



## Parent-Student

# HANDBOOK

Elementary School

Middle School

High School



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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.

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# 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><b>Grace and Truth</b></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><b>Relationship, Discipleship, and Partnership</b></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><b>Learning and Growing</b></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><b>Excellence, Integrity, and Calling</b></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; 1Cor 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; Rom1:26-27*

**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 Philosophy of Christian Education

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 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 pursue a deeper personal relationship with Jesus Christ and will commit to reflect this relationship through their character. (2 Timothy 2:15; 1 Timothy 4:12-16)
2. Students will apply themselves wholeheartedly to their academic studies and will do their very best work on all classroom assignments, projects, homework, quizzes and tests, and any other scholarly applications (Colossians 3:23).
3. Students will conduct their school work with integrity and honor and will not copy, cheat, or plagiarize the work of others. (Exodus 20:15-16)
4. 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).
5. Students will apply God's principles of love, care, and concern for fellow students and teachers. Students will not intentionally harass, bully, intimidate, or harm (physically or emotionally) fellow students (1 Corinthians 13:4-8).
6. 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).
7. 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).
8. Students will refrain from involvement in any type of illegal activity or behavior at school or away from school (2 Corinthians 6:16).

9. Students agree to support all RCBA policy and procedures as set forth in the Parent-Student Handbook including the Student Honor Code and dress code (Titus 3:1-2).

## 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](http://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 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

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 20<sup>th</sup>.

## 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.

## 3.9 International Students

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. International students are subject to the same admissions policies and procedures as all other students with the addition of required SEVIS documentation.

## 4. Dress Code

### 4.1 Uniform Policies

Modesty, safety, appropriateness and good taste should characterize the clothing for students at RCBA. A dress code and appropriate grooming are reinforced as a “life skills.”

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, unless approved by the school administration. Tommy Hilfiger Uniforms offer many sales throughout the year. Uniform shoes can be purchased anywhere, but must stay within uniform standards.

### 4.3 PE Uniforms

GIRLS	BOYS
<p><b>Required PE Uniforms must be purchased from Tommy Hilfiger</b></p> <p>RCBA short-sleeved t-shirt</p> <p>RCBA athletic shorts or sweatpants</p> <p>Any brand of non-skid athletic shoes is allowed for PE or athletics</p> <p><b>K-5<sup>th</sup> grade will wear PE uniforms the entire school day on PE days.</b></p> <p><b>6<sup>th</sup>-12<sup>th</sup> grades will dress out for PE.</b></p>	<p><b>Required PE Uniforms must be purchased from Tommy Hilfiger</b></p> <p>RCBA short-sleeved t-shirt</p> <p>RCBA athletic shorts or sweatpants</p> <p>Any brand of non-skid athletic shoes is allowed for PE or athletics</p> <p><b>K-5<sup>th</sup> grade will wear PE uniforms the entire school day on PE days.</b></p> <p><b>6<sup>th</sup>-12<sup>th</sup> grades will dress out for PE.</b></p>

