



Parent-Student

# HANDBOOK

Elementary School

Middle School

High School



## Administration

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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 accredited by 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

River City Believers Academy 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**  
**RCBA Superintendent**

Pastor Sean and the RCBA School Board have entrusted Montie Mansur to lead the staff and students at RCBA as Head of School. He is a servant leader with a ministry background who is passionate about Christian education and the mission of River City Believers Academy.

*At River City Believers Academy we believe that every student is created uniquely, in God's image, and by His divine design. Our goal is to help our students discover their individual strengths, gifts, talents, and callings. We want our students to thrive spiritually, academically, physically, socially, and emotionally. We want to help our students develop a Christ-centered, biblical worldview that will guide them throughout their lives. We are committed to rigorous academics, competitive athletics, and creative fine arts to help each student bring glory to God.*

**Montie Mansur, EdS**  
**Principal and Head of School**

# 1.1 Mission Statement

*River City Believers Academy exists to glorify Jesus Christ by partnering with parents to prepare students for real life.*

We are a discipleship school, an extension of the Christian home, and are committed to helping students discover the unique gifts God has blessed them with as they begin following His leading in their lives. Our Bible-based, college-preparatory curriculum equips students with critical thinking and reasoning skills, based in a biblical worldview that prepares them to serve and lead in today’s changing world.

# 1.2 Core Values

The values that drive our mission provide a lens through which we see our calling. They bring clarity to our vision and add focus to our decision making.

|  |  |
|--|--|
| <b>Grace and Truth</b>                             | Jesus came to earth as the full expression of the Father and as the incarnate Word full of grace and truth (John 1:1-18). It is by grace that we are saved (Ephesians 2:8), and it is truth that sets us free (John 8:32). Grace and truth will mark our actions, thoughts, words, and decisions.  |
| <b>Relationship, Discipleship, and Partnership</b> | A triune God is relational in nature (Genesis 1:26; Matthew 4:3-17). The great commission and the two greatest commands are relational mandates for discipleship and Christian community (Matthew 28:19-20; Mark 12:30-31). Collaboration and partnership are biblical extensions of relationship (Nehemiah 2:18; Ecclesiastes 4:9-12; Acts 4:32-35). Relationship, discipleship, and partnership will define the RCBA mission.                                |
| <b>Learning and Growing</b>                        | Learning is the aim of academics and growth is a sign of health and life. (2 Timothy 2:15). Learning sets the course for success in life (Proverbs 4:10-13; Proverbs 9:9). Bible-based and Christ-centered growth and learning glorifies God and transforms hearts and minds (Romans 12:2; Luke 6:40). We are committed to learning and growth into the fullness of all He calls us to.  |
| <b>Excellence, Integrity, and Higher Calling</b>   | Excellence sets us apart to accomplish His calling (Daniel 6:3). Integrity sustains and directs our mission (Proverbs 11:3). Teaching is a higher calling and a Christian education helps students discover their high calling in Christ (Romans 12:6-7; 2 Peter 1:10). We will lead with excellence and integrity as we pursue His high calling in our classrooms and our boardroom, in our academic rigor, spiritual development, and fiscal responsibility. |

# 1.3 Statement of Faith

The RCBA Statement of Faith is built on the fundamental truths of the Christian faith. All School Board Members, 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

Everything we do at River City Believers Academy is built upon a Christian philosophy of education. We operate as an extension of the Christian home and the local church in partnership with parents to assist in the education of their students.

- We believe that truth, knowledge, and understanding originate with God and are best learned in an atmosphere that recognizes His pre-eminence in life. Academic excellence through a biblical worldview yields deeper understanding and knowledge.
- We believe that each student is created individually by God's purposeful design and that all students have unique gifts, strengths, and abilities to serve the purpose for which they were created. We celebrate differences in learning styles and abilities while maximizing rigor, support, and potential for all students made in His image.
- We believe the purpose of education is to know God better and to bring Him glory. Through artistic, athletic, and academic pursuits students use their talents and abilities to glorify Him.

- We believe that biblical community built around the demonstrated love of Christ creates the most effective learning environment. Loving God and loving others leads to a culture of discipleship where students are challenged in their Christian walk and their academic engagement.

RCBA prepares students for real life by equipping them with a biblical worldview, spiritual and social awareness, and an academic foundation to accompany their faith as they engage the culture around them. We believe that Christian education is a lifelong endeavor and we want to prepare our students to succeed in their education, their vocation, their families, and their calling as lifelong followers of Christ.

