prep curriculum that equips students to serve and lead in today’s world. Our school does not exist to isolate students from the world, but to help prepare them to be world changers!

## 1.2 Core Values

In fulfilling our mission and pursuing our mandates, RCBA will value:

<b>Dependent Prayer</b>	We will value dependence on Christ through prayer as foundational to all of our decisions and actions.
<b>Program Balance</b>	We will value a balanced program of spiritual training, academics, artistic expression, athletics, and social offerings with an emphasis on critical thinking and applied knowledge consistent with Biblical truth.
<b>Positive Environment</b>	We will value a learning environment that is loving, joyful, and orderly.
<b>Family Involvement</b>	We will value the family as God’s primary instrument for the education of our children and the school as an extension of the home.
<b>Growing Students</b>	We will value students who are learning to love the Lord, are growing in Christ, and are living according to His word.
<b>Christ-like Staff</b>	We will value staff who live according to the Scriptures, love and instruct students effectively, and pursue professional development.
<b>*Fiscal Responsibility</b>	We will value maintaining fiscal responsibility and accountability while making Christian education available and affordable to as many students as possible.
<b>Community Support</b>	We will value mutually supportive relationships within our community and seek to enrich others outside of our organization as a witness to the will and purpose of God.

## 1.3 Statement of Faith

The positive, fundamental truths essential to the Christian faith are contained in RCBA's complete Statement of Faith. All School Board members, the Administrators, Teachers, and Staff are required to adhere to this Statement of Faith.

We believe that there is one God, a loving creator eternally existing in three Persons: Father, Son, and Holy Spirit. *Deut. 6:4, Isa. 45:22, Mt. 28:19, II Cor. 13:14*

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to glory. *I Cor. 8:6; Col. 1:15-20, John 1:1-4; Rom. 3:21-26; I Cor. 15:20-28; Heb. 1:3*

We believe that God created man for a meaningful relationship with Him, but man's willful sin has created a wall of separation between him and God. Salvation is the result of genuine repentance of sin and faith in the atoning work of Christ. It brings forgiveness to the penitent, makes him a partaker of God's divine nature, and gives peace with God. We call this new birth. *Is. 59:2; Acts 3:19; Rom. 5:1; Rom 8:15, II Pet. 1:4*

We believe the Bible to be the inspired, and the only infallible authoritative Word of God. *II Tim 3:14; II Pet. 3:16, John 14:26; John 10:35; II Pet. 1:20-21*

We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. *John 3:5-8; Titus 3:5; II Cor. 5:17*

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is empowered and gifted to live a Godly life. *John 14:15-17; II Tim. 1:14; Gal. 5:22-23*

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. *I Thess. 4:17, Rev. 14-11; Acts 24:15; II Cor. 5:20; I Cor. 15:21*

We believe in the spiritual unity of believers in Christ. *Phil. 1:27, 2:2; Acts 4:32; Eph. 4:3; Cor. 5:10; Rom. 15:6*

## 1.4 Educational Philosophy

RCBA prepares students for real life by equipping them with tools to accompany their faith as they engage the culture around them. A biblical worldview, spiritual and social awareness, and the academic skills to act on their convictions are some of the tools students receive at RCBA. We aspire to offer a progressive fine arts program with opportunities in music, theatre, film, graphic arts, and creative writing.

Motivated by a desire to produce disciples and not just graduates, our ASCI qualified staff along with our many volunteers focus on both teaching our students as well as training them to pursue a life of excellence once they leave our campus. We believe in a holistic approach to education that addresses not only the training of the mind but also of the body and spirit as well. For that reason, we encourage our students to grow beyond the classroom by participation in athletics, the arts, organizations and community service.

Everything we do at River City Believers Academy is built upon an underlying philosophy of education that has at its root three main tenets. First, we believe that all knowledge and understanding originate in God and are best learned in an atmosphere that recognizes His pre-eminence in life. Second, we believe that each student is unique in his or her gifts and abilities and in the purpose for which he or she was created and therefore resist a “one size fits all” approach. Third, we believe God has given parents the principle role in overseeing the education of their children, and our role is to assist them in doing so.

## 1.5 Non-Discriminatory Policy

River City Believers Academy admits (and welcomes) students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, or nationality or ethnic origin in the administration of its educational policies, scholarships, or athletic and other school-administered programs. In as much as English is the primary, and, in most cases, the exclusive language of instruction, RCBA may deny admission to students with limited English proficiency.

## 1.6 History of River City Believers Academy

River City Believers Academy began in 1981 as Believers Academy. Founded as a school to provide quality Christian education for the students of a local church, Believers Academy gradually expanded and began serving a broader student base. In 2009, the school took steps to position itself for future growth and became a ministry of River City Community Church.