## 4.4 Daily Uniforms

GIRLS	BOYS
<p><b>Girls K-5<sup>th</sup></b></p> <p>Tommy Hilfiger plaid skirts or skorts may be worn with a navy or white polo with RCBA logo (modesty shorts must be worn under skirts)</p> <p>Khaki shorts or pants may be worn with a navy or white polo with RCBA logo</p> <p>Tommy Hilfiger plaid jumper may be worn with navy or white polo (modesty shorts must be worn under jumper)</p> <p>For cooler weather, outer wear may be purchased from Tommy Hilfiger with RCBA logo or students may wear solid navy sweaters, sweatshirts, or fleece jackets</p> <p>Appropriate closed-toed shoes (no light-ups or rollers/wheels). Socks must be worn with shoes</p>	<p><b>Boys K-5<sup>th</sup></b></p> <p>Tommy Hilfiger pants or shorts may be worn with a navy or white polo with RCBA logo. Pants and shorts should be modestly loose-fitting, but not overly baggy, and should sit at the waist, no low-riding pants or shorts</p> <p>For cooler weather, outer wear may be purchased from Tommy Hilfiger with RCBA logo or students may wear solid navy sweaters, sweatshirts, or fleece jackets</p> <p>Appropriate closed-toed shoes (no light ups or rollers/wheels). Socks must be worn with shoes</p>
<p><b>Girls 6<sup>th</sup>-12<sup>th</sup></b></p> <p>Tommy Hilfiger plaid skirts or may be worn with a navy or white polo with RCBA logo (skirts must reach the top of the knee)</p> <p>Khaki shorts or pants may be worn with a navy or white polo with RCBA logo</p> <p>For cooler weather, outer wear may be purchased from Tommy Hilfiger with RCBA logo or students may wear solid navy sweaters, sweatshirts, or fleece jackets</p> <p>Appropriate closed-toed shoes (no heels, wedges,</p>	<p><b>Boys 6<sup>th</sup>-12<sup>th</sup></b></p> <p>Tommy Hilfiger pants or shorts may be worn with a navy or white polo with RCBA logo. Pants and shorts should be modestly loose-fitting, but not overly baggy, and should sit at the waist, no low-riding pants or shorts</p> <p>For cooler weather, outer wear may be purchased from Tommy Hilfiger with RCBA logo or students may wear solid navy sweaters, sweatshirts, or fleece jackets</p> <p>Appropriate closed-toed shoes (no rollers/wheels). Socks must be worn with shoes</p>

slides, or Crocs). Socks must be worn with shoes.

## 4.5 Spirit Dress

Fridays are usually Spirit Dress Days. Denim or khaki pants or shorts may be worn with a RCBA spirit shirt, RCBA athletic shirt or any Christian-themed shirt. 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, they must wear regular daily uniform shirts.

Flip-flops, slides, or Crocs may not be worn as part of Spirit Dress.

Jeans may not be ripped, have holes or be worn below the natural waist.

Throughout the year students may receive Spirit Dress passes as rewards or incentives. These passes may be used for Spirit Dress on days other than Friday. Passes should be redeemed in the office before Assembly where student will receive stickers to wear noting they are approved to wear Spirit Dress.

## 4.6 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 in the month of their *half birthday*. Outfits that the students choose for this day must comply with general dress code expectations for modesty and appropriateness

## 4.7 Gender Specific Guidelines

### Specific to Girls

- Secondary girls may wear make-up 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 or detract from RCBA 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 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.

## **4.8 General Appearance**

- Students must maintain a neat and well-groomed appearance while attending school. A high level of hygiene, personal care and grooming is expected daily.
- While at a school sponsored event, student dress should be modest and God honoring. Questionable clothing choices will be addressed by the administration and students may be asked to change if clothing is deemed inappropriate.

**Parents:** Please check your students' uniforms before sending them to school. If clothing does not follow uniform guidelines or is deemed inappropriate by the administration, the student will be sent to the office to call home for a change of clothes. Repeated offenses may result in disciplinary action.

## 5. Academics

### 5.1 Academic Levels

River City Believers Academy consists of the Preschool, the Elementary School and the Secondary School. The Preschool consists of the PreK-3 and PreK-4 classes. The Elementary School is made up of Kindergarten and 1<sup>st</sup> through 5<sup>th</sup> grades. The Secondary school is comprised of the Middle School (6<sup>th</sup>-8<sup>th</sup> grades) and the High School (9<sup>th</sup>-12<sup>th</sup> grades).

### 5.2 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 low 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, and 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, Handwriting, Physical Education, Art, and Music classes. A weekly Chapel service is part of the RCBA curriculum for all students.

#### 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.

### Elementary School Grading Policies

All grades are recorded numerically except for kindergarten and first grade. Grades will be recorded on report cards and will be emailed to parents at the end of every quarter. The following grading scales 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	80-89
N	Needs Improvement	C	70-79
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 students. Students on the elementary level must pass at least three out of their four core courses (Language Arts, Math, Science, and History) with an average of 70 or above for the year, in order to be considered for promotion.