## 1.5 Non-Discriminatory Policy

River City Believers Academy (RCBA) 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. RCBA 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 2008, the school 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. Many alumni have been recognized by the National Merit Scholarship Program, and our graduates receive significant scholarship opportunities.

## 1.7 Student Honor Code

River City Believers Academy is a Christian school and holds faculty, staff, and students to a biblically-based code of conduct. We celebrate new life when students respond to the Holy Spirit and enter into restored relationship with the Father through the sacrificial work of Jesus on the cross. We believe that spiritual redemption will bear fruit in the life of a Christian as an outward reflection of heart change. We are thankful for the unchanging love and unending grace that the Father extends, and we uphold this code of conduct based on these pillars.

### Student Honor Code:

1. Students will apply themselves wholeheartedly to their academic studies and to do their very best work on all classroom assignments, projects, homework, quizzes and tests, and any other scholarly applications (Colossians 3:23).
2. Students will respectfully submit themselves to the authority, counsel, and discipline of



the staff, teachers, and administrators at River City Believers Academy (Ephesians 4:22-24).

3. Students will apply God's principles of love, care, and concern for fellow students and teachers. Students will not intentionally harass, bully, intimidate, hurt the feelings of, or physically harm fellow students (1 Corinthians 13:4-8).
4. Students will care for their bodies as temples of the Holy Spirit. Students will refrain from the use of any type of tobacco, alcohol, or illegal drugs and other habits that may cause harm to their bodies or their minds (1 Corinthians 6:19-20).
5. Students will honor God with their bodies by pursuing sexual purity and will uphold biblical standards that protect spirit, soul, and body by abstaining from immoral sexual activity and inappropriate relationships (1 Corinthians 6:12-18).
6. Students will refrain from involvement in any type of illegal activity or behavior at school or away from school (2 Corinthians 6:16).
7. Student agree 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](http://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 scheduling an Academic Assessment.
4. All families must acknowledge, in writing, 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 a determination letter regarding the status of the student's enrollment and will interview with the Principal.
7. 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.

8. If the student is offered admission, in order to secure enrollment, the family will be required to:
  - a. Pay the non refundable **Enrollment Fee** online through their newly created FACTS account
  - b. Meet with Administration if the student is an incoming 8<sup>th</sup> through 12<sup>th</sup> 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 January. 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 Accountant 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. Suspend parent's online access to Parent's Web

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 or by logging into 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.

### 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 fundraiser 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

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.

All outerwear must be purchased from Tommy Hilfiger and must be properly logo’d. 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 Provider

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 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-5<sup>th</sup> will wear PE uniforms the entire day of 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-5<sup>th</sup> will wear PE uniforms the entire day of PE.

6<sup>th</sup> – 12<sup>th</sup> 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/ Bermuda shorts 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 jumper.

Skirts and jumpers must reach the top of the knee.

### 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. Absolutely no low riding pants. A Tommy Hilfiger navy monogrammed polo must be worn with all uniforms.

Tommy Hilfiger Khaki shorts are optional. All shorts must be within 1” of the top of the knee. Shorts are to be



|   |   |
|---|---|
| <p>Tommy Hilfiger dress code plaid is worn every day of the week except for designated PE days and Spirit Dress days.</p> <p><b>Girls 6th-12th</b></p> <p>Tommy Hilfiger plaid skirts/skorts/Bermuda shorts must be worn with navy or white monogrammed polo.</p> <p>Skirts must be worn with solid navy cable knit knee socks, navy leggings, navy tights or any <i>no show</i> sock.</p> <p>Tommy Hilfiger khaki pants can be worn.</p> <p>All optional Tommy Hilfiger Uniform outerwear must include the RCBA logo/monogram. See Tommy Hilfiger website for options.</p> | <p>modestly loose fitting but not extra baggy.</p> <p>All optional Tommy Hilfiger Uniform outerwear must include the RCBA logo/monogram.</p> <p><b>Boys Belt 6-12</b></p> <p>A brown belt is required on all pants and shorts that have belt loops and must be worn in the belt loops.</p> <p>Students are not permitted to wear belts on dress code pants or shorts that do not have belt loops.</p> |
|---|---|

## 4.5 Uniform Shoes and Socks

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

## 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, RCBA Athletic shirt or any Christian 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 not 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 failing any classes. 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

Students receive a free dress pass to use one day during their birthday month. Students with a summer birthday receive a free dress pass around the time of their *half birthday*.

