

Parent-Student HANDBOOK

Preschool



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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 accountability, integrity and excellence.

Table of Contents

Section	Page
1. Welcome	
1.1 Mission Statement	5
1.2 Core Values	5
1.3 Statement of Faith	6
1.4 Statement on Marriage, Gender, and Sexuality	7
1.5 Educational Philosophy	8
1.6 Non-Discriminatory Policy	8
1.7 Non-Harassment Policy	9
1.8 State Licensing Parent Information	9
2. Admissions Policy	
2.1 Application and Enrollment Process	11
2.2 Re-enrollment Process	12
3. Financial Policies	
3.1 Tuition Payment	13
3.2 Terms of Payment	13
3.3 Past Due Accounts	14
3.4 Financial Checkpoints	14
3.5 Tuition Discounts	14
3.6 Referral Credit	15
3.7 Financial Assistance	15
3.8 Withdrawal Procedures	16
4. Dress Code	
4.1 Clothing	17
4.2 Shoes	17
5. Academics and Grading	
5.1 Grading Policy	18
5.2 Promotion Policy	18
6. Attendance	
6.1 Texas Compulsory Attendance Law	19
6.2 Excused Absences	19
6.3 Unexcused Absences	20
6.4 Morning Tardy	20
6.5 Late Arrivals and Early Releases	20
7. Health Services	
7.1 Illness	21
7.2 Immunizations	21
7.3 Medications	21
7.4 Health Screenings	22

7.5 Head Lice Policy	22
7.6 Nutrition	22
8. Discipline	
8.1 Biblical Approach	23
8.2 Corporal Punishment	23
8.3 Discipline Action Plan	23
8.4 Aggressive Behavior Policy	24
8.5 Bullying	24
9. Parent Information	
9.1 Parents as Partners	28
9.2 Volunteer Hours	28
9.3 Parent/Teacher Communication	28
9.4 ParentsWeb	29
9.5 Fundraising	29
10. General Information	
10.1 Emergency Notifications	30
10.2 Inclement Weather	30
10.3 Search & Seizure	30
10.4 Unauthorized Items	30
10.5 School Insurance	30
10.6 Campus Hours	30
10.7 Campus Visitors	31
10.8 Change in Contact Information	31
10.9 School Equipment and Textbooks	31
10.10 Printed Material	31
10.11 Toys and Other Personal Items	31
10.12 Lost and Found	32
10.13 Birthdays and Holiday Parties	32
10.14 Rest Time	32
10.15 Snacks and Water Bottles	32
10.16 Toileting	32
Certificate of Acceptance	34

Welcome to 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 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 partner with parents to prepare students for real life as passionate followers of Jesus Christ.

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.

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

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 our Statement of Faith.

- We believe that there is one God, a loving Creator eternally existing in three Persons: Father, Son, and Holy Spirit. (*Deuteronomy 6:4; Isaiah 45:22; Matthew 28:19; II Corinthians 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 in glory. (*I Corinthians 8:6; Colossians 1:15-20; John 1:1-4; Romans 3:21-26; I Corinthians 15:20-28; Hebrews 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. (*Isaiah 59:2; Acts 3:19; Romans 5:1; Romans 8:15; II Peter 1:4*)
- We believe the Bible to be the inspired, and the only infallible, authoritative Word of God. (*II Timothy 3:14; II Peter 3:16; John 14:26; John 10:35; II Peter 1:20-21*)
- We believe for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (*John 3:5-8; Titus 3:5; II Corinthians 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 Timothy 1:14; Galatians 5:22-23*)
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation. (*I Thessalonians 4:17; Revelation 14-11; Acts 24:15; II Corinthians 5:20; I Corinthians 15:21*)
- We believe in the spiritual unity of believers in Christ. (*Philippians 1:27, 2:2; Acts 4:32; Ephesians 4:3; Romans 15:6*)

1.4 Statement on Marriage, Gender, and Sexuality

RCBA supports a biblical view of marriage, gender, and sexuality. All board members, faculty, and staff affirm the following statements. 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." 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)

Marriage

We believe that God created marriage to be exclusively the union of one man and one woman, and that sexual activity is to occur exclusively within that union. *Gen 2:18-25; Eph 5:21-23; 1 Cor 7:2*

Gender

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. *Gen 1:26-27; 1 Cor 6:19-20;*

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: *Exo 20:14; 1 Cor 6:9-20; Heb 13:4; Lev 18:22, 20:13; Rom 1:26-27*

River City Believers Academy will uphold the biblical view of marriage, gender, and sexuality and will adhere to its positions on these issues in its teachings, curriculum, and treatment of students.