## 5.3 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 Old Testament Survey	New Testament or Old Testament Survey	Church History
Math	Math	Pre-Algebra/Algebra I
English	English	English
History	Texas History	American History
Life Science or Earth Science	Life Science or Earth Science	Integrated Physics and Chemistry (IPC)
Elective: Band, Art	Elective: Band, Art	Elective: Band, Art, Spanish 1
PE/Athletics	PE/Athletics	PE/Athletics

### Middle School Grading Policies

Grades will be recorded on report cards and will be emailed to parents at the end of every quarter. The following grading scales will be used:

**90-100 = A    80-89 = B    70-79 = C    69 and below = F    Incomplete = I**

## 5.4 High School Curriculum

At the high school level, students learn to take initiative and fully engage in the learning process. RCBA offers a rigorous college-prep curriculum, founded in a biblical worldview. Students are encouraged to use their unique talents through our diverse Fine Arts and Athletic programs. Daily Bible classes, weekly Chapel, and regular service projects provide personal and spiritual growth opportunities. All students follow the graduation requirements outlined by the Texas Education Agency, with the addition of our Biblical Worldview classes.

## 5.5 Graduation Requirements

In order to graduate from RCBA, students must pass all classes with a minimum grade of 70 and take the following courses under the Foundation High School Program, earning a Distinguished Level of Achievement Diploma.

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

## 5.6 Course Options

	Distinguished
<b>BIBLE</b>	One credit per year in high school at RCBA.
<b>ENGLISH</b>	Four credits required and must include English 9,10,11
<b>MATH</b>	Four credits required and must include Algebra 1 & Geometry
<b>SCIENCE</b>	Four credits required and must include Biology
<b>SOCIAL STUDIES</b>	Four credits required and must include World History or World Geography, US History, US Government/Economics
<b>LANGUAGE OTHER THAN ENGLISH</b>	Two credits of the same language are required.
<b>PE</b>	One credit required.
<b>FINE ARTS</b>	One credit is required
<b>ELECTIVE</b>	2 additional credits are required.

## 5.7 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 earn four credits in mathematics and science, and they must earn at least one endorsement.

RCBA offers the following endorsements:

**Arts and Humanities** (one of the following): 2 levels in two languages other than English; 4 levels in the same language other than English; 4 Fine Arts credits.

**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.

**Science, Technology, Engineering, and Mathematics (STEM):** 3 credits in mathematics including Algebra 2 and two courses in which Algebra 2 is a prerequisite; 4 credits in science including Chemistry, Physics, and two additional courses; or a combination of no more than two of the previously listed categories.

### Foundation Diploma Plan

The selection of this plan for a student requires the approval of the Principal and it is reserved for students who cannot complete the requirements of the distinguished diploma plan. Parents must sign a waiver to graduate under this plan.

## 5.8 Valedictorian and Salutatorian

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

- Valedictorian will be selected based on student GPA at the midpoint of the fourth quarter of the senior year.
- Valedictorian must have earned at least 14 consecutive credits at RCBA, including the entire senior year.
- Student must be current in all course work and a full-time student taking a minimum of six RCBA classes.
- 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.

## 5.9 High School Grading Policies

Grades help measure learning and content mastery. Grades will be given for:

- Daily grades – homework, participation, and other daily assessments
- Minor grades – quizzes, papers, and other minor assessments
- Major grades – tests, research papers, and other major assessments

Generally, students will receive two to three daily grades per week, two to three minor grades per month, and two to three major grades per quarter in each class.

At the end of each quarter, report cards will be emailed to parents.

The following grading scale will be used:

**90-100 = A    80-89 = B    70-79 = C    69 and below = F    Incomplete = I**

Semester grades are based on a weighted average of the two quarterly grades and the semester final exam grade.

## 5.10 Homework

Homework is routinely required of all students, as assigned by the teacher. The purpose of homework is to provide reinforcement and extra practice, to supplement classroom instruction, and to teach good study habits. Homework assignments and grades may be viewed through the parent portal in RenWeb.

Students are expected to complete and turn in all homework by assigned due dates. Late assignments will not receive full credit unless the student has made previous arrangements

with the teacher. 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.

## 5.11 Final Exams

Finals testing for secondary students will be the last four days of each semester. Final exams grades for high school credits are a weighted factor of the overall semester grade.

Seniors may qualify to be exempt from finals if they have at least a 90 average in a class with five or fewer absences in that class.

