

HANDBOOK

**for parents and students of
ELEMENTARY – HIGH SCHOOL**

**2017
2018**

River City Believers Academy

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Victor Fordyce	Principal

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Randy Cottingham	Board Chairman
Bill Cox	Board Treasurer
Ignacio Duran	Board Secretary
Kevin Lilly	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.

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:

Dependent Prayer	We will value dependence on Christ through prayer as foundational to all of our decisions and actions.
Program Balance	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.
Positive Environment	We will value a learning environment that is loving, joyful, and orderly.
Family Involvement	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.
Growing Students	We will value students who are learning to love the Lord, are growing in Christ, and are living according to His word.
Christ-like Staff	We will value staff who live according to the Scriptures, love and instruct students effectively, and pursue professional development.
*Fiscal Responsibility	We will value maintaining fiscal responsibility and accountability while making Christian education available and affordable to as many students as possible.
Community Support	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, visual 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 principal 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, have the opportunity to compete and 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 Student Honor Code

River City Believers Academy desires for all students to come to an individual recognition of their need for a personal relationship with Jesus Christ. As a Christian school, our entire educational philosophy is centered around teaching a biblical worldview. It is our hope and desire that RCBA will be a school that fosters not only academic achievement, but spiritual and intellectual growth. When a student commits to begin a personal relationship with Jesus Christ, we believe there will be evidence of this relationship in his/her desire to grow spiritually and relationally. As students choose to live *Real Life* in Jesus Christ, we desire to reinforce their character and spiritual maturing process. Therefore, an honor code at River City Believers Academy has been established. As a student chooses to live out the following Student Honor Code commitments, he or she will be blessed in both school and life.

A successful experience at RCBA is contingent on keeping the Student Honor Code.

- 1) The student understands the need for a personal relationship with Jesus Christ in

his or her life and that it is by His death on the cross and His grace that he or she can receive the gift of eternal life (John 1:12).

2) The student recognizes that by the grace of God he or she is able to pursue opportunities to grow spiritually and to live a life surrendered to Jesus Christ as his or her Lord (Romans 12:1-2).

3) The student pledges to apply himself or herself wholeheartedly to his or her academic studies and to meet all testing and other requirements that are part of the guidance and college prep requirements (Colossians 3:23).

4) The student pledges that, with God's help, he or she will care for his or her body in a manner that is pleasing to God. The student will keep in mind that it is the temple of the Holy Spirit and that he or she will not compromise it by the use of any type of illegal drug or tobacco, the use of alcohol or involvement or support of any type of immorality, sexual (heterosexual, homosexual, or other sexual activity outside the boundaries of Biblical marriage between a man and a woman) or otherwise including the use or distribution of pornography. The student will refrain from involvement in any type of illegal activity or behavior at school or away from school (2 Corinthians 6:16).

5) The student pledges that he or she will apply God's principles of love, care and concern for his or her fellow students and teachers. The student will not hurt the feelings of others intentionally, bully, or physically harm or intimidate his or her fellow students (1 Corinthians 13:4-8).

6) The student will respectfully submit himself or herself to the authority, counsel and discipline of the staff, teachers, and administrators at River City Believers Academy (Ephesians 4:22-24).

7) The student agrees to support all RCBA policy and procedures as set forth in the Parent-Student Handbook including the Student Honor Code, discipline, and dress code (Titus 3:1-2). Copies of the Honor Code will be available in the school office, and an electronic copy is available on the school website.

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 and submit the nonrefundable 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:
 - a. Pay the nonrefundable **Enrollment Fee** online through their newly created FACTS account
 - b. Meet with Administration if the student is an incoming 8th through 12th grader to determine the student's schedule and graduation requirements

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. All online re-enrollment packets are dated and will be reviewed by Administration before enrollment decisions are granted.
3. In some cases, re-enrollment will be granted immediately, in others, additional steps to the re-enrollment process will be required.
4. 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.
5. 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.
6. 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 13.2](#)) 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. Take semester and final exams
- d. Receive report cards
- e. Re-enroll for the upcoming year
- f. Participate in graduation/advancement activities
- g. 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 \$30 fee, charged by FACTS. 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 10% 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 City Community Church members. Membership will be verified by the Pastoral Recommendation Form in the online Admissions Packet. Full-time employees for River City Community Church (RCCC) will receive a 20% discount from RCBA. RCCC will provide an additional 20% of their tuition as an RCCC benefit.

Military Family Discount

A 10% tuition discount is given to each student with at least one active duty parent in the US Military.

Student of Ministers discount

A 50% discount will be given to all full-time senior 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 fundraising efforts and service. It will be mandatory that all students receiving financial assistance participate in all fundraisers offered. If 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 13.2](#))
- 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 and for the month

following.

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 reasons for withdrawal.
- 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 transfers 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.

3.10 International Students

At this time, River City Believers Academy is a SEVIS certified school and will be offering the opportunity of a Christian education to international students who require an F1 visa. All other international students are subject to the same admissions policies

and procedures as all other students with the following additions: An I-20 cannot be given until the Enrollment Fee is paid and the student's English proficiency is tested to determine placement. In the event that an incoming student's visa is not accepted and the student does not enter into the U.S. for schooling, a refund of \$150.00 will be given upon written request. An additional \$1000 will be added to the tuition.

4. Dress Code

4.1 Uniform Policies

Uniforms provide a way to dress that is appropriate for learning. They provide students with a sense of belonging and allow for individual expression and identity to be functions of personality rather than dress. The student uniform is symbolic of the student's acceptance of the authority of their parents, their school, and ultimately God. Modesty, safety, appropriateness and good taste should characterize the clothing for students at RCBA. Additionally, a dress code and appropriate grooming is reinforced as a "life skill." Students need to dress appropriately throughout all of life, especially for their future jobs. Learning to dress within guidelines helps students better prepare for their future.

Certain exceptions are made for "cold weather" days. Cold weather is defined as a day that will produce a morning low temperature of 55 degrees Fahrenheit or colder. Other weather-related allowances may be made at the Principal's discretion. The following dress code is clearly defined to promote consistency and allow enforceability. **RCBA expects parents to be responsible for the dress of their child.**

4.2 Uniform Providers

The following standards and accepted options apply to grades K-12. All uniforms must be purchased from **School Uniforms by Tommy Hilfiger**. No substitutes are allowed. Tommy Hilfiger Uniforms have two stores located in San Antonio. Tommy Hilfiger Uniforms offer many sales throughout the year. Uniform shoes can be purchased anywhere, but must stay within uniform standards.

[School Uniforms by Tommy Hilfiger](#)

4.3 PE Uniforms

GIRLS

Required PE Uniforms from Tommy Hilfiger

RCBA short sleeved t-shirt

RCBA summer athletic shorts or optional winter sweatpants

K-5th may wear PE uniforms the entire day of PE.

6th – 12th must dress out for PE.