1.5 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 Jesus Christ.

1.6 Non-Discrimination 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.

1.7 Non-Harassment Policy

Jesus tells us that the greatest commandments are to love God and to love others (Matthew 22:36-40; Mark 12:29-31; Luke 10:25-28). Jesus also reminds us that people will know we are His disciples by our love for one another (John 13:34-35). Our goal is to challenge students to love. There is no room for harassment, bullying, or similar actions at River City Believers Academy, but rather devotion to love each other. This compels us to protect and support victims, strongly discipline abuse of power, and help all staff, students and parents be a part of creating an atmosphere of care which is free from intimidation.

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 directly or via electronic or any other form of communication.

1.8 State Licensing Parent Information

Parent Visitation

Parents are welcome to visit our center at any time during our hours of operation which are 7:30 a.m. until 3:15 p.m. daily. Parents must sign in through the RCBA school office and obtain a visitor badge prior to visiting a classroom.

Parent Review of State Minimum Standards

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

Local Licensing Office Contact Information

Texas Department of Family Protective Services
210-337-3399
3635 South East Military, San Antonio TX 78233
www.txchildcaresearch.org

Report Abuse, Neglect or Exploitation

1-800-242-5400

www.txabusehotline.org/Login/Default.aspx

RCBA Response to Child Abuse and Neglect and Prevention

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

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

Health Check Procedures

RCBA PreK will conduct daily health checks to assess general physical well-being of children in our care daily. Temperatures will be assessed if deemed necessary.

Evacuation Plan

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

Gang-Free Zone

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

Breast Feeding Location

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

2. 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.

2.1 Application and Enrollment Process

1. Tour the campus for questions and answers.
2. Complete the online application at our website www.rcbaonline.com and submit the nonrefundable Application Fee online.
3. Submit required forms such as transcripts and report cards, references, birth certificate, and health records.
4. All families must acknowledge, in writing, our statement of faith and be supportive of our mission statement, policies, and procedures. At least one parent must profess Jesus as their Lord and Savior.
5. After review of your online application, students will be scheduled for Academic Assessments.
6. Following the results of the Academic Assessment, families will be scheduled for an 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 a student if we feel our school is not a good fit for him/her.
8. If the student is offered admission, parents will receive an email from the RCBA Admissions Office. In order to secure enrollment, the family will be required to:
 - a. Complete the Online Enrollment Packet and pay the non-refundable Enrollment Fee online through their newly created FACTS account.
 - b. Confirm that all required paperwork has been submitted.

- c. Meet with Administration if the student is an incoming 8th through 12th grader to determine the student's schedule and graduation requirements.

2.2 Re-enrollment Process for Current Students

Current students are automatically placed in the continuous re-enrollment program.

Re-enrollment Criteria

- Tuition, fees, and other account balances must be current before re-enrollment.
- Students must be in good academic standing.
- Students must have demonstrated a cooperative attitude toward their school work, the faculty and staff, the rules and policies, and toward their peers.

Re-enrollment Steps

- 1.** All students meeting re-enrollment criteria will be automatically enrolled for the following school year, March 1st.
- 2.** Notification for billing of students' Enrollment Fee will be sent the first week of March and billed April 1st for the upcoming school year.
- 3.** Families who have more than one student enrolled will automatically have all students' enrollment fees spread through the remaining current school year's billing cycles. Example: student 1 billed April, student 2 billed May, student 3 billed June.
- 4.** Fees will be billed through families' FACTS accounts beginning in April. Tuition will be billed in July or according to families' chosen payment plans.
- 5.** To avoid unnecessary billings, families with current students who will not return for the upcoming school year need to notify the office in writing by March 20th.