## 5.12 Standardized Testing

1. **Achievement Testing:** Each student in 2<sup>nd</sup>-11<sup>th</sup> grades 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 9<sup>th</sup> through 11<sup>th</sup> grades will take the PSAT. This test prepares the student for the SAT. The PSAT is the qualifying exam for the National Merit Scholarship Competition for juniors.
3. **ASVAB** – Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades 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 tool to help students begin to explore careers that may match their inventory results.

## 5.13 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 the first semester.

## 5.14 Online Course Policy

RCBA may offer some of its courses in an online format. Students who take courses in the online setting may be subject to additional course deadlines and additional fees may apply. Course work delivered to students in an online setting will be of the highest quality and may require additional time each week for independent work outside of classroom meeting times.

Students will be given support from RCBA staff during online courses, 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 the first semester of the online course. The resulting grade after zeros have been applied will determine whether the student must repeat the semester or whether the student can move on to the second semester.

## **5.15 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.

## **5.16 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 to 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 and availability: Band, Worship Team, and Art.

## **5.17 Dual Credit and Honors Courses**

Juniors and seniors may take dual credit courses through San Antonio College. Students taking courses for dual credit must pass a pre-assessment as mandated by the Texas Higher Education Coordinating board and Alamo Community College District.

Students who take RCBA classes in conjunction with ACCD classes will be given honors credit for these courses.

## **5.18 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 and S.O.A.R.

### **Horizons**

The Horizons Programs is for elementary students who are achieving at an exceptionally high level. This program is designed to engage and stretch the curiosity and creativity that has been placed within them by their Creator.

### **Students Overcoming Academic Restrictions (SOAR)**

The SOAR Program is for students who have been identified with a learning difference. Students who have current documentation on file at the school for identified learning differences may be considered for accommodations. Accommodations are based on individual needs determined by school personnel with parental consultation. RCBA does not guarantee the implementation of an Individual Education Plan (IEP) recommended by another school or other educational diagnostic source. The SOAR Program is provided for a fee to support students who have a diagnosed learning difference. RCBA is not able to accommodate all learning differences and does not offer Special Educational services to its students.

## **5.19 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 3.5 or above. Students must be in their third 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 by 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 3.5 at the end of each semester. Students whose averages fall below 3.5 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.

## 5.20 Honor Roll

Students may be recognized each quarter as achieving honor roll based on their grades that quarter. In order to be placed on an honor roll, students must earn a minimum grade in each course as set forth by each specific honor roll category. Those categories and criteria are as follows:

<b>A/B Honor Roll</b>	achieve a grade of 80 or above in all courses attempted during the quarter
<b>All A Honor Roll</b>	achieve a grade of 90 or above in all courses attempted during the quarter

## 5.21 Student Service Hours

We desire our students to learn to follow Christ’s example by serving others. Each high school student is required to complete six hours of service every quarter and report them to their Bible teacher. Service hours will be recorded as a major grade. It is the student’s responsibility to fill out the Service Hours form and turn it in to their Bible teacher at the conclusion of each nine weeks. Grades will be assigned as follows:

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

### Acceptable Service Hours include:

- Work without pay for a non-profit organization or a church
- Helping teachers or volunteering with 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

## 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 Class Tardy Policy**

Students who are late to class will be marked as tardy. If a student is tardy more than five times in a quarter, the principal may call for a parent conference. Repeated tardiness will result in morning detention.

Students missing more than 15 minutes of a class will be marked absent for that period.

If a student needs extra time between classes, arrangements should be made with the teacher.

## **6.6 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.

Parents must contact the school office to give permission for a student driver to sign in or out. The student must sign in or out through the office.

## 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 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.

### 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 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 Lunch Policies**

RCBA is working to offer a school lunch program and will post lunch policies once this program is in place.

## 8. Discipline

### 8.1 Philosophy

RCBA serves as an extension of the Christian home, and in partnership with the local church, in the mission of training up Christian students whose lifestyles reflect Biblical standards. We are a discipleship school, endeavoring to shape and form the hearts and minds of our students to produce Christian character. Together the teachers, parents, and administrators form a loving support structure for each child - to assist, direct, and correct as needed – as he or she grows and matures in life.