## 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 hair 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 to include henna art.
- No hats indoors. 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 ponytails.
- No earrings, ear spacers or gauges are allowed.
- No hats indoors. Knit type hats may be worn during cold weather but must be removed when students enter the building.
- No boots (except for spirit days).
- 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 you 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 foundation in any student's academic development. This is the time when a life-long love of learning begins 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. A weekly Chapel service is part of the RCBA curriculum for all students.

## 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 email. 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:

| <b>Kindergarten – 1<sup>st</sup> grade</b> |                   | <b>2<sup>nd</sup> – 5<sup>th</sup> grades</b> |             |
|--|-------------------|---|-------------|
| E  | Excellent         | A   | 90-100      |
| S  | Satisfactory      | B   | 89-80       |
| N  | Needs Improvement | C   | 79-70       |
| U  | Unsatisfactory    | F   | 69 or below |
| I  | Incomplete        | I   | Incomplete  |

*(I = Incomplete. No grade can be given due to number of days missed)*

## Elementary School Promotion Policy

River City Believers Academy continually strives to promote high educational standards for 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 builds the discipline of academic rigor while reinforcing subject content.

## 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 <sup>th</sup> Grade                    | 7 <sup>th</sup> Grade                    | 8 <sup>th</sup> Grade                     |
|--|--|---|
| New Testament or<br>Old Testament Survey | New Testament or<br>Old Testament Survey | Church History                            |
| 6 <sup>th</sup> Grade Math               | 7 <sup>th</sup> Grade Math               | Pre-Algebra/Algebra I                     |
| English 6                                | English 7                                | English 8                                 |
| World Geography                          | Texas History                            | American History                          |
| Life Science or<br>Earth Science         | Life Science or<br>Earth Science         | 8 <sup>th</sup> Grade Science             |
| Elective                                 | Elective                                 | Elective                                  |
| <b>Electives:</b><br>Band, Art           | <b>Electives:</b><br>Band, Art           | <b>Electives:</b><br>Band, Art, Spanish 1 |

\*We also offer a variety of sports opportunities at the Middle School level, if enough students show interest. Options may include: Basketball, Cross Country, Track and Tennis. Other electives may also be offered when available.

## 5.3 High School Curriculum

At the high school level, students begin to take ownership of their 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, 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 under either the Foundation High School Program or the Distinguished Level of Achievement:

| Course                | Foundation  | Distinguished |
|-----------------------|-------------|---------------|
| <b>BIBLE</b>          | 4 credits   | 4 credits     |
| <b>ENGLISH</b>        | 4 credits   | 4 credits     |
| <b>MATH</b>           | 3 credits   | 4 credits     |
| <b>SCIENCE</b>        | 3 credits   | 4 credits     |
| <b>SOCIAL STUDIES</b> | 3 credits   | 4 credits     |
| <b>LANGUAGE</b>       | 2 credits   | 2 credits     |
| <b>PE</b>             | 1 credit    | 1 credit      |
| <b>FINE ARTS</b>      | 1 credit    | 1 credit      |
| <b>ELECTIVE</b>       | 1 credits   | 2 credits     |
| <b>SPEECH</b>         | Proficiency | Proficiency   |
| <b>ENDORSEMENTS</b>   |             | Required      |
| <b>Total</b>          | <b>22.0</b> | <b>26.0</b>   |

## 5.5 Course Options

|                | Foundation  | Distinguished  |
|----------------|---|--|
| <b>BIBLE</b>   | Bible 9,10,11,12  | Bible 9,10,11,12   |
| <b>ENGLISH</b> | English 9,10,11,12  | English 9,10,11,12   |
| <b>MATH</b>    | 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 prerequisite |
| <b>SCIENCE</b> | Three credits must consist of Biology and Integrated Physics and Chemistry or an advanced science course plus an advanced science course. | Four credits are required. The four credits must include Biology, Chemistry and/or Physics.                              |

|                       |   |   |
|-----------------------|---|---|
| <b>SOCIAL STUDIES</b> | **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. |
| <b>LANGUAGE</b>       | Two credits in the same language are required.  | Two credits of the same language are required.  |
| <b>PE</b>             | 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.                           |
| <b>FINE ARTS</b>      | 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.  |
| <b>ELECTIVE</b>       | 1 additional credit required.   | 2 additional credits are required.  |

## 5.6 Diploma Plans

### \* Distinguished Level of Achievement Program

River City Believers Academy offers the Distinguished Level of Achievement Program. In order to graduate under this program, students must take one additional year of mathematics, science, and social studies. In addition, they must earn at least one endorsement. Students earn an endorsement by completing the curriculum requirements for the endorsement, including 4th credit in math and science and 2 additional elective credits. RCBA offers the following endorsements: Arts and Humanities, Multidisciplinary Studies.