Throughout our history, students have excelled not only in the classroom, but also in athletics, music, drama, speech, and mathematics. Nearly 1 in 9 of our high school seniors have participated at some level of the National Merit Scholarship Program, and more than 50% of those pursuing college receive some degree of scholastic award. Our various teams, be they athletic or otherwise, frequently compete and succeed at the state level.

While RCBA has a great history of Christian education, we believe the best is yet to come! Our pursuit of excellence is an evolving journey with the goal of impacting our world by producing disciples who embrace a relationship with Jesus Christ, who have a biblical worldview, and who are prepared in all aspects of education to continue a lifetime of learning. Our vision for the future is to develop students as world changers, preparing them to thrive in the 21st century.

## 1.7 State Licensing Parent Information

### Parent Visitation

Parents are welcome to visit our center at any time during our hours of operation which are 7 a.m. until 3:00 p.m. daily. Parents must sign in through the RCBA school office and obtain a visitor badge prior to visiting a classroom.

### Parents Review of State Minimum Standards

A copy of the Texas minimum standards can be found online or a hard copy is located in each teacher's classroom. Additionally, a copy of our center's most current state inspection is posted on the white board outside of room 127 near the pick-up door.

### Local Licensing Office Contact Information

Texas Department of Family Protective Services  
210-337-3399  
3635 South East Military, San Antonio TX 78233  
[www.txchildcaresearch.org](http://www.txchildcaresearch.org)

## Report Abuse, Neglect or Exploitation

1-800-242-5400

[www.txabusehotline.org/Login/Default.aspx](http://www.txabusehotline.org/Login/Default.aspx)

## RCBA Pre-School Response to Child Abuse & Neglect and Prevention

River City Believers Academy Pre-School is required by law to report any suspicion of abuse and neglect and also any suspected abuse or neglect to the children we have in care. RCBA Pre-School takes the following precautions to ensure the prevention and response to neglect:

- a. Staff is required to complete annual minimum training regarding the prevention and reporting of abuse and neglect
- b. Make emergency contact and community support services available to parents of children who have been victims of child abuse or neglect

## Health Check Procedures

RCBA Pre-K will conduct daily health checks to assess temperature and general physical well-being of children in our care daily.

## Evacuation Plan

A copy of the RCBA emergency evacuation and preparedness plan is available for review in each teacher's classroom.

## Gang Free Zone

RCBA Pre-School is a gang free zone and any gang activity or activity related to organized crime will be subject to harsher penalty under law according to the Texas Penal Code.

## Breast Feeding Location

Should a parent need to breast feed their child at this establishment you may use the family restroom located off of the west side of the main church foyer.

## 2. ADMISSIONS POLICY

### 2.1 Application and Enrollment Process

1. Tour the campus for questions and answers.
2. Complete the online application at our website [www.rcbaonline.com](http://www.rcbaonline.com) and submit the non-refundable Application Fee online.
3. The Online Application requires forms to be submitted such as transcripts, references, and statement of faith. All forms and references must be submitted prior to moving on to an Academic Assessment.
4. All families must subscribe to our statement of faith and be supportive of our mission statement, policies, and procedures.
5. After review of your online application and receipt of all required paperwork, students will be scheduled for Academic Assessments.
6. Following the Academic Assessment, families will receive either a letter of denial or an offer to interview with the Principal.
7. The Principal will schedule a short interview with both parents and student.
8. After the interview, the Principal will determine whether or not the prospective student will be offered admission. We reserve the right, and feel we have the responsibility, to deny admission to the student if we feel our school is not a good fit for him/her.
9. If the student is offered admission, in order to secure enrollment, the family will be required to pay the non-refundable Enrollment Fee online through their newly created FACTS account

### 2.2 Re-enrollment Process for Current Students

#### Early Re-enrollment

Students enrolled for the current academic year are offered early enrollment opportunities, at a discount, prior to offering enrollment to the community in general.

## Re-enrollment Criteria

- ❖ Tuition, fees, and other account balances must be current before re-enrollment.
- ❖ Students must have maintained an overall grade of 70 or higher or they will either be placed on academic probation the following fall semester, or not be allowed to re-enroll.
- ❖ Students must have demonstrated a cooperative attitude toward their school work, the faculty and staff, the rules and policies, and toward their peers.
- ❖ Families must demonstrate a continued commitment to spiritual growth by being a recognized attender/member of a local church.

