

**RIVER CITY
CHRISTIAN SCHOOL**
*Family/Student
Handbook
2018-2019*



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**NOTICE OF NON-DISCRIMINATORY
POLICY FOR STUDENTS**

River City Christian School does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational policies, admissions policies, athletic and other school-administered programs.

**RIVER CITY
CHRISTIAN SCHOOL**

**2018-2019
FAMILY/STUDENT
HANDBOOK**

**ELEMENTARY SCHOOL
MIDDLE SCHOOL
HIGH SCHOOL**

GRADES K - 12

Revised July 2018

SCHOOL ADMINISTRATION

Ezzard Castillo – Administrator

Larry Romine – Upper Grade Principal & Athletic Director

Erica McCormick – Lower Grade Principal

Dot Stinemetze – Business Manager

FORWARD TO PARENTS/GUARDIANS AND STUDENTS

This handbook has been prepared to provide parents/guardians and students information regarding RCCS rules, regulations, and practices for Grades K-12. PLEASE READ THIS BOOK CAREFULLY so that you will become familiar with its contents. The information is designed to help answer questions about the school's expectations of each student. It is hoped that the information contained within these pages will increase your knowledge and understanding of the mission, scope, and purpose of River City Christian School.

PLEASE KEEP THIS BOOK available for quick reference, so that answers to numerous questions can be obtained easily. **Parents/Guardians and students are responsible for reading and knowing the information provided in this handbook.**

When the home and school work in harmony, the quality of education and success can be enhanced for all RCCS students.

We're looking forward to a great year!

Blessings,

Ezzard Castillo
Administrator

It is important for both parents/guardians and students to become familiar with this handbook.

The administration reserves the right to amend and/or change this Family/Student Handbook. Parents will receive written notification of any changes.

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Doctrinal Statement of Faith

We believe in one God, Infinite Spirit, Creator, and Sustainer of all things, who eternally exists in three persons: God the Father, God the Son, and God the Holy Spirit. These three are one in essence but distinct in person and function. (Deuteronomy 6:4; Exodus 20:3; I Corinthians 8:4-6; Ephesians 4:3-6; Matthew 28:19)

We believe that the Father is the first person of the Trinity. He is the designer of creation, the author of redemption, and the sovereign of all history. (Genesis 1; I Peter 1:2; Ephesians 1:3-4).

We believe that the Lord Jesus Christ is the second person of the Trinity. We believe that Jesus was begotten by the Holy Spirit, born of the Virgin Mary, and He lives forever as perfect God and perfect Man. (Matthew 1:18; Luke 1:26-38; John 1:1,3; Colossians 1:17)

We believe that the Holy Spirit is the third person of the Trinity. He is the giver of all life, active in the creating of the universe; He is the agent of inspiration and the new birth; He restrains sin and Satan; and he indwells and sanctifies all believers. (Acts 5:3-4; I Corinthians 2:10; I Corinthians 6:19; John 3:5-6, 8)

We believe the Bible, both the Old and the New Testaments, though written by men, was supernaturally inspired by the Holy Spirit so that all its words are the true written revelation of God; it is therefore, inerrant in the originals and authoritative in all matters. (John 17:17; II Timothy 3:15-17; Hebrews 1:1; II Peter 1:21).

We believe that all things were created by God. The universe was created in six historical days and is continually sustained by God. Human beings were created not evolved, in the very image of God. (Genesis 1; Hebrews 11:3)

We believe that Adam, the first man, (willfully) disobeyed God, bringing sin and death into the world. As a result all persons are sinners from conception, and they are, therefore, subject to eternal punishment, under the just condemnation of a holy God. (Genesis 3; Romans 3:23; Hebrews 9:27)

We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitute sacrifice. He fulfilled all the demands of God by His obedient life, died on a cross in payment for our sins, was buried, and on the third day He arose physically from the dead. He ascended into heaven where He now intercedes for all believers. We believe that each person can be saved only through the work of Jesus Christ, by repentance of sin and faith alone in Him as Savior. (Matthew 20:28; John 1:29; Romans 6:23)

We believe that the Holy Spirit indwells all who are born again, conforming them to the likeness of Jesus Christ. Every believer is responsible to live in obedience to the Word of God in separation from sin. (John 7:37-39; Acts 11:16-17; Romans 5:5; Ephesians 1:13)