PE shoes

Any brand non-skid tennis shoes and white socks are allowed for PE or Athletics.

BOYS

Required PE Uniforms from Tommy Hilfiger

RCBA short or long sleeved t-shirt

RCBA summer athletic shorts or optional winter sweatpants

K-5th may wear PE uniforms the entire day of PE.

6th – 12th must dress out for PE.

PE shoes

Any brand non-skid tennis shoes and white socks are allowed for PE or Athletics.

4.4 Daily Uniforms

GIRLS

Girls K – 5th

Tommy Hilfiger plaid skirts/skorts must be worn with navy or white monogrammed polo. Modesty shorts should be worn with skirts

[or] Tommy Hilfiger plaid jumper with white or blue polo. Modesty shorts should be worn underneath the jumpers.

Skirts and jumpers must reach the top of the knee.

Tommy Hilfiger dress code plaid is worn every day of the week except for designated PE days and Spirit Dress days.

Girls 6th-12th

Tommy Hilfiger plaid skirts/skorts must be worn with navy or white monogrammed polo.

Skirts must be worn with Tommy Hilfiger solid navy cable knee socks.

Tommy Hilfiger Navy tights can be worn under the knee socks during cold weather.

Tommy Hilfiger khaki pants can be worn.

BOYS

Boys K - 12th

Required Tommy Hilfiger Khaki pants. Pants are to be modestly loose fitting but not extra baggy. Pants should be hemmed so as to not drag the floor. All pants and shorts must come at least to the hipbone of the student. Absolutely no low riding pants.

Tommy Hilfiger Khaki shorts are optional. All shorts must be within 1" of the top of the knee and come at least to the hipbone of the student. Shorts are to be modestly loose fitting but not extra baggy.

All optional Tommy Hilfiger Uniform outerwear must include the RCBA logo/monogram. See website for options.

Boys Belts K-12

A brown belt is required on all pants and shorts that have belt loops and must be worn in the belt loops.

Students are not permitted to wear belts on dress code pants or shorts that do not have belt loops.

All optional Tommy Hilfiger Uniform outerwear must include the RCBA logo/monogram. See Tommy Hilfiger website for options.

4.5 Uniform Shoes and Socks

GIRLS	BOYS
Girls K – 5th Required black or brown closed toe shoe (strap preferred). Athletic shoes can also be worn and cannot be character specific, light up, or have rollers) Required solid navy cable knee socks and optional tights from Tommy Hilfiger.	Boys K - 5th Required athletic shoes. Athletic shoes cannot be character specific, light up or have rollers.
Girls 6th-12th Required solid brown or black shoes.	Boys 6th – 12th Required brown leather boat shoes.
	Required khaki crew sock when wearing pants. Any brand white “no show” socks required when wearing shorts.

4.6 Spirit Dress

Spirit Dress days are usually on Fridays. Jeans, khakis or shorts of either material, along with a RCBA/RCCC Spirit shirt or RCBA Athletic shirt may be worn for Spirit Dress Day. Students may wear shoes other than the required uniform shoes. All spirit dress items must comply with general dress code expectations for modesty and appropriateness. If students choose not to wear an approved t-shirt or athletic shirt, then they must be in regular daily uniform.

Flip-flops may never be worn as part of Spirit Dress. Jeans may not be ripped, have holes or come below the natural waist.

A student may not wear Spirit dress if he/she receives a detention any day that week or is placed on the fail list. Spirit dress may also be denied a student if the student's behavior warrants that consequence, as determined by the administration.

4.7 Birthday Dress

A student may request a special dress day from the administration on a day during their birthday month. It is the student's responsibility to seek permission before wearing special dress. The student's birthday will be checked and a specific day for wearing it will be assigned. If a student's birthday falls in the summer, special dress can be granted for their "Half-birthday" month; for example, students with June birthdays can wear Birthday dress in December.

4.8 Gender Specific Guidelines

Specific to Girls

- ❖ Make-up may be worn in moderation. Any hair coloring, including highlights, needs to be a natural color.
- ❖ Earrings may be worn, but not more than two piercings on each ear are allowed. No ear spacers/gauges are allowed. Jewelry is not to be a distraction. Earrings and necklace pendants should not in any way depict non-Christian values. Pendants and earrings should be no larger than a 50 cent piece.
- ❖ No visible body piercings or tattoos are allowed.
- ❖ No hats are allowed. Knit type hats may be worn during cold weather but must be removed when students enter the building.

Specific to Boys

- ❖ Faces must be clean-shaven. Any hair coloring needs to be a natural color, and hair must be well-groomed. The length must be above the shirt collar,

- may not cover the ears, and must be at or above the eyebrows.
- ❖ No earrings, ear spacers or gauges are allowed.
- ❖ No hats are allowed. Knit type hats may be worn during cold weather but must be removed when students enter the building.
- ❖ No boots are allowed.
- ❖ No chains attached to belts or wallets are allowed.
- ❖ No visible body tattoos or body piercing are allowed.

4.9 General Appearance

- ❖ Students must maintain a neat and well-groomed appearance while attending school. A high level of hygiene, personal care and grooming is expected daily.
- ❖ While at a school sponsored event student dress should be modest and God honoring. Questionable clothing choices will be addressed by the administration and students may be asked to change if clothing is deemed inappropriate.
- ❖ **Parents:** Please check your students' uniforms before sending them to school. If clothing does not follow uniform guidelines or is deemed inappropriate by the administration, the student will be sent to the office to call home for a change of clothes. Repeated offenses will result in a detention.

5. Curriculum and Graduation Requirements

5.1 Elementary School Curriculum

Elementary school 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 Elementary students will experience...

- ✓ a unique and enriching educational environment
- ✓ a small student-to-teacher ratio
- ✓ hands-on learning integration of subjects and thematic units
- ✓ a challenging Bible-based curriculum
- ✓ age-appropriate Chapel time with Bible lessons, worship, & memory verses

Elementary Curriculum Courses

Our elementary students are offered a challenging curriculum that prepares them to enter their middle school and high school years equipped to engage in our college-prep curriculum. All elementary students will take the following courses: Bible, Language

Arts (English, Reading, Literature, Writing, Spelling), Math, Science, History, Penmanship, Physical Education, Art, Music and Technology classes.

Elementary School Grading Policies

All grades are recorded numerically except for kindergarten and first grade, and these grades will be recorded on the report card every 9 weeks. At the end of each 9 weeks, report cards will be sent home via e-mail. Grades that appear on the transcripts are an average of the first/second and third/fourth nine weeks which become the 1st and 2nd semester grades. Grades will appear on the transcript after each semester. The following grading scale will be used:

Kinder – 1 st grade reports		2 nd – 5 th equivalent grades	
E	Excellent	A	90-100
S	Satisfactory	B	89-80
N	Needs Improvement	C	79-75
N	Needs Improvement	D	74-70
U	Unsatisfactory	F	69 or below
I	Incomplete	I	Incomplete

(I=no grade can be given due to number of days missed either from illness or being a new student)

Elementary School Promotion Policy

River City Believers Academy continually strives to promote high educational standards to all of its students. Students on the elementary level must pass at least 3 out of their 5 core courses (Language Arts, Math, Science, History and Bible) in order to be considered for promotion.