## Re-enrollment Steps

1. To request re-enrollment, families will use their RenWeb account and complete an online re-enrollment packet.
2. Families will be asked to submit a current pastoral recommendation form, which is part of the online re-enrollment packet. (Pastoral email address will be asked for during the online process, and recommendation forms will be sent automatically).
3. All online re-enrollment packets are dated and will be reviewed by Administration before enrollment decisions are granted.
4. In some cases, re-enrollment will be granted immediately, in others, additional steps to the re-enrollment process will be required.
5. It is important that families begin the online re-enrollment as early as possible, as some classes may fill to capacity. In order to be in best standing for re-enrollment, all above criteria must be met and all online requests for information must be received. Re-enrollments will then be assessed in the order in which they are received. A waitlist will be created for grades which reach capacity.
6. Once an offer of re-enrollment is extended, families will be billed either the Early Re-Enrollment Fee, or after the early enrollment deadline, they will pay the regular Enrollment Fee.
7. Tuition and Fees will be billed through your FACTS account beginning in July, or immediately upon enrollment thereafter.

## 3. Financial Policies

### 3.1 Tuition Payment Options

During Enrollment, all families are asked to select a preferred payment plan and remain current in their payment of tuition and fees during the year. We offer several payment options for your convenience. All payment plans are paid through our integrated FACTS system. All tuition and associated fees will be billed through the FACTS system. Payment Options:

1. You may choose a one-time annual payment, which will be due at the beginning of school in August. There is a discount associated with this option.
2. You may choose a semi-annual payment, the first of which will be due at the beginning of school in August, the second in February. There is a discount associated with this option.
3. You may choose monthly payment options of either 11 months or 12 months, which begin in July and complete either in May or June, accordingly. Families may also choose a monthly or bi-monthly payment option to be drafted on the specific date of your choosing.

Under any of these payment options, set-up in FACTS, all tuition and fees are deducted from the financial institution or credit card automatically on the date you selected during Enrollment. Any additional fees incurred throughout the year, including athletic fees, spirit apparel, special events, or unfulfilled volunteer hours ([See 8.2](#)) will be processed through the family's FACTS account.

## 3.2 Terms of Payment

The tuition rate set at the time of enrollment continues throughout the school year and does not change (for example, if a non-church member becomes a church member during the year). Tuition for students registering after the first day of school will be prorated over the number of school months they will be in attendance. Should unforeseen circumstances arise, families are expected to promptly make suitable alternative arrangements with the school administration to remain faithful to them.

## 3.3 Past Due Accounts

It is the parent's responsibility to advise the Principal if there are any problems with maintaining tuition payments on time. Failure to pay fees or tuition in a timely manner can result in the withholding of records (including progress reports, report cards, or transcripts), in the refusal to permit a child to re-register for the upcoming terms, or in a child's immediate dismissal from school.

## 3.4 Financial Checkpoints

Family accounts must be current for students to participate in the following unless suitable alternative arrangements have been made:

- a. Begin class the first day of school
- b. Resume class after Christmas break
- c. Receive reports cards

- d. Re-enroll for the upcoming year
- e. Participate in graduation/advancement activities
- f. Parent's online access to Parent's Web can be suspended

RCBA reserves the right not to admit students to class whose accounts are 30 or more days late. NSF transactions will incur a \$35 fee. The office will notify you immediately if a payment is returned. Monthly account statements will be sent via an email through the FACTS tuition management system.

## 3.5 Tuition Discounts

### Early Re-enrollment discount

An early re-enrollment discount is given for students who register for the following year prior to the early re-enrollment deadline.

### Sibling discount

A 5% tuition discount is given to each additional sibling that is enrolled per family unit.

### River City Community Church discount

A 10% tuition discount is given to all River Community Church members. Membership will be verified by the Pastoral Recommendation Form in the online Admissions Packet.

### Student of Ministers discount

A 50% discount will be given to all full-time executive pastors and a 20% discount will be given to any full-time associate pastor.

### Teaching Staff discount

A 50% discount will be given to all full-time RCBA teaching faculty, and a 20% discount will be given to any part-time teaching faculty.

**\*\*In some cases financial assistance will be greater than any discount received for another reason (ex. RCCC membership). In this case, families will receive the greater of the two amounts, but not both.**

## 3.6 Referral Credit

Any currently registered family, whose referral results in the enrollment of a new student, will receive a credit. The referred student must be in attendance at the beginning of the Fall or Spring semester for the credit to be awarded. Referrals must be noted on the application for admission of the new student and will be credited at the beginning of the following semester.