We believe that the Church is a local assembly of believers, under the discipline of the Word of God and the Lordship of Jesus Christ. It functions through the ministry of gifts given by the Holy Spirit to each believer. We believe and observe the ordinances of baptism and the Lord's Supper. (Acts 20:28; I Corinthians 12:13; Ephesians 5:25; Hebrews 12:23)

We believe in the personal, imminent return of our Lord Jesus Christ. The unsaved will be judged according to their works and separated forever from God in hell. The saved will live forever in Heaven in fellowship with God. (Matthew 16:27; Matthew 24:27; Acts 1:11; I Thessalonians 1:10; I John 2:28)

MISSION STATEMENT

River City Christian School provides a Christ-centered environment in order to educate students who learn differently, thus offering hope to their families.

SPIRITUAL GROWTH

Once a week elementary and upper grade classes gather at separate times to share a time of high-energy praise, worship, and learning in RCCS weekly Chapel service. We believe that this is a vital part of the culture of RCCS. It is one of the things that makes RCCS so unique. Chapel is not optional, and we invite parents to join us for this awesome experience in the Lord.

RCCS SCRIPTURAL PRINCIPLE

"...with God, all things are possible" (Matt. 19:26)

RCCS PURPOSE STATEMENT

***Recreate, Renew, Release
To recreate hearts, renew minds, and release potential***

RCCS STAFF

The RCCS staff, administration, and support personnel are a close-knit team. Each member has a calling on their life by God to minister to children with special needs. The RCCS staff is dedicated to each student and his/her family through prayer, academic, and spiritual support. RCCS is committed to employing highly qualified, degreed staff members.

“...and if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like noonday” (Isaiah 58:10 NIV).

RCCS ACCREDITATION AND AFFILIATION

RCCS is fully accredited through the International Christian Accrediting Association (ICAA), an accrediting agency dedicated to the recognition and support of excellence in Christian education. RCCS became fully accredited through ICAA in 2003. RCCS became dually accredited in 2011 with SACS (Southern Association of Colleges and Schools Council on Accreditation and School Improvement). RCCS is also affiliated with the following:

- ORUEF (Oral Roberts University Educational Fellowship) – A nonprofit, interdenominational fellowship of Christian schools established to help members accomplish goals they could not achieve well alone, and to assist in the advancement of Christian education. ORUEF recognizes the autonomy of each school, or other educational institution, and does not wish to usurp that autonomy.
- AdvancedED – A comprehensive accreditation process. The process focuses on vision and goals, and evaluates teaching and learning, and results documentation, and resource allocation. AdvanceEd provides regional accreditation through the Southern Association of Colleges and Schools.
- TPSA – The Texas Private School Association was created to represent private schools in Texas and provides protection for the rights of private schools in Texas; representation to state legislators and regulators; networking for the whole community of non-public education in Texas; and a public voice for the benefits of private schooling to all the citizens of Texas.
- LDAT – The Learning Disabilities Association of Texas offers help and hope to those struggling with learning disabilities. LDAT believes that every person with learning disabilities can be successful in school, at work, in relationships, and in their community—given the right opportunities and support. LDAT’s mission is to provide such support and increase opportunities for all people with learning disabilities.
- LSCAA- Lone Star Christian Athletic Alliance is Christian athletic league made up of local Christian schools that strive to foster the spirit of fair play, good fellowship, true sportsmanship, and wholesome competition for high school aged students in a Christian environment..

ADMISSION INFORMATION

Biblical Principle

RCCS does not discriminate on the basis of race, color, sex, or national or ethnic origins.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14 NIV)

Admission Guidelines

Admission and Class Placement will be based on the following:

- Parent(s) interview with administration
- Student interview with administration
- Placement testing as determined by RCCS
- Admission Screening Committee evaluation of student records
- Parents are notified regarding acceptance or non-acceptance
- Completion of Enrollment Packet upon acceptance
- Meeting with Business Manager for financial and final enrollment arrangements
- Registration, textbook, and supply fees paid in full
- All immunizations must be current before the student will be permitted to attend classes.

Placement

The administration, with faculty input, will determine grade placement for students. Parents are asked to refrain from requesting a specific teacher for their child.

