

**ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2011-2012**



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Welcome to River City Believers Academy

From the Pastor...

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

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

Pastor Sean Azzaro

From the Principal...

God has been preparing me to serve the families and staff at River City Believers Academy over my last sixteen years in Christian education. I was called first to be a teacher, then a counselor, and then, an assistant principal. Looking at my experiences, training and knowledge, what I have learned could be viewed as “skills” to prepare me to be the principal here at RCBA, but the most important knowledge I bring with me as principal, is the knowledge that no amount of training or experience is enough to equip you to do anything apart from the leading of the Holy Spirit. (John 15:5)

God is definitely leading RCBA! We have purchased a facility which will allow our school to be a beacon for Christ in northeast San Antonio. We have added exceptional new faculty members who love Christ and kids. They will be great additions to our already dedicated faculty. Finally, He has brought **you** to join Him in this work.

I am excited to be able to serve Him at our school. I will lean strongly on His guidance this year (Prov. 3:5) and, I will also seek the guidance of the godly men He has placed over our school. How will we move forward this year in a way that pleases Him? Where He leads, we will follow.

Tonia Willars

I. RCBA Mission, Statement of Faith and Non-Discriminatory Policy

A. Our Mission...

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

B. Statement of Faith...

- God created man to love him and have a personal relationship with him. (John 3:16, Ephesians 2:4-5)
- Man has chosen to sin in rebellion against God’s laws and ways, thus separating him from God. (Romans 3:23)
- The penalty for sin is death and separation. (Roman 6:23, Isaiah 59:2)
- Jesus came to deal with the problem of sin by paying our penalty of sin with His own death on the cross. This made possible our reconciliation with God our Father. (Romans 5:8)
- To receive this free gift of salvation from our sin we must recognize and confess our need (our sin), express our honest desire to repent (turn away from) of our sin, trust Jesus, and receive Him as our Savior and Lord. (1 John 1:9, John 1:12, Acts 2:38)
- If we’ll let Him, Jesus will forgive our past and lead us into a different kind of future! Eternal life begins today when you surrender your life to Christ! (2 Corinthians 5:17)

C. Non-Discriminatory Policy...

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

II. History of River City Believers Academy

River City Believers Academy began simply as Believers Academy and has been providing excellence in education for over 25 years. Founded as a school to provide quality Christian education for the students of a local church, Believers Academy gradually expanded and began serving a broader student base. In 2009, the school took steps to position itself for future growth and became a ministry of River City Community Church.

Throughout our history, Believers Academy students have excelled not only in the classroom, but also in athletics, music, drama, speech, mathematics and many other areas of endeavor. Also,

nearly 1 in 9 of our high school seniors have participated in some level of the National Merit Scholarship Program, and more than 50% of those pursuing college have received some degree of scholastic award. Our various teams, be they athletic or otherwise, frequently compete and succeed at the state level.

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

III. Admissions Policy

River City Believers Academy offers a unique, hands-on, engaging learning environment where students can grow academically, spiritually, physically and socially. From our college prep curriculum, our dual credit and AP preparatory course offerings, to our innovative Fine Arts program, our students are challenged to excel and discover their individual God given gifts.

A. Registration Process...

- Tour the Campus for questions and answers
- All families who are believers must subscribe to our statement of faith and be supportive of our mission's statement, policies, and procedures.
- Complete and submit Admissions Packet
- Attend a scheduled family interview with the Principal
- Pay the \$275 non-refundable registration fee

B. Re-enrollment Process...

- Students enrolled for the current academic year are offered early enrollment opportunities prior to offering enrollment to the community.
- Students and families who wish to re-enroll must meet the following criteria:
 - Students must demonstrate a cooperative attitude toward his/her school work, the faculty and staff, the rules and policies, and toward their peers.
 - Families must continue to attend church regularly.
 - Tuition, fees, and other account balances must be current before re-enrollment.
 - The non-refundable registration fee of \$275 must be paid.