## 3.7 Financial Assistance

Financial aid is available on a limited basis. A request for Financial Assistance must be made to the Admissions Coordinator. If Financial Aid is available, you will be given a link to the Financial Assistance Application through RenWeb. Terms for assistance are as follows:

- A. An application for financial assistance must be re-submitted each year, and financial assistance is not guaranteed.
- B. Financial assistance is provided to individuals on the basis of need, however the school administration reserves the right to rescind financial assistance if students are failing more than one academic class. Students receiving assistance who are failing more than one class will be placed on financial assistance probation for one 9-week period. If sufficient academic progress is not made so that the student is failing fewer than two courses, the school administration can rescind financial assistance. (Policies regarding general academic probation still apply).
- C. A limited amount of tuition assistance is available for school families. Normally, requests for such assistance should be made at the time of application. However, since such circumstances are often unpredictable, families should not hesitate to inform the school administration of their need whenever it may arise during the year.
- D. For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school administration as soon as possible if they begin to experience financial difficulties that may affect their ability to maintain timely tuition payments.
- E. The school administration will work out arrangement with families on an individual basis and in a way that respects the concern and commitment of all our school families for the education and religious formation of their children.
- F. We go to great lengths to protect the confidentiality of financial aid information. By signing acceptance of the financial aid award, the expectation is for applicants

to do the same. If we learn this confidentiality has been breached, we reserve the right to rescind the award.

- G. Students who accept financial assistance must agree to an increased commitment to fund raising efforts and service. It will be mandatory that all students receiving financial assistance meet minimum fund raiser school goals. If minimum fund raiser expectations are not met, school administration reserves the right place the student on financial assistance probation. If subsequent fund raising efforts do not meet minimum standards, the school administration reserves the right to rescind the financial assistance awarded. Also, service hour requirements for families receiving financial assistance will increase to 20 hours per semester or 40 hours per year. (see 8.2)
- H. In order for financial assistance to be applied, a signed agreement for financial assistance must be on file in the school office.

\*\*In some cases financial assistance will be greater than any discount received for another reason (ex. RCCC membership). In this case, families will receive the greater of the two amounts, but not both.

### 3.8 Tuition and Fee Refunds Due to Withdrawal

A family who withdraws their student from RCBA during the school year will be refunded **advance** tuition payments made according to the provisions below:

1. Withdrawal notification must be made in writing to the school office
2. Enrollment and supply fees are non-refundable
3. A refund amount will first be applied to any past due balance for tuition and fee account
4. Full tuition is due for the month of the withdrawal
5. Conditions which may be eligible for refund of tuition:
  - Military relocation or job relocation more than 50 miles away
  - Documented medical issue
  - Learning difference diagnosed which cannot be appropriately accommodated by RCBA

## 3.9 Withdrawal Procedures

1. A minimum of two weeks' notice is required in writing and must be given to the school office.
2. Parents must request the appropriate paperwork by filling out a withdrawal form at which time the Principal will process the request. An exit interview may be requested by the Principal to discuss withdrawal issues.
3. All teachers must clear the student. All books must be turned in, and all fees must be paid in full before any records can be released. Any books that are lost, damaged beyond use, or not turned in will be subject to the replacement cost of the book.
4. No portion of tuition will be refunded for any reason other than military or job ---ansfers unless the Principal determines there are extenuating circumstances. This also applies to students who are dismissed for disciplinary or academic reasons, and all SEVIS students.
5. If a student is withdrawn or dismissed for any reason other than a military or job transfer, the family is liable for the next month's tuition. The school's budget is based on a particular number of students, and if a family withdraws their student(s), the school expenses remain the same. It places an undue burden on the remaining families to make up the loss of revenue if a student is withdrawn. Extenuating circumstances may be evaluated when presented to and evaluated by the school Principal.
6. RCBA reserves the right to deny re-enrollment if tuition and fees are not current.

## 4. Dress Code

### 4.1 Clothing

Here at RCBA we believe in hands-on learning through play. We ask that all students attend school in comfortable clothing which parents do not mind getting a little dirty. All students are required to bring an extra change of clothing in case of an "accidents". Please put the extra set of clothes in a clear bag. (Label the plastic bag.) Please label ALL clothing with your child's name.

## Girls

May wear dresses, skirts, pants, and modest shorts with appropriate tops (that cover the midriff). Shorts should be worn under their dress or skirt for play activities.

## Boys

Boys may wear pants and modest shorts with appropriate tops.

## 4.2 Shoes

Athletic shoes, closed toed shoes, and closed back shoes are most appropriate for school. Preschool children may not wear open-toed shoes or boots of any kind. Preschool children are encouraged to wear socks or “footies” with footwear. Shoes must be worn at all times while at RCBA Pre-K.

# 5. Curriculum and Grading Policies

Preschool is an important stepping-stone in any student’s development. This is the time when a life-long love of learning starts to form.

## RCBA Preschool students will experience:

- ✓ an interactive early childhood learning environment including learning centers, circle time, outdoor play, music and movement, science, and arts and crafts
- ✓ a small student-to-teacher ratio
- ✓ hands-on learning
- ✓ special events and programs throughout the year
- ✓ age-appropriate chapel time with Bible lessons and age appropriate memory verses

## 5.1 Curriculum

Our preschool students are offered an age appropriate curriculum that focuses on hands-on learning and learning centers. The three-year-old class uses the *BJU Press* emergent phonics writing curriculum, and Bible Curriculum by Positive Action. The four year-old classrooms expand on this by introducing the *BJU Press* curriculum, a Bible-based phonics and reading program, and *BJU Press* Math. A “specials” day also provides music and movement, science, Spanish and a chapel day. All preschool

curriculums are aligned with the state guidelines set by the Texas Education Agency and include biblical integration standards throughout each subject.