Probationary Period

- **Newly enrolled students will be admitted, conditionally, on a probationary period of sixty (60) school days. The school administration desires that every child succeed and thrive at RCCS; however, we reserve the right to discontinue educational services to any student who fails to meet or comply with the conditions of the probationary period. During the period of probation, the student must maintain regular school attendance, complete all assigned work in a timely manner, exhibit respect toward teachers and other students, and accumulate no more than one disciplinary referral.**
- **RCCS reserves the right to decline admission to any child whose prior behavior records indicate that they are not compatible with the standards and environment of River City Christian School.**
- **If educational services are discontinued because of student non-compliance, then book and registration fees are non-refundable.**

RE-ADMISSION INFORMATION

Protected Re-Admission Policy

- Each year, RCCS provides a protected re-admission period for currently enrolled students who desire to enroll for the upcoming school year.
- Re-Enrollment Packets will be offered to all currently enrolled students and their families during the re-enrollment period.
- Since RCCS offers classes with low student-teacher ratio, it is highly recommended that current RCCS families take full advantage of the protected Re-Admission Period when RCCS students have first choice of classroom space.
- Re-enrollment may continue after the open enrollment date as long as classroom space is available.

Re-Enrollment Requirements

Re-enrollment will be based on the following:

- All past-due account balances from the prior school year must be paid in full before re-enrollment. (Any funds received toward re-enrollment will first be applied to the past-due account balance.)
- Parents must complete Re-Enrollment forms.
- A non-refundable payment of registration and book fees is required. This payment must accompany the completed Re-Enrollment forms before any student is considered re-enrolled for the upcoming year.
- All Financial Agreements must be completed.

Open Enrollment Admission

After the close of the protected Re-Enrollment Period, RCCS will begin accepting new student applications during the Open Enrollment Period. RCCS reserves the right to deny enrollment to any student.

Update Student Records

When a student's home address, email address, or telephone number changes, the family is **required to report this information** to the office immediately so that records may be updated in case of an emergency.

WITHDRAWAL POLICY

- Parents/Guardians who withdraw their child before the end of the school year are required to give at least **48 hours advance written notice** to the school Administration in order to prepare student school records.
- This notification should be in the form of a written statement from the parent/guardian requesting that the student be withdrawn; it should state the reason for withdrawal and the date and time that the student will terminate enrollment.
- A Student Exit Form must be completed.
- Additional requests for records will incur a \$10 fee per request.
- Please keep in mind that no records will be released unless the student's financial account is current.
- If a student is withdrawn before the first day of school, enrollment, registration, and book fees will not be refunded unless the parent/guardian is being transferred due to a job assignment or military duty (written verification will be required).
- Students who are expelled will not be entitled to any tuition refund.

NOTE: Students who withdraw within the last two weeks of school will not receive school records until teachers post all grades into RenWeb. This does not occur until the end of the school year. Grades and school records are sent 7 to 10 days after all grades are posted. THERE WILL BE NO EXCEPTIONS.

FINANCIAL INFORMATION

Fees and Release of Records Policy

- Book, registration, and athletic fees are non-refundable.
- If a student is expelled, parents/guardians are responsible for full payment of tuition and other fees previously incurred. No refunds will be given.
- RCCS will hold report cards and other school records until tuition and other fees have been paid in full.
- Student records, test scores, transcripts, etc. will not be released until accounts are paid in full.

Late Tuition Payments - Financial Suspension Policy

- **If payment of tuition is PAST DUE by one month, the student will be suspended until tuition is current.**

Returned Payment- Insufficient Funds

- In the event a payment is returned for insufficient funds, FACTS will assess a \$25 fee to the parent's account for each payment attempt that is returned. No checks will be accepted after two returned checks for insufficient funds. Only cash payments will be accepted.
- Changes to the FACTS Agreement, or termination of the FACTS Agreement, must be made according to the terms and conditions described on the back of the FACTS Agreement sheet. If the parent's original copy of the FACTS Agreement is not available, contact the RCCS Business Manager.

Athletic Participation Fees

Grade				
Elementary	\$300.00			
Middle School	\$325.00			
High School	\$375.00			
Cheerleading	Cost of Uniform additional			

- Students participating in any sport, including cheerleading, will be charged an athletic participation fee.
- Additional costs may be incurred (i.e. summer camps, meals at away-games, snacks, etc.).