Elementary School Homework Policy

Teachers are encouraged to give homework for the purpose of:

- 1.** Drill – repetition can be an excellent way to master new material
- 2.** Practice – practice is often necessary to ensure understanding
- 3.** Special projects – book reports, and projects are great ways of reinforcing concepts and teaching organizational skills

Homework should not take any more than 15 minutes per subject per night for elementary students. Understandably, projects and book reports will require more time

than usual. Students are expected to do all homework assigned and turn it in when due.

5.2 Middle School Curriculum

Middle school is a time when students begin to transition away from the structure of a single classroom and take more ownership of their education by selecting electives. Middle school students also attend weekly Chapel.

6 th Grade	7 th Grade	8 th Grade
New Testament or Old Testament Survey	New Testament or Old Testament Survey	Church History
6 th Grade Math	7th Grade Math	Pre-Algebra/Algebra I
English 6	English 7	English 8
World Geography	Texas History	American History
Life Science or Earth Science	Life Science or Earth Science	8th Grade Science
Elective	Elective	Elective
Electives: PE/Athletics, Band, Theatre, MS Art 1, MS Art 2, MS Art 3, Career Exploration & Study Skills*, Spanish*, Choir*	Electives: PE/Athletics, Band, Theatre, MS Art 1, MS Art 2, MS Art 3, Career Exploration & Study Skills*, Spanish*, Choir*	Electives: PE/Athletics, Band, Theatre, MS Art 1, MS Art 2, MS Art 3, Career Exploration & Study Skills*, Spanish*, Choir*

We also offer a variety of sports opportunities at the MS level, if enough students show interest. Options may include: Basketball, Soccer, Cross Country, Track, Tennis, Golf and Swimming. Other electives indicated may also be offered when available.

5.3 High School Curriculum

At the high school level, students begin to take ownership of their own education and develop a biblical worldview. Through new experiences and challenges, they learn to take initiative and fully engage in the learning process. RCBA offers a rigorous college-prep curriculum, innovative teaching strategies geared to individual learning styles, AP preparatory and dual credit course offerings, a unique Fine Arts program, a standard core Bible curriculum, and weekly chapels which provide personal and spiritual growth opportunities. All students follow, by default, the requirements set forth below which incorporate the essence of the Texas State Recommended Graduation

Program.

5.4 Graduation Requirements

In order to graduate from RCBA, students must pass all classes with a minimum grade of 70, and have taken the following courses:

Course	Minimum	Distinguished
BIBLE	4 credits	4 credits
ENGLISH	4 credits	4 credits
MATH	3 credits	4 credits
SCIENCE	3 credits	4 credits
SOCIAL STUDIES	3 credits	4 credits
LANGUAGE	2 credits	2 credits
PE	1 credit	1 credit
FINE ARTS	1 credit	1 credit
ELECTIVE	1 credits	2 credits
Total	22.0	26.0

5.5 Course Options

	*Minimum	*Distinguished (DAP)
BIBLE	Bible 9,10,11,12	Bible 9,10,11,12
ENGLISH	English 9,10,11,12	English 9,10,11,12
MATH	Three credits required & must include Algebra 1 & Geometry	Four Credits are required. Algebra 1, Geometry, Algebra 2 required, fourth math credit must be an Algebra 2 pre-requisite
SCIENCE	Three credits must consist of Biology and Chemistry. A student may substitute Physics and must take other for academic electives.	Four credits are required. The four credits must include Biology, Chemistry and Physics.
SOCIAL STUDIES	**Three credits must consist of World History or World Geography, United States History, US Government, and Economics (free enterprise).	Four credits are required and must include World Geography, World History, US History/DC US History, US Government/DC Government, and Economics (free enterprise)/DC Economics.

LANGUAGE	Two credits in the same language are required.	Three credits of the same language are required.
PE	One credit required. The one credit may be earned through PE, playing two sports or an approved physical activity program conducted on or off campus.	One credit required. The one credit may be earned through PE, playing two sports or an approved physical activity program conducted on or off campus.
FINE ARTS	One credit is required and may be selected from courses in the areas of art, music, theatre arts or dance.	One credit is required and may be selected from courses in the areas of art, music, theatre arts or dance.
ELECTIVE	One credit is required.	Two credits required.

5.6 Alternate Diploma Plans

* Advanced Diploma Plan

River City Believers Academy also offers the Distinguished Achievement Program (DAP). In order to graduate on the Distinguished Achievement Program, students must take one additional year of the same foreign language, and achieve four advanced measures as set forth by the state. Advanced measures can be awarded by taking any approved college academic course or dual credit course with a grade an 80 or higher; by scoring a 3 or above on a College Board Advanced Placement test; by scoring high enough on the PSAT with a grade that qualifies the student for recognition as a commended scholar by the National Merit Scholarship Corporation or by creating an original research project or any other project that is completed under the direction of a mentor and judged by a panel of professionals to an appropriate audience. Only two of the four advanced measures can be achieved by an original project.

* Minimum Diploma Plan

River City Believers Academy also offers a Minimum Diploma Plan which incorporates the essence of the Texas Minimum High School Plan. The selection of this plan for a student requires the approval of the head Administrator of the school and it is reserved for students who cannot complete the requirements of our preferred diploma plans. Only students meeting strict criteria during the spring semester of their senior year will be able to select the minimum graduation program. A waiver acknowledging understanding of the Texas Minimum Graduation Program must be signed.

5.7 Valedictorian and Salutatorian

The guidelines for determining the valedictorian and salutatorian of the graduating class are as follows:

- 1.** Valedictorian will be selected based on student GPA at the end of the first semester of the senior year.
- 2.** Valedictorian must have earned at least 17 consecutive credits at RCBA, including his/her entire senior year.
- 3.** Student must be current in all his/her course work and a full-time student taking a minimum of 6 RCBA classes.
- 4.** Valedictorian and Salutatorian are determined by GPA only. The two students holding the highest GPAs will be awarded these positions consecutively. In case of a tie, when the grades have been calculated to the one-hundredth decimal place, the student who has been at RCBA for the longest length of time will be named Valedictorian.

5.8 Grading Policies (Semester & Final Grade Calculations)

All grades are recorded numerically and placed on the report card every 9 weeks. At the end of each 9 weeks, report cards will be sent home via e-mail. Grades that appear on the transcript are an average of the first and second quarter grades with the 1st semester final exam grade counting as 15% of the 1st semester grade; and an average of the third and fourth quarter grades with the 2nd semester final exam grade counting as 15% of the 2nd semester grade. Grades will only appear on the transcript at the end of each semester. GPAs are calculated and updated on the transcript at the end of each semester.