## 5.2 Grading Policy

RCBA Pre-school does not grade numerically. However, we assess our students four times throughout the year. The skills based assessment records each student's proficiency level in the following categories: social-emotional development, work habits, motor skills, reading readiness, math and science readiness, and conduct. The following assessment scale will be used:

-	not mastered
/	developing
+	mastery or proficiency
n/a	not introduced

## 5.3 Promotion Policy

RCBA Preschool students must meet the age appropriate developmental standards in their class in order to proceed to the next grade. Parents and caregivers may receive a copy of these standards upon request.

# 6. Health Services

## 6.1 Illness

For the welfare of your child and the others in the school, students who are sick must not be brought to school. Students who have had a fever of greater than 100 degrees, or who have had vomiting or diarrhea, may not come to school until these symptoms have not been present within the last 24-hours. If a student receives a doctor's recommendation to stay home, then the student may not come to school. If a student has been prescribed an antibiotic for an illness, the student must not return until he/she has been on the antibiotic for at least 24 hours.

## 6.2 Immunizations

The State of Texas requires that students be immunized against certain infectious diseases at certain ages. All students must have current immunization records or an immunization waiver in their file prior to the first day of school. The school staff will check all students' medical records and inform the parents if any immunizations are needed.

## 6.3 Medication

Students are not allowed to carry any medication in their backpacks, lunchboxes, purses, or in their lockers. All medications must be kept in the school office. Every student needing to take medication at school must have a signed release by the parent or guardian, or verbal consent must be obtained before the school office will administer any medication. This includes any over-the-counter medication as well. Parents can give the school permission to administer certain OTC medications by noting this on their application or enrollment form or electronically on *Parents Web*.

The only exception to this rule is for those students with asthma or who are at risk for developing anaphylaxis. In these cases, the office needs to be made aware of the situation and the student must be able to self-administer their prescription asthma or anaphylaxis medication.

All prescription medications must be sent to school in the originally-labeled container. Medication that is to be administered at specific times during the school day must be accompanied by a note from the parent specifying what times, and how much is to be administered. Medication that has exceeded the expiration date or is not picked up by the last day of school will be appropriately discarded.

## 6.4 Health Screenings

Each year RCBA administers state-mandated health screening tests. The service is provided free of charge and will be done by a qualified individual. If you prefer to have your student tested by your family physician, the completed results must be reported to the school since we are required to file a report with the Texas Health Department. Vision, hearing, Acanthosis Nigricans and scoliosis screenings will be performed on all new students and students in those grade levels mandated by state law.

## 6.5 Head Lice Policy

If students are found to have head lice during school, parent will be contacted and asked to pick them up. As a precaution, teachers will notify parents of any child in the same class. It is imperative that parents who are contacted inspect their child's hair that evening. During the inspection, particularly close attention to be given to the nape of the neck at the back of the head and the area just above the ears. Before being allowed to return to school, any student who is found to have lice or nits will need to have been treated with and FDA approved lice treatment shampoo. A reasonable effort must have been made to remove all nits using a nit comb. Additionally, all students must check in with the office prior to returning to class. Also, parents must sign a statement assuring RCBA administration that proper lice treatment has been applied and nits have been removed.

Finally, parents are required to continue thorough scalp inspections for the next seven days to assure all nits have been removed. After seven days, any confirmed case of lice will require a retreatment. Parents are required to bring students to the office for another inspection and to sign an additional statement of assurance prior to returning to class after the second treatment. School staff will continue to check for evidence of lice for the next five days at school and in the classroom.

## 6.6 Eye Infections

Students must wait 24 hours after starting treatment before they may return to school.

## 6.7 Chicken Pox

Students may return to school once blisters have scabbed over.

# 7. Discipline

## 7.1 Biblical Approach

Our biblical approach to discipline will take into consideration six Scriptural truths:

1. Humanity's inherent sinfulness (Jeremiah 17:9)
2. Godly discipline must be rational (Hebrews 12:6)
3. Parents have a God-given authority in their children's lives (Deuteronomy 6:6-7)

4. The power to do what is right comes from the Holy Spirit working in us (Romans 8:5)
5. The purpose of discipline is to make disciples of the Lord Jesus Christ (Matthew 28:19)
6. The rod of discipline can save the soul from death. (Proverbs 23:13-14)

The administration and faculty at RCBA acknowledge the authority of the parents in the lives of their children and will therefore rely on and encourage parental responsibility in managing their student's behavior. The staff will keep the parents informed at all times of any discipline issues that need to be addressed. Our goal is to model God's love and kindness, to teach proper behavior such as listening, patience, taking turns, sharing, manners and respect for others. We will use positive reinforcement, redirection and admonishment routinely to discipline. If these interventions are not successful then the school does reserve the right to use corporal punishment by spanking. Administration will always inform and gain consent from parents prior to spanking.