Arts and Humanities (one of the following): 2 levels in two languages other than English; 4 levels in the same language other than English; courses from one or two areas (music, theater, art, dance) in fine arts; English electives not included in Business and Industry Endorsement; Social Studies; American Sign Language.

Multidisciplinary Studies (one of the following): 4 advanced courses from other endorsement areas; 4 credits in each foundation subject area, including English IV and Chemistry and/or Physics; 4 credits in Advanced Placement, International Baccalaureate, or dual credit selected from English, mathematics, science, social studies, economics, language other than English, or fine arts.

### \* Foundations 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. 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 email. 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    79-70 = C    69 below = F    Incomplete = I**

## 5.9 Add/Drop Policy

Students may request changes to their schedules, with parental permission, up until the 5th class day of the first nine weeks during semester one.

## 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 may be required 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, Dance, Theatre, Worship Team, and Art.

## 5.13 Dual Credit

Dual Credit courses may be taken through the Alamo Community College District (ACCD), specifically San Antonio College, online at RCBA. Dual Credit is offered to qualifying Juniors and Seniors at RCBA. All students who are interested in taking courses for dual credit must pass a pre-assessment as mandated by the 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.

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 Honor Roll

Students in middle and high school have the opportunity to be recognized each quarter as achieving honor roll. 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:

|                   |   |
|-------------------|---|
| <b>Merit Roll</b> | achieve a grade 80 and above in all courses attempted during the quarter.       |
| <b>Honor Roll</b> | achieve a grade between 90 and 100 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. 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.

## 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 10<sup>th</sup> and 11<sup>th</sup> 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 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 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.

## 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

### **Service Hours that will not count:**

- 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. The final authority to determine the legitimacy of an absence rests with the school administration.

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.

Students who arrive to class more than 10 minutes after the scheduled start time will be considered absent.

## 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
- School events and extracurricular events (example: school field trips, the fall retreat, sports events, or other school-sponsored events)
- College Visitation Days
- Court Appearances

With excused absences, 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 parents' responsibility to notify the school before 8am 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 that are not considered excused will be unexcused.

Students who receive an unexcused absence must complete all the coursework and homework missed. Full credit will be given.

# 10. Tardy Policy

The school day begins promptly at 8:00 a.m. and ends at 3:10 p.m. Students who arrive between 7:30 a.m. and 7:55 a.m. must stay in the auditorium until the start of school. Teachers will be on duty beginning at 7:30 a.m. Attendance for secondary



students will be taken in assembly at 8:00 a.m.

Elementary Students arriving at school after 10:00 a.m. will be marked absent for that day.

## 10.1 Morning Tardies

Sometimes tardiness is unavoidable but every effort should be made to arrive at school on time. Weather, traffic, and other external forces may lead to morning delays. Students will be granted two *free* tardies each quarter. Thereafter, the student must serve a detention for each unexcused tardy.

Parents should contact the school office by phone (210-656-2999) or email ([office@RCBAonline.com](mailto:office@RCBAonline.com)) by 8:00a.m. if a student will be absent that day.

## 10.2 Class Tardies

Students who arrive at school after assembly or late to one of their classes, will be considered tardy. The following procedures for tardies will be followed:

- 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.
- All work must be made up for excused and unexcused tardies and will follow the attendance policy rules for make-up work.

## 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 (Judson ISD) 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, lunch boxes, 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 an 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 3<sup>rd</sup> – 12<sup>th</sup> grade; however, due to safety concerns, students below 3<sup>rd</sup> 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 (copying the work of other students)
- Consistently disrupting the learning environment for other students
- Lying to a faculty or staff member

- Behavior that is deemed to be disrespectful
- Misconduct that continues after being repeatedly warned

## 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 with penalty. 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

Parent partnership is instrumental in the success of an RCBA experience. We are an extended family and value our time together as we partner in prayer, service and the common good of our school community. We have many opportunities for parents, grandparents, extended family, and friends to be involved in student life at RCBA and to volunteer time, talents, and resources.