III. Elementary Curriculum

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

RCBA Elementary students will experience...

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

A. Curriculum...

Our elementary students are offered a challenging curriculum that prepares them to enter their middle school and high school years equipped to engage in our college-prep curriculum. All elementary students will take the following courses: Bible, Language Arts (English, Reading, Literature, Writing, Spelling), Math, Science, History, Penmanship, Spanish, and Physical Education; as well as Art and Music classes.

B. Grading Policies...

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

100-93 = A 92-85 = B 84-77 = C 76-70 = D 69 below = Failing

* Grades received prior to the 2010-2011 school year were based on a 10 point grading scale.

C. Standardized Testing...

Achievement Testing: Each student in grades K-11th will take the Iowa Basic Skills Test. The purpose of this test is to determine students' progress and scholastic strengths and weaknesses, as well as to help teachers look at areas that need overall improvement.

D. Promotion Policy...

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

IV. Homework Policy...

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

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

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

V. Financial Policies

Tuition and registration are annual fees. Income from registration pays for books, yearly supplies, testing fees, and other operational costs. The funds from tuition pay for employee salaries for the current year. Our goal is to hold tuition to the lowest reasonable level while providing the best possible educational opportunities for our students. If a student is withdrawn or dismissed for any reason other than a Military or job transfer, the family is liable for the next three months of tuition. Extenuating circumstances may be evaluated when presented to and evaluated by the school principal. Any family whose annual fees are not paid in full by June 30th of the current year, will not be allowed to re-enroll, nor will academic or medical records be released to any other school, be it Christian or public.

A. Tuition Options...

- The annual tuition may be paid in ten equal monthly payments beginning in July and ending in April.
- The annual tuition may be paid in two equal payments, the first payment being in July and the second in December. (No discounts apply)
- The annual tuition may be paid up in full at the time of registration. (No discounts apply)

Monthly payments are due in the office by the 5th of each month. Payments received after the 15th of the month will be subject to a \$25 late fee. Students whose accounts are 30 or more days late will not be admitted to class until the account is brought current. Returned checks will incur a \$35 late fee. The office will notify you immediately if a check is returned. In the event that unexpected circumstances occur that will cause your payment to be late, or to be changed to a different day in the month, it is your responsibility to contact the principal to make other arrangements. Payments may be mailed, or brought by the school office. Monthly account statements will be sent via e-mail.

B. International Students...

River City Believers Academy is a SEVIS certified school, offering the opportunity for a Christian education to international students. All international students are subject to the same admissions policies and procedures as all other students with the following additions: An I-20 cannot be given until the registration fee of \$275.00 is paid and the student's English proficiency is tested to determine placement. In the event that an incoming student's Visa is not accepted and the student does not enter into the U.S. for schooling, a refund of \$150.00 will be given upon written request.

C. Withdrawal Procedures...

- A minimum of two weeks' notice is required in writing and must be given to the school office.
- Parents must request the appropriate paperwork by filling out a withdrawal form at which time the Principal will process the request. An exit interview may be requested by the Principal to discuss withdrawal issues.
- 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 cost of replacing the book.
- No portion of tuition will be refunded for any reason other than Military or job transfers. This also applies to students who are dismissed for disciplinary or academic reasons, and all SEVIS students.

D. Family Discounts...

RCBA offers family discounts when two or more children from a family are enrolled in the preschool or school. A 10% tuition discount will be applied to the second child in a family and a 15% tuition discount will be applied to all children after the second. Also, a 10% tuition discount is available to members of River City Community Church. The family must be members of the church and not just 'attendees'. Registration fees are not discounted for multiple students. A \$50 early registration discount does apply for students who register for the following year on or before May 1st.