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 or bi-monthly payment options to be drafted on the specific date of their 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 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.

Tuition payments made directly to RCBA via credit card will incur a 2.5% processing fee.

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 elementary students registering after the first day of school will be prorated over the number of school months they will be in attendance. Tuition for secondary students will be prorated based on grading periods. Should unforeseen circumstances arise, families are expected to promptly make suitable alternative arrangements with the school accountant or principal to remain faithful to them.

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.

3.3 Past Due Accounts

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

3.4 Financial Checkpoints

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

- a. Begin class the first day of school
- b. Resume class after Christmas break
- c. Take semester and final exams
- d. Receive report cards
- e. Re-enroll for the upcoming year
- f. Participate in graduation/advancement activities

Parent's online access to Parent's Web may, also, be suspended.

RCBA reserves the right not to admit students to class whose accounts are 30 or more days late. Returned payments will incur a \$30 fee, charged by FACTS. FACTS will notify you immediately if a payment is returned. Past due accounts will receive a statement from the Accounting Office.

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 Office Staff using the church's membership roster.

Military and First Responders Family Discount

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

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.

River City Community Church Staff Discount

A 40% discount is given to full-time RCCC Staff. Staff discounts are verified by the Church Accountant.

**In some cases, one discount will be greater than a discount received for another reason (ex. RCCC membership). In this case, families will receive the greater of the two discounts, but not both.

3.6 Referral Credit

Any currently registered family, whose referral results in the enrollment of a new student, will receive a \$100 tuition 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 Director. If Financial Aid is available, you will be given a link to the Financial Assistance Application through FACTS. 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 do not maintain a passing average.
- 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. Students receiving financial assistance will be expected to participate fully in all fundraising activities. Also, service hour requirements for families receiving financial assistance will increase to 20 hours per semester or 40 hours per year. (see 13.2)
- E. For financial assistance to be applied, a signed Financial Aid Award Letter 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 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.

4. Dress Code

4.1 Clothing

RCBA believes in hands-on learning through play. All students should attend school in comfortable play clothes. All students are required to bring an extra change of clothing in case of accidents. This should include socks and underwear. Parents should send the extra clothes in a clear zip top bag labeled with the child's name.

Girls

Girls may wear dresses, skirts, pants, or modest shorts with appropriate tops long enough to cover the midriff. Shorts should be worn under dresses and skirts for play activities.

Boys

Boys may wear pants or modest shorts with appropriate tops.

4.2 Shoes

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

5. Academics and Grading Policies

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

RCBA Preschool students will experience:

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

5.1 Grading Policy

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

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

5.2 Promotion Policy

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

6. Attendance Policies

6.1 Texas Compulsory Attendance Law

RCBA students are subject to all laws outlined by the state of Texas regarding 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 until proper written notification is given to the office. The state allows excused absences for medical appointments, college visits (two per year), TAPPS academic or athletic events, ACSI activities, and 4-H events and will not count these 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 five 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 15 minutes after the scheduled start time will be considered absent from that class.

6.2 Excused Absences

The following reasons are considered **excused** by RCBA 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
- College Visitation Days
- Court Appearances

Students with excused absences 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 student's responsibility to check with all teachers for missed assignments.

Parents are asked to notify the school before 8:00am whenever a student is absent.

If parents do not notify the school office through email, phone message, or note, the student's absence will be considered unexcused.

6.3 Unexcused Absences

Absences without notice from parents will be considered unexcused. Students will be required to make up all work missed during these absences. Missed tests and assignments will not receive full credit because of unexcused absences. Ten percentage points will be deducted for each day an assignment is late. No credit will be given for assignments more than one week late.

6.4 Morning Tardy Policy

The school day begins at 8:00am with Assembly. Students are expected to arrive at school in time to be seated and ready when Assembly begins. Weather, traffic, and other extenuating factors may lead to morning delays, but every effort should be made to arrive at school on time. Repeated unexcused tardiness will result in morning detention.

Parents should contact the school office by phone or email by 8:00am if a student will be tardy.