### 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](http://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 username 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 on campus or at any school-sponsored events. Doing so will result in disciplinary actions.

## 14.6 School Insurance

RCBA has accident insurance that covers accidents on school property, on school-sponsored travel 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.

## 14.7 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.

## 14.8 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 his/her 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.

## 14.9 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.

## 14.10 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.

## 14.11 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.

## 14.12 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.

## 14.13 Cell Phone and Technology

Cell phones will be turned in to each teacher at the beginning of class and turned off and returned to student's backpack at the end of class. Phones may be used in class

for educational/research purposes with teacher permission.

## 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 the student 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 parent 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 3<sup>rd</sup> 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 emails 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.

## **14.14 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.

## **14.15 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 barcode 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.

## **14.16 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.

## **14.17 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.

## 14.18 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.

## 14.19 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.

## 14.20 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.

# Addendum

## Admissions Policy

According to policies and mission statement, River City Believers Academy is a school designed to partner with Christian families in the education of children. Our admission standards require that at least one parent profess Jesus as their Lord and Savior. However, we acknowledge that some professing Christians choose to live apart from God's will by adopting a lifestyle that is contrary to biblical standards. At the same time, we seek to provide clarity regarding RCBA's beliefs and teachings regarding gender identity, marriage, and sexuality. Therefore, all parents must support the school's position regarding gender assignment, identity, and expression, and all students must abide by the school's code of conduct as it relates to appropriate sexual expression and behavior. The school will explicitly teach these truths honestly, prayerfully, sensitively, respectfully, contextually, age-appropriately, and with the conviction that we all sin and are in need of God's grace.

## Gender Assignment, Identity, and Expression

It is God who assigns our fundamental human identity and gender. We believe that all humans, male and female, reflect the image of God. A person's gender is sacred and has a divine purpose. We also affirm that God loves all people, including those who struggle with their gender assignment, identity, and expression. Therefore, we are to love all people, regardless of their struggles. The Bible describes human gender in binary terms. Genesis 1:27 provides the definitive statement: "So God created man in his own image, in the image of God he created him; male and female he created them." Regardless of one's anatomical parts or feelings about them, all humans have the same responsibility for stewarding physical attributes and abilities. Our bodies are God's dwelling place. In the context of discussing sexual identity and behavior, the Apostle Paul wrote, "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies" (1 Corinthians 6:19-20). Therefore, River City Believers Academy will uphold the biblical view of gender and will adhere to its position on gender issues in its teachings, curriculum, and treatment of students.

## Marriage

Marriage is a covenantal relationship created and entered into by God and a man and a woman. We believe that God's perfect design for "marriage," as revealed in the creation order, has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture (Genesis 2:18-25). Furthermore, we believe that God's Word makes use of the marriage relationship as the supreme

metaphor for his relationship with his covenant people and for revealing the truth that that relationship is of one God with one people. Examples of “marriage” as a metaphor of God’s relationship with his covenant people: Jeremiah 2:2, 31:31-33; Ezekiel 16:8; Hosea 2:16, 19-20; Matthew 9:15, 25:1-13; 2 Corinthians 11:2; Ephesians 5:25-33; Revelation 19:7-9, 21:1-3, 9

## Sexuality

We believe that sex is a gift from God that is to be enjoyed with fidelity in the covenant of marriage between one man and one woman. We believe that we are called to chastity in singleness. We believe that sexual relations outside of the covenant of marriage are contrary to the will of God. We believe that the Bible is the final authority regarding sexual behavior. Examples of sexual behavior forbidden by Scripture may be found in the following passages: Exodus 20:14; 1 Corinthians 6:9-20; Hebrews 13:4; Leviticus 18:22, 20:13; Romans 1:26-27

## Non-Harassment Policy

We believe that all people are created in the image of God and, as such, have profound value (Genesis 1:27). Hateful or harassing behavior towards anyone who differs from us is wrong because it does not recognize another person’s God-given worth and is an assault on a fellow image-bearer. River City Believers Academy is committed to maintaining an environment in which all individuals (staff, students, and parents) treat each other with dignity and respect, which includes freedom from all forms of intimidation, exploitation, harassment, including sexual harassment, and bullying via electronic or any other form of communication.



Parent-Student

## HANDBOOK

Elementary School – Middle School – High School

### Certification of Acceptance

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:

1. 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.
2. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_