Additional Fees

- A \$20.00 fee is charged for paper products at the beginning of each semester (October/February).
- Additional fees may be charged for field trips, yearbook, school pictures, spirit shirts.

Financial Tuition Assistance

- RCCS strives to provide tuition assistance for families and students who have a need for financial assistance in paying for tuition.
- RCCS' tuition assistance is dependent upon donations and fundraisers. The amount of assistance given for the school year is dependent upon donations/fundraisers received from the preceding school year.
- Applications for financial aid will be provided through FACTS Management Company. The application process is an online process. There is a \$25 application fee. FACTS will review the applications and make their recommendations to RCCS. The majority of tuition aid is awarded early in the school year. Contact the school office to begin the application process.
- Families who receive tuition assistance are required to volunteer during RCCS' main tuition assistance fundraisers. Failure to participate may result in the loss of current or future tuition assistance.

SCHOOL HOURS/EXTENDED CARE

School Hours

6:45 - 7:55	Before-School care
7:55 - 8:20	Carpool – drop off
8:20	Morning bell rings.
8:30	Tardy bell rings. Advisory begins. School Day Begins.
3:30	School is dismissed. (Monday through Thursday)
3:30 – 3:45	Carpool pick up (Monday through Thursday)
3:45 – 6:00	Extended care (Monday through Thursday)
3:00	School is dismissed. – (Friday only)
3:00-3:15	Carpool pick up – (Friday only)
3:15 – 6:00	Extended care – (Friday only)

The School Day

- Homeroom/Advisory - Elementary students are assigned to a Homeroom and upper grade students are assigned to an Advisory period designed to take roll count, collect lunch orders, and facilitate distribution of materials and information to students.
- Pledge of Allegiance/Prayer – At the beginning of the first class on each school day, students will take part in the recitation of the Pledge of Allegiance to the United States Flag and the Texas Flag and Prayer.
- Announcements are issued daily during Homeroom and Advisory. Students should listen carefully as they will be held responsible for the information.

Inclement Weather

- Occasionally it becomes necessary to delay the start of school due to inclement weather. RCCS normally follows the decision of North East ISD in these matters. Tune in to the radio or TV news programs concerning the closing or delay of school during severe weather conditions.
- RenWeb phone message system. This system automatically calls your home phone or cell phone with a prerecorded message informing parents of school closures or delayed starting time due to inclement weather. This system will also be used to notify families of upcoming events or other important information.

Extended Care

Before and After School Care is provided for RCCS students only. Extended Care is not available on school holidays and half days. The Extended Care Enrollment Fee is a one-time, non-refundable fee.

Enrollment Fee:	\$ 25.00
Before-Care Only:	\$ 80.00 month
After-Care Only:	\$150.00 month
Before and After Care:	\$200.00 month
Daily Rate:	\$5.00 per hour or part thereof
Late Pickup Fee:	\$15.00 anytime between 6:00 p.m. – 6:10 pm and \$1.00 per minute thereafter.

(Official time will be determined by AFSC Director's cell phone.)

- Students who are not picked up by 3:45 p.m. and who are not enrolled in Extended Care will be sent to Extended Care until they are picked up.
- The first time a student goes to Extended Care, the enrollment fee will be charged to the parent's account if this fee has not been previously paid.
- **PARENTS ARE REQUIRED TO SIGN OUT THEIR CHILD WITH THE AFTER SCHOOL CARE COORDINATOR WHEN PICKING THEM UP FROM EXTENDED CARE.**
- **UN-SUPERVISED students of any age are not allowed on the RCCS school campus before or after school hours.**
- Students who leave the RCCS campus may not return and re-enter Extended Care.

ATTENDANCE INFORMATION

Texas Compulsory Age Law

Regular and punctual attendance is important for each student's successful progress and growth. As prescribed by law in the State of Texas, every child who is at least 7 years of age, or who has previously been enrolled in the first grade and who has not completed the academic year in which his/her 7th birthday occurs, shall be required to attend school a minimum of the required number of days of the regular school term (Texas Edu. Code Ann. 25-085(b)).

Texas Compulsory Attendance Law

- The Texas State Law requires that a student may not be given credit for a course if that student has absences of more than 18 days during the school year.
- Truancy is grounds for dismissal.
- To receive credit, students must make up the course during summer school, or complete Saturday school makeup days as assigned by the attendance committee. *Note: Saturday School may not be available.