Teaching the children to use appropriate and constructive words to express their feelings and resolve issues allows them to learn the effects of their words and behavior. We will consistently encourage them to use their words instead of their hands to communicate. By entrusting the staff at RCBA with your child for educational, spiritual, and character development purposes, we as a staff reserve the right to handle discipline as the situation calls for according to the following guidelines:

## 7.2 Time Out

Time out will be used when necessary to remove a child from a situation. The duration of the time out will be one minute per year of age.

## 7.3 Office Visits to the Preschool Director/Principal

A student's behavior that is not responsive to time out may be taken to the Preschool Director/Principal. If a student is taken to the Preschool Director two times within one day, a parent will be contacted to speak with the child. If a student is taken to the Preschool Director a third time within one day, a parent will be contacted to pick up the student immediately. RCBA reserves the right to call a parent at any time for student removal from the school.

## 7.4 Corporal Punishment

The Administration of RCBA does reserve the right to administer corporal punishment in the form of spanking to discipline students. Spanking will be used only with the consent of parents and under the supervision of two adults. Administration will gain parent consent and work very closely with parents to discuss this prior to any use of spanking. Two adults must always be present during the administration of spanking. Students will never be spanked without parent notification or without giving parents the opportunity to be present for the spanking.

## 7.5 Aggressive Behavior Policy

One of the primary functions of our school is to ensure the safety and well-being of its students. This policy sets forth the actions the school will take when this safety is endangered due to the aggressive behavior of a child. Aggressive behaviors include biting, impulsive hitting, throwing hard objects, shoving, scratching, kicking, punching, and exhibiting meltdowns and fits of rage including screaming, stomping, and showing a lack of bodily control, especially when paired with anger.

### 1st Incident

Written notification will be given to the parents at the end of the day.

### 2nd Incident

Parents will be called immediately and written notification will be given at the end of the day.

### 3rd Incident

Parents will be called immediately and written notification will be given at the end of the day. Parents, teacher, and/or Preschool Director will meet to discuss a behavior plan.

### 4th Incident

Parents will be called and the student must be picked up from the school as soon as possible. The student will have a one-day suspension. Written notification will be given to the parents upon pick-up.

## 5th Incident

Parents will be called and the student must be picked up from the school as soon as possible. The student will have a two-day suspension. Parents, teacher and/or Preschool Director will have a meeting before the student may return. Written notification will be given to the parents upon pick-up.

## 6th Incident

Parents will be called and the student must be picked up from the school as soon as possible. The student will have a five-day suspension. A written notice will be given to the parents stating that any further occurrences will result in expulsion from the school. Written notification will be given to the parents upon pick-up.

## 7th Incident

Student will be dismissed from RCBA Preschool. In extreme circumstances, the Preschool Director or Principal has the authority to override this policy and suspend or expel a child from school immediately. If your student is suspended, tuition rates remain the same and you are responsible for paying in full.

## 7.6 Expulsion

If a student's discipline problem persists over time, the Preschool Director will call for a meeting with the teacher and parents to determine if our program is what is best suited for the child. The unwillingness of parents to work with and support the school when serious problems arise with their student may also result in expulsion.

# 8. Parents

## 8.1 Parents as Partners

RCBA functions at its best when parents partner with us in supporting the efforts of the individual teachers, classes, and school as a whole. We have many different opportunities for parents to be involved in student life at RCBA and to volunteer their time, talents, and resources.

Classroom Commanders are a group of parents who partner with specific classroom and assist the teacher with needs throughout the school year. This may include planning

classroom activities, parties, field trips, or assisting the classroom teacher in special needs. Classroom Commanders also are a vital communication link between the teachers and the parents in each class.

Parents are also regularly invited to serve on committees that help plan and execute many of our school-wide functions, such as our back-to-school picnic, Bike Rodeo, Thanksgiving Feast, Fine Arts Programs, Teacher Appreciation Lunches, Legacy of Blessing Gala, and many more activities.

The school benefits greatly from this strong partnership, and parents who serve together form relationships that foster the familial school community that is so distinctive at RCBA.