The following grading scale will be used

100-90 = A 89-80 = B 79-75 = C 74-70 = D 69 below = F Incomplete = I

5.9 Add/Drop Policy

Students may make changes to their schedules, with parental permission, up until the 3rd week of the first nine weeks during semester one and up until the 3rd week of the 3rd nine weeks in semester two. If the student wants to drop a course that is not required for graduation after the 3rd week, the course can be dropped, but a 'W' will appear on the transcript. If the course is required for graduation, the Principal will evaluate the student's transcript and decide if any change can be made.

5.10 Online Course Policy

RCBA may offer some of its courses in an online context. Students who take courses in the online setting may be subject to additional course deadlines and additional fees may apply for failing to add or drop courses by given deadlines. Course work delivered to students in an online setting will be of the highest quality and may require up to five additional hours per week of independent work outside of classroom meeting times.

Each student will be given support from RCBA staff during an online course but it is the responsibility of the student, just as in a classroom course, to complete and submit work on time. Students who fail to meet online due dates and deadlines may be given zeros and may be deemed academically ineligible for TAPPS contests if coursework is not completed in a timely manner. During online courses, grading progress may not be reflected in real time on report cards as pacing charts may differ from RCBA term grade dates. As a result, progress will be communicated to parents but official grade reporting will happen at the end of each Semester. If a student enrolled in a semester long online course fails to complete the equivalent coursework in his or her online course by the end of the first semester on the RCBA school calendar, RCBA administration reserves the right to give the student zeros for the remaining unfinished coursework for semester one of the online course. The resulting grade after zeros have been applied will determine whether or not the student must repeat the semester or whether the student can move on to semester two.

5.11 Promotion Policy

River City Believers Academy continually strives to promote high educational standards to all of its students. In the event that a student fails a class that is required for credit toward graduation, summer school will be necessary in order for the student to receive credit for the class. If the student attends a public school to make up a credit, the student must turn in a completed summer school course transcript showing a passing grade for the course before the student can return to RCBA in the fall.

5.12 Fine Arts Program

The Fine Arts program is offered to all students. This program provides an encouraging and secure environment for young artists to develop their talents and learn to use the arts not only as an outlet for personal expression, but also as an effective medium for creative communication in life and ministry.

The following courses are currently offered on a semester basis based on interest/availability: Band, Journalism, Art, and Video.

5.13 Dual Credit

Dual Credit courses can be taken through the Alamo Community College District

(ACCD), specifically San Antonio College, either online, or at RCBA. All students who are interested in taking courses for dual credit must sit for a pre-assessment as mandated by Texas Higher Education Coordinating board and ACCD. This pre-assessment can be administered at any ACCD campus within specific time deadlines set forth by the ACCD. This pre-assessment indicates college readiness. Students who qualify may take the offered courses here on campus with RCBA teachers for free or online through San Antonio College. Students need to be aware that not all colleges accept all dual credit courses for credit. Check with the colleges you are interested in as you determine whether or not to take a Dual Credit course. Other dual credit courses may be offered at the discretion of the administration. During dual credit courses, grading progress may not be reflected in real time on report cards as pacing charts may differ from RCBA term grade dates. As a result, progress will be communicated to parents but official grade reporting will happen at the end of each Semester. In most cases, parents may see a student grade progress report having their student login to their “ACES” account online.

5.14 Honors Courses

Students will have the ability to take some Dual Credit courses in conjunction with their regular RCBA classes if the student is registered for Dual Credit through the Alamo Community College District. For example, English 1301 can be taken at the same time as English 12. Students who take RCBA classes in conjunction with ACCD classes will be given honors credit for these courses. A designation of ‘HNR’ will appear on the transcript, and the student will receive a multiplier of 1.1 for the course. Dual credit courses taken this way are considered honors courses because of the extra commitment students must make in order to be successful in these courses. Please remember that students who do not score an eighty or above in a Dual Credit course before the multiplier is applied will not receive an advanced measure toward the Distinguished Diploma.

5.15 Exceptional Student Support

River City Believers Academy makes an effort to acknowledge the unique gifts and abilities of each student. In an effort to address these God given differences, we have implemented two programs in order to provide additional services to these students.

Horizons

For Elementary students who are achieving at an exceptionally high level, which research tells us is approximately 3% of all learners, we have services designed to engage and stretch the curiosity and creativity that has been placed within them by their Creator.

S.O.A.R. – Students Overcoming Academic Restrictions

For students who have been identified with a learning difference, the school has educators to assist them. Students who have current documentation on file at the school

for identified learning differences are considered for modifications. Any accommodations are based on individual needs determined by school personnel with parental consultation. Due to staff and funding limitations, RCBA cannot guarantee the implementation of an Individual Education Plan (IEP) recommended by another school or other educational diagnostic source. The SOAR (Students Overcoming Academic Restrictions) program is provided for a fee to support the student who has been diagnosed with a learning difference, ADD, ADHD, or other medically diagnosed health impairment that is not sufficiently corrected through classroom accommodations, medication, or diet.

5.16 National Honor Society

Membership in the River City Believers Academy Chapter of the National Honor Society is offered to students in their sophomore, junior, or senior year. Membership is based on the student's scholarship, service, leadership, and character. The middle and high school faculty and administration evaluate and determine whether or not scholastically eligible students meet the standards for membership.

Scholastic eligibility is determined during the fall semester to prepare for possible induction into NHS in the spring semester. A candidate is scholastically eligible for selection into the RCBA chapter of NHS with a minimum cumulative grade point average of 3.0 or above. Students must be in their 3rd semester of high school to apply for admission to NHS. To determine if the student meets the service, leadership and character components of NHS membership, the student's service hours, demonstrated leadership abilities and behavior will be examined to determine eligibility.

Upon approval of the faculty and staff at RCBA for membership in NHS, new inductees will be invited to a formal induction ceremony held during the spring semester. All new inductees will then meet with the RCBA high school faculty to further discuss expectations as new NHS members.

To retain scholastic eligibility, members must maintain the minimum required grade point average of 3.0 at the end of each semester. Students whose averages fall below 3.0 will be placed on a one-semester probation period. After one semester, if the grade has not improved, students may be inactivated until such time that their grades would qualify them for reinstatement.

5.17 Merit, Honor, and High Honor Roll

Students in middle and high school have the opportunity to be recognized each quarter as achieving one of three different honor roll designations. Each quarter, students will be recognized based on their grades that quarter, regardless of the student's cumulative grade in the course. In this way, a student may receive recognition for their excellent work in any given quarter. In order to be placed on an honor roll, students must earn a minimum score in each course as set forth by each specific honor roll category. Those categories and criteria are as follows:

Merit Roll	achieve a grade between 85 and 89 in all courses attempted during the quarter.
Honor Roll	achieve a grade between 90 and 94 in all courses attempted during the quarter.
High Honor Roll	achieve a grade of 95 or above in all courses attempted during the quarter.