Appeal Procedure

- Students who have exceeded more than 18 absences and who have successfully earned a passing grade may appeal for credit in those courses.
- The student/parent may appeal to the Attendance Committee. If it is determined that a waiver may be granted, the student/parent is required to adhere to all conditions of the appeal (i.e. make-up work, class time, etc.) The decision of the committee is final.

Absences

Parents are requested to notify the school early in the day when their child must be absent. Absences are either considered **excused or unexcused.**

Excused Absences

- An absence is excused if it involves a personal illness, doctor or dentist appointment (that is verified by the doctor or dentist), or illness or death in the family. A student who is absent **must** bring a dated note from his/her parents, or the doctor, stating the reason for the absence and the date(s) of the absence.
- If a student is absent more than 3 days in a row, he/she **must** have a doctor's note to return to school.
- Students are allowed to make-up missed assignments with excused absences.

Unexcused Absences

- Absences resulting from circumstances other than those defined previously are considered unexcused absences.
- If the student does not have a note stating the reason for the absence, the absence will be counted as unexcused.
- Students are **not** allowed to make-up missed assignments for an unexcused absence.

Make-up Work Policy

- Each student is responsible for all assignments missed during his/her absence. Students must complete all missed classwork assignments for every day of absence. Students will have one (1) class day to make up for each one (1) day of missed assignments.
- Students will be given make-up assignments when they return to school after their absence and **not earlier**. Please do not request make-up work for your child while he/she is still recuperating at home.
- Failure to complete make-up work within the time required will result in zeros for missed assignments (no exceptions).
- Students who are suspended will be allowed to make up their work when they return to school. The student's absence shall not be counted against the minimum attendance as required by law if the student satisfactorily completes the assignments for the period of suspension within a reasonable time (one day for each suspension). Make-up work due to suspension will follow the make-up work procedures outlined the Family/Student Handbook.

Late-Work Policy

- All assigned class work and homework is required to be turned in on time as designated by the classroom teacher.
- If the student fails to turn in assigned class work or homework at the designated time, the following penalties will incur:
 - 10 points off for the first late day
 - 20 points off for the second late day
 - 30 points for the third late day
 - A grade of zero (0) will be given on the fourth day.
 - Suspended students may not make up work for days suspended. Students will receive a zero.

Chapel Attendance

Students are required to attend chapel. Excessive absences can be grounds for disciplinary actions, up to, and including expulsion.

Tardiness

Students are required to be in their classroom seats by 8:30 a.m. when the tardy bell sounds. Failure to do so causes disruption in the class and interrupts the teacher's preparation.

- Students arriving after 8:30 a.m. must be signed in by their parent/guardian at the front office in order to be admitted to class.
- More than four (4) unexcused tardies within a nine (9) week period will result in the student serving Saturday School Detention (SSD) for each tardy after four (4); this also includes tardies to every class during the school day.
- Students who arrive at school after 10:15 a.m. or who leave before 12:30 p.m. will be counted absent one half (1/2) day. Students who leave before 10:15 a.m. will be counted absent for the whole day.
- Six (6) unexcused tardies is equivalent to one (1) unexcused absence. For example: a student with six unexcused tardies will have one unexcused absence recorded on his/her report card.
- Without a doctor's note or known emergency, tardies will be counted as unexcused.

Students Leaving Campus Early

Students may not leave the RCCS school campus without proper permission from administrative personnel. Any student leaving the RCCS campus before the last bell (3:30 p.m. Mon – Thurs. and 2:45 p.m. on Friday) must first sign out at the front office.

PARENT COMMUNICATION

The teachers and staff at RCCS believe that excellent communication between the school and the parent is vital for the success of our students. The school administration strives to make communication between school and parent efficient and practicable by providing several ways to stay in touch.

Student Planners

Student Planners are Important- Every student is issued a Student Planner. Student Planners are used for daily teacher-parent communication, and for recording student assignments and homework. The Student Planner is sent home every day.