### 8.2 Discipline Objectives

The goal of discipline, founded in love, is discipleship. In a school setting it serves:

- to ensure the safety and security of everyone at the school
- to support and protect a quality learning environment
- to foster Christian character and support Biblical mandates
- to encourage positive behavior and to correct behavior that disrupts
- to teach respect for authority, for other students, for oneself, and for property
- to train students to be self-disciplined and Spirit-led in their everyday decisions

### 8.3 Discipline Procedures

1. Teachers have the closest connection to the students and represent the primary means of discipline. Classroom management and classroom rules are designed to ensure a well disciplined and organized learning environment. Individual classroom and teacher rules are posted and communicated to every student. General behavior is directed and corrected at this level.
2. The principal is in place to support both the teacher and the student in disciplinary matters that escalate beyond the classroom. At this level, notes will be posted to RenWeb and emails will be sent home. The administrator will bring resolution to the situation and administer consequences as the individual case dictates.
3. Parental involvement will be called upon when repeated violations occur without remorse and/or remediation. Administration may call upon parents for egregious behavior or other non-typical offenses as warranted.

### 8.4 Typical Offenses

It is not possible to list comprehensively all offenses that students may commit. The following is

a sample list of Typical Offenses:

- Disrespect or open defiance to a teacher or other school official
- Lying or dishonesty
- Skipping class or leaving campus without permission
- Rebellious conduct or insubordination
- Negligence or carelessness that imperils the wellbeing of self or others
- Swearing, cursing, or using obscenities
- Disrupting or disturbing class
- Dress code violations
- Excessive absences or tardiness
- Public displays of affection
- Unauthorized cell phone use

**Consequences for Typical Offenses:**

The consequences for a typical offense (beyond the scope of classroom rules and follow-up) include:

1. First Offense: A verbal warning and note on file
2. Second Offense: A written warning and note home
3. Third Offense: An office visit and phone call home
4. Fourth Offense: A family conference to direct future options

## 8.5 Non-typical Offenses

Non-Typical Offenses may include the following (without limitation):

- Fighting, assault, or threat of harm
- Bullying, cyber-bullying, harassment, or stalking
- Theft or stealing
- Vandalism
- Sexual immorality, including but not limited to sexual acts, innuendo, sexting, or pornography
- Firearms, weapons, or contraband at school
- Possession, usage, or sale of tobacco, alcohol, or drugs

**Consequences for Non-typical Offenses:**

Parents will be notified immediately for severe breaches of conduct. Legal recourse and financial reparations may be required. RCBA Consequences for Non-Typical Offenses may range from:

- Detention Study Hall – After school or during lunch, this is a time of isolation when a student may only focus on academic work. A \$25 charge will be applied to the student’s account when after school Detention Study Hall is required.
- In-school Suspension – A student is confined for a prescribed period of time at school, separated from classes and classmates. A representative of LCS will monitor and oversee the suspension. A \$75 dollar fee will be added to the student account for In-school Suspension.
- Out-of-school Suspension – For more serious offenses, students will be asked to stay home from school for a defined period of time. Typically this course of action is to allow the Board of Trust to decide whether to re-admit the student or whether expulsion is recommended.
- Expulsion -- The Board of Trust and school Administration, at their discretion, may choose to expel a student from Lifestyle Christian School.

## 8.6 Plagiarism and Cheating

Plagiarism, cheating, and all forms of academic dishonesty are strictly forbidden at RCBA.

Plagiarism is the act of using text, language, or images from another’s work without citation or credit, and passing it off as one’s own. Plagiarism can involve copying from the internet, from a classmate, from a book or text or other source. Anytime a resource is used, credit must be given through proper citation and reference. Copying answers, papers, or ideas from classmates, the internet, or other sources without citation is unethical, dishonest, and expressly forbidden by the RCBA Student Honor Code.

Consequences for academic dishonesty will include a conference with the student, student’s parents, and school administration and may warrant a range of repercussions that may include: automatic zero on the assignment/test, loss of leadership privilege and membership in clubs or organizations, loss of eligibility for athletic teams, and consideration for suspension or expulsion from the school.