6. Testing Policy

Tests are generally given every 2 to 3 weeks; however, no more than two tests will be administered on any given day per grade level, with the exception of semester exams. All 8th grade and high school students will take final exams at the end of each semester. All finals will be comprehensive. Seniors can be exempt from finals both semesters if they have a grade of 90 or above & have no more than 3 excused or unexcused absences within that semester.

Retake Policy

MS and HS students will be allowed to retake one test per subject not to exceed a maximum grade of 75, per 9 week grading period within the following criteria:

- Student has completed and submitted test corrections on or before the 4th school day following the day the test is handed back to the student.
- Student retakes test on or before the 5 school day following the day the student's test is handed back.

Standardized Testing

- 1. Achievement Testing:** Each student in grades 2-11 will take a norm referenced, standardized achievement test. The purpose of this test is to determine a student's progress and scholastic strengths and weaknesses, as well as to help teachers look at areas that need overall improvement.
- 2. PSAT:** All students in the 10th and 11th grades will take the PSAT. This test prepares the student for the SAT and if a junior, could qualify them for the National Merit Scholarship Competition.
- 3. ASVAB –** Student in the 10th, 11th and 12th grade may elect to participate in the ASVAB career exploration program. This program consists of a personality inventory as well as an aptitude test. It also provides a tools to help students begin to explore careers that may match their inventory

results.

7. Homework Policy

Teachers are encouraged to give homework for the purpose of:

1. Drill – repetition can be an excellent way to master new material
 2. Practice – practice is often necessary to ensure understanding
 3. Special projects – book reports, research assignments, and projects are great ways of reinforcing concepts and teaching organizational skills
- Homework should not take an excessive amount of time. Understandably, major projects and research papers will require more time than usual.
 - Students are expected to do all homework assigned and turn it in when due. Assignments turned in within 24 hours after the due date, will receive a maximum grade of a 50. Assignments due after the 24 hour period will receive a zero.
 - Since many of our students attend Youth Group on Wednesday nights, no major test should be given on Thursday if it was just announced the previous Tuesday.
 - No homework will be assigned over a weekend that exceeds the usual daily assignment expectation.
 - Copying homework is cheating so any work done “collaboratively” without prior authorization from the teacher, will not be tolerated and appropriate consequences will follow. (**see 12.13**)

8. Student Service Hours

Jesus Christ modeled service to others as He washed His disciples' feet (John 13:5). We desire our middle and high school students to learn to follow Christ's example by serving others also. Service hours are also beneficial to the student since colleges expect students to perform "community service" as part of their well-rounded educational program. All students will benefit from the development of a good work ethic.

Service Hours are reported to the student's Bible teacher. There are many ways to gain service hours. To ensure the hours will be acceptable, the student should check with his/her Bible teacher before completing the service. Service hours are not required for elementary students. Middle School students are encouraged to earn and report service hours to their Bible teacher. Their service will be rewarded as bonus points on a test grade. High School students are required to earn service hours each nine weeks. Each service hour is one actual hour spent serving others.

Acceptable Service Hours include:

- ✓ Work without pay for a non-profit organization like a church (i.e. Elf Louise, SAMM Shelter; Strong Foundation, etc.)
- ✓ Helping teachers or the maintenance staff at RCBA
- ✓ Serving during a school function or going on a mission trip

Unacceptable Service Hours:

- ✗ Taking care of regular household chores
- ✗ babysitting without pay for family
- ✗ working for a family member beyond the student's regular chores; (this type of service is expected in a family)

Each high school student is required to complete 6 hours of service every 9 weeks. Service hours will be given a grade equivalent to a Bible test. Students have 9 weeks to complete their service hours. Assigning a grade shows the student the importance we place on service to others. It is the student's responsibility to fill out the Service Hours form and turn it into their Bible teacher at the conclusion of each 9 weeks. Grades will be assigned as follows:

6 hours	100
5 hours	90
4 hours	80
3 hours	70
2 hours or less	60

9. Attendance Policies

9.1 Texas Compulsory Attendance Law

RCBA students are subject to all laws outlined by the state of Texas in regards to attendance. Texas law states that a student must not miss more than 10% of the school year in order to be promoted to the next grade level. Failure to attend school is considered an absence. Each absence will be considered unexcused unless written notification is given to the office upon the student's return to school, at which time the absence will be changed to excused if proper evidence to support the change is

presented. Even excused absences are counted toward the 10% absence law for school attendance if they do not meet state requirements for an excused absence. Medical appointments, college visits (2 per year), TAPPS academic or athletic events, ACSI activities and 4-H events are all considered excused and do not count against a student's 10% limit. Proper documentation must be provided in order for absences to be excused.

If a student has more than 5 absences in the previous semester, he/she cannot be issued a Verification of Enrollment, which is required by the DMV to receive a driver's permit or license.

9.2 Excused Absences

The following reasons are considered **excused** if proper notification is provided to the office:

- Absence due to personal illness or serious illness in the family
- A death in the family
- Medical or dental appointments
- Pre-approved family trips (should be no longer than 5 days)
- School events and extracurricular events (example: school field trips, the fall retreat, sports events, or other school-sponsored events)
- College Visitation Days
- Court Appearances

When students are absent for these reasons, the student will have one day per day absent to make up missed assignments, i.e., absent on Monday, return Tuesday, assignments are due Wednesday. It is the sole responsibility of the student to check with all of his or her teachers for missed assignments.

It is the parent's responsibility to notify the school if their child is absent. Upon the student's return, either a note from the parents stating the reason the student was absent or a doctor's note is required. **If parents do not notify the school through email, phone message, or note, the student's absence will be considered unexcused.**

9.3 Unexcused Absences

- Absences due to sleeping in; normal traffic; siblings not being ready to leave; alarm clocks not going off; staying home to study for a test or to complete a project; or missing school for hair or nail appointments are all considered

unexcused.

- Arriving to class more than 10 minutes after the scheduled start time.
- The final authority to determine the legitimacy of an absence rests with the school administration.
- Students who receive an unexcused absence must complete all the coursework and homework missed, but a grade of zero will be given for the assignment.

10. Tardy Policy

The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m. Students who arrive between 7:20 a.m. and 7:50 a.m. must report and stay in the auditorium until the start of school. Teachers will be on duty beginning at 7:20 a.m. Attendance for secondary students will be taken in assembly at 8:00 a.m. Secondary students who arrive later than 10 minutes after assembly begins are considered absent for that class.

Elementary Students arriving to school after 10:00 a.m. will be marked absent for that day. Students who are tardy will be marked as such by their teacher.