- **Check the Planner** – To review your child’s assignments, progress, and any important notes from the teacher. Parents may also jot a quick note back to the teacher.
- **Sign the Planner** – Both teachers and parents are required to sign the Student Planner each day to make sure that classroom information has been received.
- **Points Off** – Planners are so vitally important to parent-teacher communication that points are taken off if students do not return the planner to school every day with their parent’s signature.

The Web

ParentsWeb – Is an electronic (internet) form of communication, allowing parents to instantly view their student’s homework assignments, progress, grades, and attendance. This information transmits automatically from the teacher’s grade book to the ParentsWeb enabling parents to stay informed and involved. RenWeb is available to all parents/guardians at no cost by providing the school with an e-mail address.

River City Christian School Website - Check out the school website at www.rivercitychristianschool.org to access the School Calendar for upcoming events and important school days. Parents may also access information about RCCS programs, services and school activities.

Teacher E-Mail

Communicating by e-mail is a great way to quickly touch base with a teacher. To send an email to your child’s teacher, you may refer to RenWeb using the Gradebook link.

Conferences

Telephone Conferences – Parents who desire to personally speak with teachers, may set up a telephone conference by contacting the teacher.

Face-to Face Conference – RCCS teachers are available to sit down and meet with parents who have questions or concerns about their child’s school performance. Contact your child’s teacher to set up a personal conference appointment during the teacher’s conference period.

Parent-Teacher Conferences – These conferences are scheduled in the Fall and Spring of each school year. Parents come into the school office to schedule an appointment with each child’s teacher for a one-on-one discussion of their child’s progress.

And More...

Meet and Greet – RCCS invites parents to our open house in August before school starts. Parents visit their child’s classrooms, meet the teachers, examine the student’s curriculum, and ask questions about the upcoming school year.

Student Report Cards – are emailed each nine weeks. Final report cards are sent by email once accounts are clear.

School Newsletter – The RCCS Journalism class produces a student generated newsletter of Warrior happenings each month.

Flyers - Other important school events concerning student activities are frequently sent by email.

STUDENT EVALUATIONS and AWARDS

Grading Policy

Each school year is divided into two semesters. Each semester consists of two nine-week (9) grading periods. Students must receive a passing grade for each semester to receive a full credit for the course.

Report Cards

- At the end of each nine-week (9) grading period, a report card is available thru Renweb.
- The last report card of the school year will be sent by email once accounts are clear.
-

Grading Scale

All grades are recorded numerically on report cards and transcripts.

A+.....97-100	B-.....80-82
A.....94-96	C+.....76-79
A-..... 90-93	C.....73-75
B+.....86-89	C-.....70-72
B.....83-85	F.....0-69

Some grades are reflective of modified instruction as well as individualized accommodations.

Progress Reports

Progress Reports are supplementary to the regular report cards. At the end of the third and sixth week of each grading period, the school will send notice of student's progress to the parent/guardian.

Standardized Testing

RCCS school-wide standardized tests are typically given over a four-day period during the month of April.

- The main purpose of using a standardized achievement battery is to provide information that can be used to improve instruction. Test scores also contribute to better instructional decisions that educators could make without having that information available. Test scores are not used to pass or fail students.
- Standardized achievement scores provide unique supplementary information that assists educators about learning objectives, choosing instructional materials, and creating an effective learning environment.
- Accommodations and Modifications RCCS provides accommodations to students, if needed, by changing the standard administration procedures allowed by IOWA test services. Accommodations permit meaningful achievement information to be obtained without compromising the test.
- The student's personal test evaluations and professional recommendations guide administrators to choose appropriate testing accommodations for each student.
- Students' IOWA test scores are withheld, however, for students with an existing financial balance of any kind.

Rewards for Good Conduct

- Each 9 weeks, elementary students who receive **eight** (8) or more 100's in their weekly conduct grades, and upper grade students who retain 100 points for **eight** (8) or more weeks, will be eligible to participate in the **“100 Club Luncheon Party.”**
- These students may also receive a certificate at the Awards Chapel. A gift certificate may be awarded in place of the party at the end of the last 9 week grading period.

Academic Awards

Certificates will be awarded during Chapel at the end of the nine-week grading period for the following:

- **“A” Honor Roll** - Awarded to students who maintain all A's in academics, in a nine (9)-week grading period.
- **“A/B” Honor Roll** - Awarded to students maintaining A's and B's in all academic classes in a nine (9)-week grading period.