## 8.7 Bullying

**RCBA does not tolerate bullying, cyberbullying, harassment, or retaliation in our school community.**

### 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

conferment 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 Notification**

Emergency notification 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 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.

### **10.6 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.

## **10.7 School Office and Contacting Students**

Students may use the phone in the school office in the case of an emergency or illness to contact parents. Students are not to receive personal phone calls or texts on their cell phones. Parents may call the school office if they need to contact their students during the school day. Students may not call home during class time for books or assignments left at home.

Students may use the school copier and printer for printing homework assignments with assistance from the office staff. There will be a 10 cent per page charge for copies.

## **10.8 Student Drivers**

Parking on campus is a privilege offered to all students with valid driver's licenses. Students wishing to drive to school must complete an application detailing information about the primary car the student will be driving, including make, model, and license plate number. Proof of insurance must be provided, and a fee of \$10 will be assessed.

Students may lose parking privileges for speeding on campus, parking illegally, leaving campus without permission, or other misuses of the privilege.

Students must park in the student 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 may be allowed to leave during lunchtime, with written permission from their parents and documentation on file with the school office.

## **10.9 Campus Hours**

The school is open each day from 7:30am until 4:00pm. All students arriving at 7:30am or later must go to the gym/sanctuary where they will be monitored by staff members. Students should not arrive before 7:30am without making prior arrangements through the school office. Students are not permitted to hang out in the parking lot or locker area in the mornings.

Elementary students that have not been picked up after 3:30 will be taken to After School Care (ASC) until a parent or guardian arrives. A daily ASC fee will be added to the student's FACTS account.

After 3:30, secondary students must wait in the office until parents arrive. A \$25.00 charge will be added to their FACTS account.

## 10.10 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.

## 10.11 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.

## 10.12 Technology 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 must not copy or plagiarize material from the Internet.
- 18) 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.

## **10.13 Cell Phone and Personal Devices**

Cell phones will be turned in to each teacher at the beginning of class and returned to students at the end of class. Cell phones may be used on campus only with permission from a teacher or administrator.

Parents needing to communicate with their students during the school day should do so through the office.

Students using their phones without permission or for any other purpose than what was expressly permitted will have the phone confiscated. Confiscated phones may be picked up at the school office at the end of the school day. Repeated offenses may incur fines and may lead to forfeiture of all cell phone privileges.

## **Laptops & Tablets**

Students in 6th– 12th grade may use laptops during the school day, with permission, and for

school related activities only, at the teacher's discretion. Laptops, smart phones, and tablets may not be used for viewing pictures, listening to music, playing games, social media, watching videos, or checking personal email or any other activity not directly related to school work. Any student laptops or tablets used for any activity other than school related activities may 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.

### **Inappropriate Use**

RCBA does not permit the inappropriate use of cell phones or technology, including stalking, harassing, sexting, cyberbullying, cheating, plagiarizing, or any other activity that does not reflect Christian character or the RCBA values.

## **10.14 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.

## **10.15 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.

## **10.16 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.

## **10.17 Lost and Found**

The 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 Lost and Found. The school will not be responsible for lost items.

## **10.18 Fall Retreat**

All Middle School and High School students and teachers attend a two-night, three-day retreat in the fall. This is a milestone event for our students and an important part of our school's culture. Full details, including costs, are made available at the beginning of the school year.

## **10.19 Co-Curricular Activities**

RCBA students have several opportunities to participate in co-curricular activities. These activities include sports, arts competitions, and academic competitions. We believe co-curricular activities are a very important part of educating the whole child, and we encourage our students to be involved in the co-curricular experience. Participation in these activities provides students the opportunity to develop character and integrity and to 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 activity and to help their students make a commitment to finishing strong. Teachers and coaches will work with students to help them navigate the balance of classwork and co-curricular activities. We believe our students can be successful in both areas with parent and teacher support.



Parent-Student  
**HANDBOOK**  
Elementary School – Middle School – High School

## Certification of Acceptance

*In acknowledgment of agreement, please initial each item below and then sign and date below.*

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 and the Student Honor Code. \_\_\_\_\_

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 reserves the right to interpret, execute, and expand all school policies as set forth in this handbook. \_\_\_\_\_

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

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