VI. Attendance Policies

A. Texas Law...

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

B. Excused Absences

1. An excused absence is any absence due to personal illness, serious illness in the family, death in the family, or medical or dental appointments. When students are absent for these reasons, the student will have one day per day absent to make up missed assignments, i.e., absent on Monday, return Tuesday, assignments are due Wednesday. It is the sole responsibility of the student to check with all of his or her teachers for missed assignments.
2. Pre-approved family trips (**trips should be no longer than 5 school days**); all assignments missed during the trip must be turned in the day the student returns to school.
3. Students are responsible for any work missed and they must check with their teachers to obtain assignments.

4. School field trips, or other school-sponsored events are considered excused absences, but all assignments missed for these events must be turned in the day the student returns.
5. It is the parent's responsibility to notify the school if their child is absent. Upon the student's return, either a note from the parents stating the reason the student was absent or a doctor's note is required. If parents do not notify the school through email, phone message, or note, the student's absence will be considered unexcused.

C. Unexcused Absences...

1. Absences due to sleeping in; normal traffic; siblings not being ready to leave; alarm clocks not going off; staying home to study for a test or to complete a project are all considered unexcused.
2. The final authority to determine the legitimacy of an absence rests with the school administration.
3. Students who receive an unexcused absence must complete all the course work and homework missed, but a grade of zero may be given for the assignment. If a teacher accepts the missed work, the assignment cannot receive a grade higher than a 70.

D. Tardy Policy...

The school day begins promptly at 8:00am and ends at 3:00pm. Students who arrive between 7:00am and 7:50am must report and stay in the Youth Center until the start of school. At 7:50am, students will be released to report to homeroom. Attendance will be taken in homeroom at 8:00am. Students who arrive after homeroom will be asked to go to the office for an admittance slip.

Morning Tardies...

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

- **Excused:**
 1. the first two morning tardies in each quarter that are considered unexcused, as determined by the administration, will be counted as excused
 2. tardies due to car trouble
 3. excess traffic due to inclement weather; or accidents on the major highways which delay the arrival of many students (as determined by the administration).
- **Unexcused:**
 1. tardies due to oversleeping
 2. laziness
 3. coming in late to finish an assignment at home
 4. stopping for breakfast.
- Once the student's two unexcused morning tardies are given, the student will have to serve a morning detention for each unexcused tardy thereafter.
- If a student is late more than five times in a quarter, the Principal may call for a parent conference to determine solutions for the student's tardiness, or the student may be given a one-day in-school suspension.

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

E. Late Arrival or Early Release...

- Students who arrive at school after 8:30 a.m., will be marked absent. If the student's lateness was due to illness, the student must bring in a note from a parent or the student's doctor or the absence will be considered unexcused. The absence will be changed to excused once a note is received in the office.
- Students who leave early due to medical/dental appointments, must have a note from a parent stating the reason why the student must leave early. If a student becomes ill during the day, their parents will be contacted and the student will wait for pickup in the school office.

In both of these cases, parents must sign their students in or out on the "Sign Out" sheet in the office.

F. Inclement Weather...

In the event of inclement weather, or traffic problems due to an accident or weather conditions, where the administration has been informed through multiple sources, the staff will be informed to give a grace period of 30 minutes to all students and not assign tardies.

RCBA follows Northeast ISD in regards to school-related delays and closings. In the event that school is delayed or closed due to weather conditions, RCBA will contact the local news and radio stations to report this information. There will also be a message on the school answering machine informing you of the closing, and teachers will call to notify you of the delay or closing.

VII. Health Services

A. Illness...

For the welfare of your child and the others in the school, all students who are sick must not be brought to school. Students who have a fever of greater than 100 degrees, or who have had vomiting and diarrhea, must not return to school until the student has had no symptoms within the last 24-hours. If a student receives a doctor's recommendation to stay home, then the student may not come to school. If the student is placed on an antibiotic, the student may not return until he/she has been on the antibiotic for at least 24 hours.

B. Immunizations...

The state of Texas requires that students be immunized against certain infectious diseases at certain ages. All students must have a current immunization record or an affidavit 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.