Character Awards

- Certificates may be awarded to students for Christian Character qualities and for other achievements in areas such as spiritual growth, music, arts, citizenship, etc.

HIGH SCHOOL COURSE REQUIREMENTS

A high school student must earn at least 26 credits to complete the Minimum High School Program to be eligible for graduation.

Core Courses

Students must demonstrate proficiency in the following courses:

- **Bible** – four (4) credits
- **English** - four (4) credits
- **Foreign Language** – two (2) credits of the same language (through Rosetta Stone grades 9-12)
- **Mathematics** – four (4) credits to include Algebra I and Geometry.
- **Science** – four (4) credits to include Biology, Chemistry, Physics
- **Social Studies** - three (3) credits to include: World History or World Geography, U.S. History, U.S. Government one-half (1/2 credit), and Economics one-half (1/2) credit.
- **Physical Education** -one (1) credit
- **Speech/Drama** - one-half (½) credit.
- **Technology Applications** -one (1) credit
- **Fine Arts** – one-half (1/2) credit
- **Electives** – two (2) credits

Graduation Requirements

RCCS establishes graduation requirements in compliance with Texas State law. RCCS requires each high school student to have a Graduation Plan. This plan outlines prescribed credits in Bible, English, Mathematics, Social Studies, Science, Foreign Language, Speech, Technology Applications, Physical Education and elective courses.

- Course credit will be awarded when a student has met the course requirements.
- High School Students entering RCCS will be held responsible for meeting the minimum requirements for grade level classification.
- Summer school is required for those students who have failed at least one semester of a course.

Honor Graduate Student Guidelines

Highest Ranking Student - To qualify for Highest Ranking Student honors, the student must score among the highest GPAs in his/her senior class.

- The student must be on a “Standard Track,” not a “Modified Track.” (Highest Ranking Student can not have any accommodations or modifications their senior year.
- Rank is based on the semester grades for all courses attempted in grades 9-12.
- Student must have attended RCCS a minimum of two full consecutive high school years.
- He/she must be active in community and school service.
- Previous placement on a Behavior Contract will be taken into consideration and assessed by RCCS Administration.

Promotion, Placement, Retention

- **Promotion** - A student must obtain a passing grade in four out of five basic subjects (Bible, English, Math, Science, Social Studies) to be **promoted** to the next grade.
- **Placement** - Placement for the next school year will be determined by the teachers and administration.
- **Retention** - A student may be retained if both the teachers and the administration judge that retention is in the best interest of the student.
- **Parental Requests for Placement/Retention:** Parents may request that their child be retained or placed in the next grade level for the following school year. Such requests must be formally submitted in writing to administration within 5 days of the last day of the current school year.

MEDICAL INFORMATION

Immunization Requirements

Texas State Law requires valid records of immunizations for all students. Immunizations should be completed and up-to-date by the first day of attendance.

- The law requires that students be fully vaccinated against the specified diseases listed in the Texas Health Code.
- Students whose immunization records are incomplete or who have not turned in records to the office within one week of notification, will not be allowed in school until records are complete.
- Immunization records must be signed by a licensed physician.

Contact Information

- **Current names, phone numbers, address and emergency contacts must be on file at all times.**
- An Emergency Form must be completed and returned to the school **by the first day of attendance**.
- Parents are required to immediately inform the school office of any changes in the student's medical information.

Health Screening

All screenings are conducted in compliance with Texas State Law and the Texas Education Agency.

- Vision and Hearing Screenings are conducted for students in 1st, 3rd, 5th, and 7th grades, and any first-time entrants.
- Spinal Screenings are conducted for students in 6th and 9th grades.
- Parents will receive written notification from the school nurse if a referral is necessary.

Special Health Needs

- A physician must complete the Statement of Need Form for any student with asthma, seizures, diabetes, PE limitations, etc.
- This form **must** be on file on or before the first day of attendance.

Illnesses/Communicable Diseases

- Students who become ill during the day will be separated from classmates, and parents will be notified immediately. (The student needs to be picked up from school within 30 minutes of notification.)
- Children who are ill should not be sent to school.
- Children must be fever-free without the use of a fever reducer for at least 8 hours before they can return to school.
- Children who have vomited or had diarrhea must be symptom-free for at least 24 hours before returning to school.
- Please notify the school office if your child is diagnosed with a contagious disease (i.e. strep throat, chicken pox, etc.) so that other parents may be notified.