10.1 Morning Tardies

Sometimes tardies are unavoidable. Whether the tardy is considered excused or unexcused, will be based on the following guidelines or at the discretion of the administration:

Excused:

- tardies due to car trouble
- excess traffic due to inclement weather; or accidents on the major highways which delay the arrival of many students (as determined by the administration).

Unexcused:

- tardies due to oversleeping or laziness
- coming in late to finish an assignment at home
- stopping for breakfast

Students will be granted two “free” tardies each quarter. Thereafter, the student must serve a detention to be disciplined for each unexcused tardy.

10.2 Class Tardies

Students who arrive to school after homeroom or late to one of their classes, will be considered tardy, unless the student's lateness was due to illness. The following procedures for tardies will be followed:

- Students will be granted two “free” class tardies per quarter. Thereafter, the student will be assigned a detention for each subsequent tardy.
- If a student is late more than five times in a quarter, the Principal may call for a parent conference to determine solutions for the student’s tardiness, or the student may be given a one-day in-school suspension.
- All work must be made up for excused and unexcused tardies and will follow the attendance policy rules for make-up work.
- If a teacher prevents a student from arriving on-time to his/her next class, the teacher must send a note to the next period teacher explaining why the student was late. The student will not be considered tardy in this case.

10.3 Late Arrivals or Early Release

Students who arrive late or leave early due to medical/dental appointments must have a note from a parent stating the reason why the student is late, or why the student must leave early. If a student becomes ill during the day, his or her parent will be contacted and the student will wait for pickup in the school office. In both of these cases, parents must sign their students out on the “Sign Out” book in the office.

10.4 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 and updates will also be posted to Facebook.

11. Health Services

11.1 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 (without the use of medication). 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 Nutritional Guidelines

RCBA strives to provide a nutritionally balanced meals to all of our students. We make every effort to provide our students with healthy choices that are both appetizing and nutritionally balanced. We encourage our parents to consider healthy eating habits when packing snacks and lunches for students. All students are encouraged to have a water bottle with them daily to promote the healthy habit of drinking water. For more information on how to eat healthy please refer to the link below.

<http://www.choosemyplate.gov/print-materials-ordering/graphic-resources.html>

11.7 Lunch Policies

RCBA offers a prepaid lunch program for the convenience of our families. Students can purchase items such as: burgers, sandwiches, fruit cups, muffins, breakfast sandwiches and more from the cooler provided in the lunchroom. Families who would like to order lunch on Friday, can do so through the RenWeb Home App or online via the ParentsWeb page. Parents will be prompted for payment at the time of purchase. Microwaves are available for students who are in 3rd – 12th grade; however, due to safety concerns, students below 3rd grade are not allowed to use the microwave.

Parents must call and cancel lunch orders prior to 8:30 am on Friday, if their child is going to be absent. No refunds will be given unless the office is notified prior to the 8:30 am deadline.

12. Discipline

12.1 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.

12.2 Corporal Punishment

The Administration of RCBA does not use corporal punishment.

12.3 Demerits and Detentions

Behavior Referrals

Whenever a teacher feels that a student's poor behavior or choices need to be dealt with outside of the classroom, the teacher will fill out a behavioral referral on RenWeb. Parents should receive a copy of this email as well. The notification will specify the reason why the infraction was issued with the next consequence for that infraction clearly indicated.

Behavioral Demerits

When the student receives a documented behavioral referral it will be shared with the Principal and a demerit will be assigned. In most cases a single point demerit will be applied. Some example of single point demerits are listed below:

Tardiness	disrespect toward a teacher, staff, or volunteer
uniform violations	chewing gum in class
unauthorized cell phone usage	not adhering to classroom rules and regulations
Skipping class	repeatedly failing to sign out or in for off-campus lunch
disruptive behavior	Skipping school

Homework Demerits

Failure to complete homework assignments will be treated as a unique incident. Students will receive a demerit for each occurrence and a detention will be assigned on the second demerit, and each time thereafter their homework is not turned in for any class. The student will receive a grade no greater than a "70" on the missing assignment, but the student will still be expected to complete and turn in the assignment. The grade assigned will be determined by each individual classroom teacher.

Detentions

Detentions may be given by a teacher or the Principal if student has accrued demerits or if his/her behavior warrants a detention. Detentions may be assigned as follows:

Morning Detention – 7:00 am – 8:00 am in school office

Silent Lunch Detention – student loses privilege of eating with class and will sit silently with a teacher at a separate table during the lunch period

After School Detention – 3:00 pm – 4:00 pm in school office

If a student is tardy or does not serve the detention, without an adequate explanation, the student will have to serve two subsequent detentions. Receiving 5 or more detentions for the same offense in any given quarter will be considered excessive inappropriate behavior and could result in an in-school suspension.

12.4 In-School Suspension

A student who receives an in-school suspension will be assigned to a room to complete class work assigned by his/her teachers to be turned in by the end of the day. A student who serves an in-school suspension will be responsible for all missed assignments. If a student receives an in-school suspension and afterwards continues in the same behavior, he/she will receive an off-campus suspension, and could face possible expulsion.

In-school suspensions can be assigned for excessive infractions as listed above in the detention section, as well as for:

- Cheating or copying the work of another student
- Lying to a faculty or staff member
- Behavior that is deemed to be disrespectful
- Misconduct that continues after being repeatedly warned
- Leaving campus without prior written permission from parents
- Consistently disrupting the learning environment for other students

12.5 Off-campus Suspension

Some situations may merit more severe disciplinary actions. Students involved in the following activities or behaviors will be suspended from school for a length of time as determined by a school administrator:

- Fighting
- Use of profanity or obscene gestures to a staff member or student
- Theft
- Verbal, physical, or sexual harassment
- Threatening another student or bullying
- Failure to follow in-school suspension rules
- Possession or use of tobacco products, alcohol, and/or weapons

Before any suspension is given, there will be a conference with the parent/guardian and the Principal. If appropriate, a teacher who witnessed the behavior can be part of the conference. A student serving an off-campus suspension may take any tests that were missed, but the highest grade on any of these tests can only be a 70%. The goal of the suspension is to bring the student under the school's authority, to reconcile with others if necessary, and to allow the student time to reflect on his/her conduct in order to be restored to fellowship. Persistent misbehavior could lead to expulsion.

12.6 Expulsion

Student(s) involved in the following activities/behaviors can be considered for expulsion:

- Knowingly possessing, using, disseminating, or acting under the influence of any illegal drug or alcohol
- Possession of drug paraphernalia
- Possession of a weapon or use of any object as a weapon
- Possession of obscene material
- Vandalizing school property
- Threatening another student, faculty or staff member
- The unwillingness of parents to work with and support the school when serious problems arise with their student

Discipline is directed at behavior. As a school we reserve the right to consider students' off campus behavior and its implications for possible consequences.