## 8.2 Volunteer Hours

Each RCBA family is required to commit to serving at least 15 volunteer hours each semester to support the school. (Parents with children in our half-day program will be required to commit at least 5 hours each semester during the school year.) These hours can come from helping in the classrooms, the office, chaperoning field trips, substituting, assisting with fundraisers, or a host of other opportunities. Volunteers are vital to the efficient functioning of our school. If parents fail to provide proof of volunteer hours logged by stated deadline they will be assessed a tuition adjustment of \$10 per hour for each hour they are short of the 30-hour annual requirement. Volunteer hours will be assessed each semester and your FACTS account will be billed any amount that is incomplete. Once you have accumulated your 30 service hours, you are not obligated to report any more, and your account will be considered paid in full. However, it is your responsibility to track and post your volunteer hours as they are served.

You will have access to Parents Web in order to post and receive your credit. (www.renweb.com > parents web login > family information tab > parent name under “my profiles” > select “service hours” tab to the right.

A screenshot of the Parents Web interface. The top navigation bar includes "Welcome Back: Tashi Land" and a "Logout" button. The main content area is titled "Family Information" and "My Profiles". A list of family members is shown: Shane Land, Tashi Land (highlighted), Jillian Land, and Reece Land. A red arrow points from the "Tashi Land" entry to the "Service Hours" tab in the sub-navigation bar. The "Service Hours" tab is active, displaying a table with columns for "Date" and "Description". The table contains several entries, including "Add Service Hours" (highlighted in yellow), "Classroom Volunteer", "Arts Event Volunteer", "School Office Volunteer", "Family Feast Volunteer", and "Classroom Volunteer".

Date	Description
	<a href="#">Add Service Hours</a>
Aug 12, 2013	<a href="#">Classroom Volunteer</a>
Mar 23, 2013	<a href="#">Arts Event Volunteer</a>
Mar 23, 2013	<a href="#">School Office Volunteer</a>
Mar 23, 2013	<a href="#">Family Feast Volunteer</a>
Mar 23, 2013	<a href="#">Classroom Volunteer</a>

## 8.3 Parent/Teacher Communication

Teachers will communicate through RenWeb, e-mail, or phone calls. There are times when the communication between teachers and student is incomplete; hence, you are urged to confer with your child's teachers before making it an administrative matter. If you have any question or a problem related to school, the principles of Matthew 18 should be followed to resolve the issue. (see Section 15).

## 8.4 ParentsWeb

Our school database system has a sub-system called ParentsWeb that is designed to provide on demand access to student and school information. Parents can access it at any time by using a login and password. When using ParentsWeb for the first time, please go to [www.renweb.com](http://www.renweb.com) and select the login button on the right hand side of the page. Select ParentsWeb Login.

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RenWeb ParentsWeb Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent | Student | Staff

Login [Create New ParentsWeb Account](#)

Enter the District code BA-TX in the appropriate field, and enter your user name on file with the school office. If you are a first time user, click on the New Parent Login tab and a password will be mailed to you. Once you receive your password, come back to this screen and enter it in the password box in order to enter the system. Once you are set up and logged in, you will have access to daily lesson plans, homework assignments, your student's grades, and report cards.

Returning families will keep the same login information each school year.

## 8.5 Fundraising

As is the nature of any privately-funded educational institution, all of the funds necessary to provide students with the highest quality programs possible cannot come from tuition alone. Throughout the year there will be several opportunities for students and families to participate in events and fundraising activities that serve to generate funds to help keep the cost of tuition to a minimum. We strongly encourage each family to participate by both giving and volunteering. Students receiving financial assistance will be asked to meet mandatory minimum levels of participation in all fund raisers that are initiated school wide. All outside fundraisers are prohibited without prior administrator approval.

## 9. General Information

### 9.1 Emergency Notification

In case of a major incident, communication will be provided through a Principal/spokesperson for parents, media and community members through email, our Parent Alert system, our website and local media.

### 9.2 Inclement Weather

RCBA will align itself with local public schools in regards to school-related delays and closings. In the event that school is delayed or closed due to weather conditions, RCBA will contact the local news and radio stations to report this information. Parents will also receive a text notification via our “Parent Alert” system. Information about school closures will also be placed on the RCBA webpage and on our office answering machine.

### 9.3 Law Enforcement Officials

When a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school-sponsored activity, law enforcement officials will be notified and their presence requested for the questioning of suspected students. Reasonable attempts will be made to contact a student’s parents or guardian who, unless an emergency exists, shall be given the opportunity to confer with the student and be present during questioning.

### 9.4 School Insurance

Your child has accident insurance that covers accidents on school property, travel as a group under school supervision to any scheduled school activity, or injuries related to

school-sponsored events. RCBA is the second carrier if you have primary coverage. This insurance does not cover accidents involving student drivers on or off school property.