C. Medication...

Students are not allowed to carry any medication in their backpacks or lunchboxes. All medication 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 Tylenol, aspirin, etc...

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 and the teacher need to be made aware of the situation and the student's teacher must be able to help the student self-administer their prescription asthma or anaphylaxis medication.

All prescription medication 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 doctor's note and a note from the parent specifying what times, and how much medication should be taken. Medication that has exceeded the expiration date or is not picked up by the last day of school will be appropriately discarded.

D. 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 person. If you prefer to have your student tested by the family physician, the completed results must be reported to the school as we are required to file a report with the Texas Health Department. Vision and hearing screenings will be done on all Pre-Kinder, Kindergarten, 1st, 3rd, and 5th graders, as well as all new students.

VIII. Discipline

From a biblical perspective, discipline can be a very positive event in the life of a Christian, and is a tool used by God to transform us into His likeness. A biblical approach to discipline will take into consideration five Scriptural truths:

- Humanity's inherent sinfulness (Jeremiah 17:9)
- Godly discipline must be rational (Hebrews 12:6)
- Parents have a God-given authority in their children's lives (Deuteronomy 6:6-7)
- The power to do what is right comes from the Holy Spirit working in us (Romans 8:5)
- The purpose of discipline is to make disciples of the Lord Jesus Christ (Matthew 28:19)

The administration and faculty at RCBA acknowledge the authority of the parents in the lives of their children and will therefore rely on and encourage parent responsibility in managing their student's behavior. The staff will keep the parents informed at all times of any discipline issues that need to be addressed. By entrusting the staff at RCBA with your child for educational, spiritual, and character development purposes, we as a staff reserve the right to handle discipline as the situation calls for according to the following guidelines:

Detentions...

In the elementary school, the classroom teacher is expected to deal with minor disciplinary problems, but whenever a teacher feels that a student's poor behavior or choices need to be dealt with outside of the classroom, the teacher will fill out an infraction slip and the student will be asked to sign it to acknowledge the infraction has been issued. The slip will specify the reason why the infraction was issued with the next consequence for that infraction clearly indicated.

When the student has received two infractions for the same reason, the student could be assigned a detention. Detentions may be assigned by teachers or staff for various reasons such as:

- tardiness; disrespect toward a teacher or staff member (whether they are church or school staff); uniform violations; chewing gum in class; not adhering to classroom rules and regulations; skipping school/class; or disruptive behavior.

Detentions will begin at 7:00am in the school office. If a student is tardy or does not show up for detention, without an adequate explanation, the student will have to serve two subsequent detentions.

Receiving 5 or more detentions for the same offense in any given quarter will be considered excessive inappropriate behavior and could result in an in-school suspension.

In-School Suspensions...

A student who receives an in-school suspension will be assigned detention in the school office for a full school day and they will complete class assignments that the teacher has prepared. A student who serves an in-school suspension will be responsible for completing all assignments for that day. The age of the student will be taken into consideration as well as behavioral history when assigning a suspension. In-school suspensions can be assigned for the following reasons:

- Cheating or copying the work of another student
- Lying to a faculty or staff member
- Behavior that is deemed to be disrespectful
- Behavior that continues after being warned
- Consistently disrupting the learning environment for other students

Out-of-School Suspensions...

If a student receives an in-school suspension and afterwards continues in the same behavior, an out of school suspension could be given. Students involved in the following activities or behaviors will be suspended from school for a length of time determined by a school administrator:

- Fighting
- Use of profanity or obscene gestures to a staff member or student
- Theft
- Verbal, physical, or sexual harassment
- Threatening another student or bullying
- Failure to follow in-school suspension rules

Conferences with the teacher, Principal, and parents/guardians will be conducted for persistent behavior to get to the root of the problem.

Expulsion...