6.5 Late Arrival or Early Release

Students who arrive after the start of the school day must be signed in through the office by their parents. Students who leave before the end of the school day must be signed out through the office by their parents.

7. Health Services

7.1 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.

7.2 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 a notarized 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.

7.3 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.

7.4 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 (for diabetes) and scoliosis screenings will be performed on all new students and students in those grade levels mandated by state law.

7.5 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.

7.6 Nutritional Guidelines

RCBA strives to provide a nutritionally balanced meals to all 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>

8. Discipline

8.1 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.

8.2 Corporal Punishment

The Administration of RCBA does not use corporal punishment.

8.3 Discipline Action Plan

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

- **Time Out:** Time outs will be used when necessary to remove a child from a situation. The duration of the time out will be one minute per year of age.
- **Office visit to the Preschool Director or Principal:** A student's behavior that is not responsive to time out may be taken to the Preschool Director/Principal. If a student is taken to the Preschool Director two times within one day, a parent will be contacted to speak with the child. If a student is taken to the Preschool Director a

third time within one day, a parent will be contacted to pick up the student immediately. RCBA reserves the right to call a parent at any time for student removal from the school.

8.4 Aggressive Behavior Policy

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

- **1st Incident**-Written notification will be given to the parents at the end of the day.
- **2nd Incident**-Parents will be called, and written notification will be given at the end of the day.
- **3rd Incident**-Parents will be called, and written notification will be given at the end of the day. Parents, teacher, and Preschool Director will meet to discuss a behavior plan.
*If a student continues to behave aggressively after this meeting, additional intervention may be necessary. In some cases, a student could be asked to leave school.

8.5 Bullying

We do not tolerate bullying in our school community.
(see Non-Harassment Policy, section 1.7)

Texas Education Association Definitions

Bullying

As defined in Texas Education Code § 37.0832(a)-(b), Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Subsection (a)(1), and that:

- 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- 2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- 4) infringes on the rights of the victim at school and includes cyberbullying.

Cyberbullying

As defined in Texas Education Code § 37.0832 (B)(2), Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool. This applies to:

- 1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- 2) bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- 3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - (a) interferes with a student's educational opportunities, or
 - (b) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Harassment

As defined in Texas Education Code § 37.001(b)(2), Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Retaliation

Any form of intimidation, reprisal, or harassment directed against a student or individual who reports bullying, provide information during an investigation of bullying, or witnesses and/or has reliable information about bullying that has occurred.

Examples of Bullying

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings; and/or
- Threats of harm to student(s), possessions, or others.

Bullying Policy

- Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school, or (b) by an electronic act that results in the substantial disruption or the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.
- Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the administration as soon as possible, and never later than twenty-four hours after the incident; while later reports are welcome, follow up and discipline are hampered by longer time periods. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information. Intentional false reports intended to harm will be treated as a major offense for discipline.

- The administration will be responsible to follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the administration will require a meeting between the principal, alleged victim and family, and the alleged bully and family within twenty-four hours, with the goal of using partnership to change behavior and encourage reconciliation.
- The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion. Other compensation or consequences may also be applied.

9. Parent Information

9.1 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.

9.2 Volunteer Hours

Each RCBA family is asked to commit to serving at least 15 volunteer hours each semester to support the school. These hours can come from helping in the classrooms, volunteering in the office, chaperoning field trips, assisting with fundraisers, or a host of other opportunities. Volunteers are vital to the efficient functioning of our school.

Parents have access to post and track their service hours through the Parents Web page on RenWeb.

We recognize that extenuating circumstances and busy schedules may prevent some families from participating in service hours. Families who are unable to complete their service hours may opt to make a financial donation to RCBA in lieu of service. A charge of \$10.00 per hour or \$150.00 per semester will be added to the family's FACTS account to help facilitate these donations.

9.3 Parent/Teacher Communication

Communication with the classroom teacher is vital to the educational mission. We value open dialogue to support healthy partnership. Our teachers primarily communicate with parents through RenWeb, emails, and phone calls. Please feel free to reach out through these avenues to address any questions or concerns, to gain clarity in a matter, or simply to offer support and encouragement to your student's teachers.