12.7 Plagiarism/Cheating

Plagiarism and cheating are serious offenses that involve taking information from another source and presenting it as one's own, thus including the components of both

stealing and lying. It is therefore very important that students come to understand the seriousness of any act of cheating or plagiarism. Teachers are also expected to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation.

When a student is suspected of cheating or plagiarizing, the teacher or staff member is responsible for verifying the accuracy of the alleged cheating and notifying the parent. The Biblical model (Deuteronomy 19:15-19) is followed in determining if cheating has taken place:

- The teacher or staff member must have direct knowledge through observation,
- The student confesses, or
- The testimony of at least two reliable witnesses confirms the suspicion.

Teachers and staff members are required to fully investigate any suspicion of cheating prior to determining if a student has cheated. Some examples of cheating are

- Copying homework or any other school work
- Handing in the work of another person
- Plagiarism (presenting another person's work as his or her own)
- Giving or receiving unauthorized assistance on tests, quizzes or other classwork.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment.
- The principal is notified.
- The student will confer with the principal.
- The parents are called.
- The student is suspended from any sort of membership or leadership position in a club, class, or athletic team, or is removed from the position. Cheating is a violation of honor, and leadership is a matter of honor.
- The student will be notified that he or she has forfeited the right to any exam exemptions.

In case of a second offense, the student will automatically be placed on academic and disciplinary probation for a period not less than a full grading period. A conference with the parent, student, teacher, and principal will be held. A third offense within the school year will result in the student being subject to expulsion. A conference with the parent, student, teacher, and head of school will be held.

13. Parents

13.1 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.

Parents are 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, 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.

13.2 Volunteer Hours

Each RCBA family is required to commit to serving at least 15 volunteer hours each semester to support the school. 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.)

13.3 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](#)).

13.4 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 and select the login button on the right hand side of the page. Select ParentsWeb Login.

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.

13.5 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 fundraisers that are initiated school wide. All outside fundraisers are prohibited without prior administrator approval.

14. General Information

14.1 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.

14.2 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.

14.3 Search and Seizure

School officials have the right to search or conduct a search of lockers, backpacks, or vehicles when there are reasonable grounds for suspecting that a search will reveal evidence that the student has violated, or is in violation, of the law or rules of the school. Searches may be conducted of students' property when at school or at school-related functions.

14.4 Unauthorized Items

Any items that are considered a disruption during class such as CD players, mp3 players, laser pointers, or cell phones can and will be taken by the teacher if they are used during class time. If any unauthorized item, including a student's cell phone, is taken by the teacher, the student will receive a warning and the phone will be turned in to the office. Any subsequent violation may mean that the student will lose cell phone privileges as determined by the administration.

Any items that may be deemed dangerous by the school administration may be seized. In the case of seizure of an item, parents will be notified that they can pick up the item in the school office.

14.5 Public Displays of Affection

Whereas attractions to a person of the opposite sex is natural, students are not allowed to show affection by touching, hugging, holding hands or kissing during school or at any

school-sponsored events. Doing so will result in disciplinary actions.

14.6 Dance Policy

Cheerleading, pompom routines, dance, and theatre productions shall be choreographed under staff supervision. Attention will be given to the types of movement, attire, and music appropriate to the activity.

Physical education classes may include general principles of movement and rhythm, but with consideration of appropriate boundaries in male/female interaction.

Dances at RCBA sponsored events may include elements of group line dancing and or more general choreographed group dancing activities. Couple dancing may be allowed with faculty supervision. Supervising faculty will expect modesty as well as movements that are appropriate to a Christ centered environment.

14.7 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.

14.8 School Office

Students may request to use the phone in the school office in the case of an emergency or illness with the permission of the office staff. Students are NOT allowed to use the school copier/printer for printing any homework assignment without permission from the administration. If permission is given, there will be a \$.10 cent per page charge for black and white and \$.25 per page for color copies.

14.9 Student Drivers

Parking on campus is a privilege offered to all students with valid driver's licenses. Students wishing to drive to school must turn in a fee of \$10, and all information about the car the student will be driving to school, such as make, model and license plate number, to the school office within the first week of school. A student can lose his/her parking privilege if he/she is found speeding on campus, parking illegally, vandalizing another student's car, or leaving campus without permission. If the violations are considered minor, then the student could be assessed a fine. Refusal to pay the fine could result in the student's loss of parking privilege.

In addition, all students driving to school must submit:

- Proof of insurance, and
- A current written permission form from a parent or guardian

Students must park in the parking lot. Students may not go to their cars during the school day, nor sit in their cars while waiting for school to start.

Students are strictly prohibited from transporting other students to and from campus without written permission from a parent or guardian.

Junior and senior students ONLY are allowed to leave during lunchtime, with written permission from their parents.

Anytime a student needs to leave campus for any reason, he/she must have their parent or guardian contact the school office by phone or note, and then sign out in the office. Students who do not adhere to these rules will lose their driving privileges.

14.10 Campus Hours

The school is open each day from 7:20 am until 3:30 pm. All students arriving at 7:20 a.m. or later must come to the auditorium where they will be monitored by a staff member. Students should not arrive before 7:20 a.m., as there will be no supervision for them. Students are not permitted to hang out in the parking lot or locker area in the mornings, but rather should join their classmates in the auditorium.

Students K-12th grade that have not been picked up after 3:25 will be taken to the after-school program and will be charged the after-school hourly fee until a parent or guardian arrives. After 4:00, the school office is locked and there is no longer available supervision by RCBA staff members for high school students. Exceptions will be made on an individual basis when requested by a parent.

14.11 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.

14.12 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.

14.13 Acceptable Use Policy

Resources

The use of computer technology and internet access is a part of our school curriculum. To gain access to the network/internet, all students must obtain parental permission as verified by the Agreement to our Acceptable Use Policy. The term network includes computer hardware, software and internet.

Internet Access

Students can explore many libraries, databases, museums, and other sources via the internet. Parents should understand that some material accessible through the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the goals of the school are to use the internet for constructive educational purposes and the school maintains a filtering system to restrict information accessed through the internet, students may find ways to access objectionable materials. However, we believe that the benefits of internet use for information resources outweigh the disadvantages. Ultimately, parents and guardians of minors are responsible for establishing and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether or not to apply for access.

Rules of Appropriate Use

Any actions that might harm the technology equipment or software, impair its effective use, or show disregard for the procedures set forth below will not be tolerated. Unacceptable uses of the network will result in the suspension or revoking of these privileges as well as possible school and/or legal discipline. These are the guidelines to avoid the loss of privileges:

- 1) Do not share your password with another person. This includes allowing another student to use a computer logged in under your assigned username and password.
- 2) Do not use technology equipment to harm other people or their work.
- 3) Do not vandalize or damage any technology equipment. Monetary responsibility lies with the student/parent if repair or replacement of software/hardware is necessary if the damage was caused by careless use or vandalism.
- 4) Do not trespass in another person's document files or folders or vandalize the data of another user. This includes using a computer that is logged in under another user regardless of the circumstances.
- 5) Students may not under any circumstances use a computer logged in under a teacher or staff person. This action will result in immediate loss of computer privileges and other disciplinary action.
- 6) Students may not use classroom/office computers for any homework assignments. The computer labs are available for computer-related homework assignments subject to the approval of the teachers.
- 7) Do not use the network for illegal activity, including violating copyright laws, downloading/spreading of viruses, or gaining unauthorized access to resources or entities.
- 8) Do not view, send, or display offensive messages or pictures.
- 9) Do not download/install programs including shareware or freeware without permission from the

administration. This includes downloading any games from the internet.