## 9.5 Preschool Campus Hours

The Preschool is open each day from 7:00 a.m. until 2:30 p.m. The Academy is open each day from 7:00 a.m. until 4:00 p.m. After 2:40 p.m., you will incur charges to have your child supervised at the cost of \$20.00 per hour. Supervision will be done in the RCBA After School Academy room. Exceptions may be made on an individual basis if parents make arrangements prior to arriving late

## 9.6 Campus Visitors

All visitors and parents must sign in at the school office before visiting the campus or the classrooms. A visitor badge must be worn at all times.

## 9.7 Change of Contact Information

It is very important for the safety of your children and for the purpose of communication that all addresses and phone numbers are current. If you move or change contact information, please inform the school office as soon as possible so that we may update the information in our records. This information can be updated by calling the office.

## 9.8 School Equipment and Textbooks

RCBA attempts to provide its students with the equipment and tools needed for education. Items such as computers, microscopes, physical education and sports equipment, chairs, and desks are all items that need to be taken care of properly. Purposefully destroying or damaging any of these items will result in a fine that is equal to what it will cost to replace the item.

Textbooks are issued by the school at the beginning of the year. Teachers will assess the condition of each textbook before handing them out. A textbook with a missing bar code is considered the same as a lost book. Students whose textbooks are lost or returned in unusable condition will be charged the cost of the book to replace it.

## 9.9 Printed Material

The use of the RCBA logo and/or school name on any printed material such as, but not limited to, t-shirts, bumper stickers, banners, or decals is strictly prohibited without prior permission of the school administration. This applies to athletic t-shirts as well.

## 9.10 Lost and Found

There is a lost and found in the school office. All clothing, books and personal articles left un-stored in school buildings or on school grounds will be collected each day by the maintenance personnel and placed in the school office. Items are kept for approximately one month. If not claimed, they are given away or discarded. Parents of small children should check "Lost and Found" regularly. Proper labeling of clothing avoids lost articles. The school cannot be responsible for things left on the playground or in the buildings overnight.

## 9.11 Birthdays and Holiday Parties

Birthdays are very special for the children, and we encourage parents to send cookies or cupcakes to celebrate the day. If you plan on sending birthday party invitations, please make sure there is one for each child to avoid hurt feelings.

Holiday parties also make for great celebrations. We will depend on parents to provide refreshments and favors for these fun times. Parents are always welcome at the parties. Please contact your child's teacher to volunteer.

## 9.12 Rest Time

After lunch, children will have rest time. Each child will need to bring a tri-fold rest mat no larger than 2 inches thick and a small blanket, no pillows please. After other children are asleep, those children who do not sleep will be allowed to quietly entertain themselves with a book.

## 9.13 Snacks

Students are given a snack time in the morning and the afternoon. Parents are asked to pack one snack for half-day students, and two snacks for full day students. Please bring a small reusable water bottle as well.

## 9.14 Toileting

Students who attend RCBA Pre-K programs are required to be toilet trained and able to take care of all cleaning needs. Staff will routinely stop activities for scheduled toileting and students will be asked if they need to use the toilet if they are showing signs of the need to toilet or parents communicate the need to remind the student of periodic bathroom breaks. Our goal is to work with parents to successfully transition from home or day to our pre-k classrooms. We understand that on occasion children at this age may have accidents and these incidents can be handled most efficiently if parents send an extra-change of clothes to school with their child. Staff will notify parents if a toileting issue arises. Should toileting issues persist beyond a reasonable level, RCBA administration will contact parents to discuss alternatives for care.

## 9.15 Family Vacations

Families are encouraged to take vacations! Please give written notice to RCBA if you will be gone for more than 30 days. If circumstances arise that cause you to be gone more than 30 days, without written notice given to the office, your student's place in the class may be given to a student on the waiting list. Regardless of the length of your vacation time, tuition is still due on schedule.

# HANDBOOK ACCEPTANCE

For parents and students of  
PRESCHOOL



I have read the contents of the online Handbook carefully and completely.

I acknowledge that I understand the policies set forth within the Handbook.

I agree to support and abide by these policies.

I agree to support and abide by the Student Honor Code set forth within the Handbook.

I understand the Non-Discriminatory Policy as it is stated in the front of the Handbook.

I further understand that all conflicts will be handled in the following manner:

I will contact my child's teacher or the person whom I have a conflict with to discuss the matter in accordance with the instruction in Matthew 18:16.

If an agreement or understanding is not reached, I will confer with the teacher or the person with whom I have a conflict and the Principal in a joint meeting.

I understand that my electronic signature requested during either my online Enrollment packet or Re-Enrollment packet will serve as my agreement that I am bound by the financial obligations and policies set forth in this Handbook.

I understand that the Principal of RCBA reserves the right to make any additions, deletions, or alterations deemed necessary to this Handbook without prior notification, and the Principal reserves the right to interpret, execute, and expand all school policies as set forth in this handbook.