Our teachers love their students and families. Please, keep this in mind in case of any misunderstanding or conflict. *Always assume positive intent* is a good rule of thumb as we follow the Matthew 18 model of conflict resolution.

Matthew 18 Model. When conflicts arise, go first to the person directly involved. As Christians, we are called to address offenses and to forgive. If the conflict is in the classroom, first address it with the classroom teacher. Humility and grace are important attributes in

conflict resolution. The goal is to resolve the conflict and to restore damaged relationships. If the conflict remains unresolved, the next step is to bring in the principal. With the goal of restoration, this biblical model avoids gossip, protects students, and demonstrates Christian love and grace.

9.4 ParentsWeb

ParentsWeb 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. Families will keep the same login information each school year.

9.5 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.

10. General Information

10.1 Emergency Notifications

Emergency notifications to parents will be through text messaging and emails via the Parent Alert system.

10.2 Inclement Weather

RCBA will generally align itself with local public schools (Judson ISD) regarding school-related delays and closings. Parents will also receive a text and email notification via Parent Alert system. Information and updates will also be posted to Facebook.

10.3 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.

10.4 Unauthorized Items

Any items that are considered a disruption during class or that may be deemed dangerous by the school administration will be confiscated by RCBA staff and may be retrieved from the school office by the parent at the end of the day. Appropriate warnings and consequences will be administered.

10.5 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.

10.6 Campus Hours

The PreK is open each day from 7:30am until 3:15pm. All students arriving at 7:30am or later must be dropped off at the appropriate area designated by the preschool teachers. This location may change from time to time based on weather conditions and daily activities.

RCBA offers both half-day and full-day PreK programs. Pick-up time for half-day students is 12:00pm. Pick-up time for full-day is 3:15pm. Preschool students that have not been picked

up by 3:30 will remain in After School Care (ASC) until a parent or guardian arrives. A daily ASC fee will be added to the student's FACTS account.

10.7 Campus Visitors

All visitors, including parents, must sign in at the school office before visiting the campus or the classrooms. A visitor badge must be worn at all times. Exceptions will be made during special school activities and events.

10.8 Change of Contact Information

If you move or change contact information, please inform the school office as soon as possible so that the information is current in the school records.

10.9 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.

10.10 Printed Material

The use of the RCBA logo and/or school name on any printed material such as t-shirts, bumper stickers, banners, or decals is strictly prohibited without prior permission from the school administration.

10.11 Toys and Other Personal Items

Students are not permitted to bring toys or other personal items 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.

10.12 Lost and Found

Lost and Found is in the school office. Clothing, books and personal articles found in school buildings or on school grounds will be collected and placed in the office. The school will not be responsible for lost items.

10.13 Birthdays and Holiday Parties

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

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

10.14 Rest Time

After lunch, children will have rest time. Each child will need to bring a tri-fold rest mat and a small blanket, no pillows please. Blankets will stay at school for the week and will only be sent home on Fridays to be washed over the weekend. Children can bring one special item for rest time. This will also stay at school for the week. Please do not send items that children have to have in order to sleep at home.

After other children are asleep, those children who do not sleep will be allowed to quietly entertain themselves with a book.

10.15 Snacks and Water Bottles

Students are given a snack-time in the morning and in the afternoon. We ask parents to donate healthy snack items throughout the year. By providing the same snack for all students, we prevent snack envy. Children eat better and are happier.

All students should bring a small, non-spill water bottle to school daily.

10.16 Toileting

Students who attend RCBA PreK programs are required to be toilet trained and able to take care of all cleaning needs. Staff will routinely stop activities for scheduled toileting. Students will be asked if they need to use the toilet if they are showing signs of the need or if parents communicate the need to remind the student of periodic bathroom breaks. Our goal is to

work with parents to successfully transition to our Preschool. We understand that on occasion children at this age may have accidents, and these incidents can be handled most efficiently if parents send an extra-change of clothes to school with their child. Staff will notify parents if a toileting issue arises. Should toileting issues persist beyond a reasonable level, RCBA administration will contact parents to discuss alternatives for care.



Parent-Student
HANDBOOK
Preschool

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 Administration 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: _____