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

- Possession of obscene material
- Vandalizing school property

- Threatening a faculty or staff member
- The unwillingness of parents to work with and support the school when serious problems arise with their student

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

IX. Dress Code

Uniforms provide a way to dress that is appropriate for learning. They provide students with a sense of belonging and allows for individual expression and identity to be functions of personality rather than dress. The student uniform is symbolic of the student's acceptance to authority of their parents, their school, and ultimately God. At RCBA we want uniforms to be cost effective and easy to find, most of our uniform choices can be found at local stores like; JCPenney's, Academy, Target, or Old Navy. Some parents elect to order the uniforms from French Toast or Land's End.

Starting this school year, 2011-12, each student will be required to purchase a white monogrammed polo from the School Yard clothing store. This polo will be worn for yearbook pictures, field trips, and any other activity that we want our students to be dressed "uniformly" to identify our school. Regardless of where you purchase the uniforms, the following standards and accepted options apply:

A. Elementary School Girls...

- Navy blue pants, shorts, skorts, jumpers, or skirts
- The shorts, skorts, and skirts must not be shorter than 2" above the knee.
- All the above options must be worn at the natural waist, no hipsters are acceptable.
- Burgundy polo shirt; monogrammed white polo
- The length of the shirts must come to at least below the waistline, and cannot have any kind of label or logo on the front.
- Students must either wear all black or all white tennis shoes, or brown or black flats. No open-toed sandals, flip flops, slip-on moccasins, bedroom slippers or colored tennis shoes will be allowed.
- In class jackets/sweaters must be all navy or be an RCBA hoodie, sweatshirt, or sweater.
- Socks can be knee highs or anklets in either white or navy.

B. Elementary School Boys...

- Navy blue pants or shorts
- Burgundy polo shirt; monogrammed white polo
- Shoes can be either all black or all white tennis shoes, or black or brown dress shoes. No flip flops, slip-on moccasins, or colored tennis shoes
- In class jackets/sweaters must be all navy or be an RCBA hoodie, sweatshirt, or sweater
- Socks must be white crew or anklets, or black dress socks

C. Other Dress Code Policies....

- School approved PE uniforms must be worn during PE classes. Uniforms can be purchased in the school office.
- **Spirit Dress Day:** Jeans, khakis, shorts, and a RCBA t-shirt may be worn for Spirit Dress Day. If students choose not to wear an approved t-shirt or athletic jersey, then they must be in uniform. Students may wear shoes other than the required uniform shoes such as boots, or closed-toe sandals. Flip-flops may never be worn as part of Spirit dress. Jeans may not be ripped, have holes or come below the natural waist.
- A student may not wear Spirit dress if he/she receives a morning detention any day that week. Spirit dress may also be denied a student if the student's behavior warrants that consequence, as determined by the administration.
- **Special Birthday Dress Day:** A student may request a special dress day from the administration on a day during their birthday month. It is the student's responsibility to seek permission before wearing special dress. The student's birthday will be checked and a specific day for wearing it will be assigned. If a student's birthday falls in the summer, special dress can be granted for their "Half-birthday" month; for example, students with June birthdays can wear Birthday dress in December.

D. General Appearance...

- **Girls:** No streaked or hair dyed in an unnatural color is allowed. Jewelry may be worn in moderation.
- **Boys:** No streaked or hair dyed in an unnatural color is allowed. Hair must be well-groomed. The length must be such that it does not go below the shirt collar, is no longer on the sides that it completely covers the ears, and must be at or above the eyebrows.

Parents: Please check you student's uniform 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.

X. Parents

A. Parent Partners Organization...

RCBA Parent Partners is a parent organization, supporting River City Believers Academy. The PPO's mission is to support students, school faculty, and other RCBA parents through volunteer work and fundraising. We also help one another by forming a close, supportive community that continues beyond the elementary school years.

To join the PPO you must fill out the membership form, and pay a yearly fee of \$10.00 per family. The PPO meets on a regular basis throughout the year to discuss and implement ways to support the school.