- 10) Do not use the network for financial transactions, including financial gain or commercial purposes.
- 11) Do not use the network to release personal or school information such as names, addresses or phone numbers without written permission from the administration.
- 12) Students are restricted from accessing email accounts or social networking sites on the campus computers unless it is a school supplied email or networking site account. This action will result in loss of computer privileges and other disciplinary actions.
- 13) Do not use removable media from home computers on campus computers or ask teachers to accept assignments on jump drives.
- 14) Do not violate the spirit of RCBA's mission statement.
- 15) Notify your instructor immediately, if, by accident, you encounter materials that violate the standards of appropriate use.
- 16) Notify your instructor if a security problem is suspected.
- 17) Students will be held accountable for their actions and will lose technology privileges if the rules of appropriate use are violated.

Student Responsibilities

Students are expected to comply with the school standards of behavior and the rules set forth in the Acceptable Use Policy while using the school computer network. Students should understand that network use may be subject to administrative monitoring/review at any time. The user is personally responsible for his or her actions in accessing and utilizing the school's technology resources. The use of school technology is a privilege, not a right, and may be revoked if abused.

Warranties

The internet user and his or her parents must understand that he or she uses the internet at his or her own risk. Considering the provisions mentioned above, RCBA cannot assume responsibility for

- 1) The reliability of the content of a source received by the user;
- 2) Costs that the student incurs if he or she requests a product or service for a fee; or
- 3) Any consequences of disruption in service that may result in lack of resources.

Though every effort will be made to insure a reliable connection, there may be times when the internet service is down or scheduled for use by teachers, classes, or other students.

If the parent should decline to agree with the Acceptable Use Policy form or disagree with any portion of the Technology Acceptable Use Policy form, his or her student may not be allowed access to the school computers and other technology.

4.14 Cell Phone and Technology

Cell phones are not to be used at school during the school day (upon arrival through end of school.) All cell phones need to be turned off and placed in a student's backpack or locker. Cell phones used during school hours will be confiscated. The school reserves the right to examine pictures, text messages or any other information stored on the phone. When a cell phone is found, an administrator can turn it on and access information prior to returning it. Standard disciplinary measures will be taken for items found on cell phones.

iPods, MP3 Players, Digital Cameras and Other Electronic Devices

Students are not to use iPods, MP3 players, personal digital cameras or other similar electronic devices during the school day (arrival - end of school). iPods, MP3 players, etc., are for the private use of a student and should not be used to play music publicly. Any of these devices used in an inappropriate manner or time will be confiscated. The school reserves the right to examine any information or files stored on these electronic devices. Standard disciplinary measures will be taken for inappropriate content found on these electronic devices.

Cell Phone or Other Electronic Device Violations

1st violation – The teacher will take up the cell phone or other electronic device. A parent will be notified and may pick up the item in the office after school.

2nd violation – The teacher will take up the cell phone or other electronic device. The student will be assessed a \$15 fine which will be billed to the family's FACTS account. The student may pick up the item in the office after school.

3rd violation – The teacher will take up the cell phone or other electronic device. The student will be assessed a \$25 fine which will be billed to the family's FACTS account. The student may pick up the item in the office after school. The student will serve one day In School Suspension.

Over 3rd violation - The teacher will take up the cell phone or other electronic device. The student will be assessed a \$25 fine which will be billed to the family's FACTS account. The student may pick up the item in the office after school. The student will be assigned Off Site Suspension.

Laptops & Tablets

Students in 6th– 12th grade may use laptops during the school day (8:00 am – 3:00 pm) for school related activities only, including, but not limited to, taking notes in class, typing assignments or creating projects. At the teacher’s discretion, students may use laptops and tablets during the school day (8:00 am – 3:00 pm) for school related activities only, including, but not limited to, researching for projects and assignments or completing dual credit classes. Laptops and tablets may not be used during the school day (8:00 am – 3:00 pm) for the purpose of entertainment [i.e., viewing pictures, listening to music, playing games, posting on social network sites (i.e., Facebook), watching videos (i.e., YouTube), checking personal email, etc.]. Any student laptops or tablets used for any activity other than school related activities will be confiscated. The school reserves the right to examine any file on any computer. Standard disciplinary measures will be taken for inappropriate content found on laptops.

Sexting Policy

In keeping with the school’s responsibility to provide a safe learning environment for all students, RCBA has established the following policy regarding the issue of sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

14.15 Use of Telephone

Students are not to receive phone calls. Parents may call the front office in case of extreme emergency. Students will not be allowed to use office phones unless granted permission by administration. The office staff will call parents in case of illness or injury. Students may not call home during class time for books or assignments left at home.

14.16 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.

14.17 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.

14.18 Toys & Other Personal Items

Students are not permitted to bring toys or other personal items (i.e., blankets, stuffed animals, pillow pets, animal backpacks, etc.) to school unless it is on special days determined by the classroom teacher. The school will not be responsible for any broken or lost toys. Please refrain from sending items, including clothing, backpacks, or school supplies, which do not reflect biblical values. Such items will be confiscated and returned to the parent during school office hours.

14.19 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.

14.20 Fall Retreat

All Middle School and High School students attend a two-night three-day retreat in the Fall. This time of spiritual rejuvenation, recreation and bonding is held each year at Camp Eagle in Rocksprings, Texas. Students are transported via charter bus to this beautiful Christian campground located on the banks of the Frio River. Students participate in exciting and challenging activities like night zip lining, rappelling, recreation and team building. The fee for this retreat is included in tuition.

14.21 Co-Curricular Activities

We believe these activities are a very important part of educating the whole child and we encourage all of our students to be involved in the co-curricular experience.

Participation in co-curricular activities provides students the opportunity to develop character, integrity, and learn the value of sacrificing self for the good of the team. In order for each team to receive the full benefit from individual participation, we expect each member to commit to the full term of the activity. We encourage families to carefully consider the time and commitment necessary to support each co-curricular

activity and help their students make an unwavering commitment to finishing strong. Teachers and coaches will work with students to help them navigate the balance of core classwork and co-curricular activities. We believe our students can be successful in both areas with parent and teacher support.

HANDBOOK ACCEPTANCE

**For parents and students of
ELEMENTARY – HIGH SCHOOL**



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.