B. Volunteer Hours...

Each RCBA family is urged to commit at least 15 volunteer hours each semester during the school year. These hours can come from helping in the classrooms, the office, chaperoning field trips,

substituting, assisting with fundraisers, or a host of other opportunities. Please sign the volunteer log in the office so we can make sure we credit you for your service.

C. Parent- Teacher Communication...

Parent-teacher communication is essential to the educational process. The main source of communication from the administration comes from the weekly *Navigator*, the RCBA website, and RenWeb. Teachers will communicate through RenWeb, e-mail, or phone calls. There are times when the communication between teachers and student is incomplete; hence, you are urged to confer with your child's teachers before making it an administrative matter. If you have any question or a problem related to school, the principles of Matthew 18 should be followed to resolve the issue.

D. 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 at the lowest possible. The fall Family Fun Day, and spring RCBA Showcase, are two of our large events that we strongly encourage each family to participate in by both giving and volunteering.

E. RenWeb...

RenWeb is a school database system that is available to parents at any time by using a login and password. When using RenWeb for the first time please go to www.renweb.com, on the left side of the screen find and click on ParentsWeb Login, enter the school code BA-TX in the appropriate field, enter the e-mail address on file with the school office, and if you are a first time user click on the New Parent Login tab and a password will be mailed to you. Once you receive your password, come back to this screen and enter it in the password box in order to enter the system. Once you are set up and logged in, you will have access to daily lesson plans, homework assignments, your student's grades, and report cards.

XI. General Information

A. Law Enforcement Officials...

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

B. Unauthorized Articles...

Any items that are considered a disruption during class such as pagers, lighters, CD players, cell phones, or laser pointers can and will be taken by the teacher if they are used during class time without prior permission.

C. School Insurance...

Your child has accident insurance that covers accidents on school property, traveling as a group under school supervision to any scheduled school activity, or injuries related to school-sponsored events. RCBA is the second carrier if you have primary coverage.

D. School Office...

Students may request to use the phones in the school office in the case of an emergency or illness with the permission of the office staff. Students are NOT permitted to use the school copier/printer for printing any homework assignments. Any other school-related print jobs will only be permitted with permission by the office staff and will be subject to a 25 cents per copy charge.

E. Campus Hours...

The school is open each day from 7:00am until 4:00pm. Parents may drop their students off at school as early as 7:00am. All students must come to the Youth Center where they will be monitored by a staff member. Students are not permitted to hang out in the parking lot, locker area, or play basketball in the mornings. If you will be late picking up your student, you must contact either the school office or your child's teacher. After 3:20, you will incur charges to have your child supervised at the cost of \$20.00 per hour. Supervision may be by a RCBA teacher or administrator. Exceptions will be made on an individual basis when requested by a parent.

F. Campus Visitors...

All visitors must sign into the school office before being allowed on campus.

G. Change of Address or Phone Numbers...

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

H. 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 properly taken care of. Purposefully destroying or damaging any of this equipment will result in a fine that is equal to its replacement cost.

Textbooks are issued by the school at the beginning of the year. Teachers will assess the condition of each textbook before handing them out. Students whose textbooks are lost or returned in unusable condition will be charged the replacement cost of the book.

I. Printed Material...

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

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

Policies Acceptance

Please print a copy, sign, and turn this page in to the office.

I have read the contents of this handbook carefully and completely. I acknowledge that I understand the policies set forth in it. I agree to support and abide by these policies. I further understand that all conflicts will be handled in the following manner:

1. I will contact my child's teacher or the person whom I have a conflict with to discuss the matter in accordance with the instruction in Matthew 18:16.
2. If an agreement or understanding is not reached, I will confer with the teacher or the person with whom I have a conflict and the principal in a joint meeting.

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

I understand the Non-Discriminatory Policy as it is stated in the front of the Handbook. I further understand that if I don't read the Handbook, and return this page signed to the school office, my child(ren) will not be permitted to wear Spirit Dress until I do.

Parent/Guardian Signature

Date