Students who return to school after an illness are expected to follow the full school program including outdoor PE, unless otherwise specified by the child's physician.

MEDICATION POLICY

Sending Medication to School

- **Students are not allowed to bring medication to school. Students who are found with medication in their possession are subject to suspension.**
- Medication must be delivered to the school office by the parent/guardian in its original container and labeled with the student's name.
- Teachers are **prohibited from** personally accepting medication from parents or students.
- All medication permission forms must be completed, signed, and on file in the nurse's office before any medication is administered to the student.
- The school does not accept over-the-counter medications labeled "COLD/FLU." Students who are ill with the flu or flu/type symptoms are not allowed at school.
- Any medication left over at the end of the school year must be picked up by parents or it will be discarded.

Prescribed Medication

- Prescribed medication must be in the original prescription bottle/box with the label intact.
- A Physician's Statement of Release Form must be completed and signed by a physician for **all** prescription medication given at school.
- Nurses in Texas may accept orders from physicians who are legally authorized to practice in this state. Physician's orders may be verified by the nurse.
- RCCS will fax the form to the physician; however, it is the responsibility of the parent to follow-up and obtain the release form from the physician.
- Only FDA approved pharmaceuticals manufactured in the United States will be administered. **Homeopathic preparations will not be accepted.**

Administration of Medications at School & Field Trips

- Medication will only be administered by the school nurse or designated staff member, with parental permission.
- Any student found giving medication to another student(s) will be expelled.
- During field trips the school nurse can delegate medication administration to another responsible adult.

Approved Over-the-Counter Medication

Parents must provide over the counter medications. Medication is labeled with the child's name and stored. **RCCS will administer only the following over-the-counter medications** per package instructions:

- Acetaminophen
 - Ibuprofen
 - Menstrual Cramp Pain Reliever
 - Cough Syrup/Cough Drops (No products labeled cold or flu will be accepted)
- Antacids, vitamins, probiotics, and cold/flu products, are examples of over-the-Counter Medications that must be administered at home.**

Nurse Referrals

- Students who become ill during class **must have a referral form from the teacher** to see the school nurse.
- The classroom teacher must complete a referral form for the ill student to present to the nurse.
- If the nurse is unavailable, the student should be sent to the office with the referral form. A staff member will make sure the student's issues are properly addressed.
- Students may NOT see the nurse between classes unless they have a referral form from a teacher.

Accidents and Injuries

- Accidents are reported to the school nurse immediately. Teachers and staff ensure that the injured student receives proper treatment.

Head Lice Rule

- With appropriate home care or prescription medication, more than 90% of lice infestations can be cured.
- Treatments are more effective in killing lice than nits. This is why combing is so important to remove nits—as is repeating the anti-lice treatment in seven to 10 days.
- Children can return to their usual activities and school or day care after the first treatment, even if nits are still in the hair. Re-treat in 7-10 days as discussed above.
- If students have a longer period of recovery, they may be asked to remain at home for a period of time.

PHYSICAL EDUCATION

Physical education and athletics are an important part of the RCCS curriculum because students are helped to grow in mind, body, and spirit.

Excused from PE Participation

- If a student is unable to participate in P.E., he/she must bring a signed note from the parent stating the reason for the excuse. **Notes from the parent will suffice for only one day.**
- A **physician's signed note** is required if a student needs to be excused from P.E. for two or more days.

PE/Recess Weather Conditions

- All RCCS students will have outdoor recess and P.E. daily.
- Students will not be taken outside if it is raining, if the temperature is below 40 degrees, or if the temperature is excessively hot.
- It is the parent's responsibility to dress students appropriately for all weather conditions.
- Students may wear solid colored sweats over their PE uniforms on cold days.

P.E. Uniforms

- All students in K-12th grade will be required to purchase an RCCS P.E. uniform from the school office, unless participating in athletics 9th-12th grade.
- Students will receive a daily grade for dressing out, as well as a P.E. participation and conduct grade.
- Students are expected to dress out even if they are not participating in P.E.
- P.E. uniforms should be clearly labeled with the student's name.
- Girls and boys will dress out in separate, supervised locker rooms.
- Students will be responsible for their own uniform items.
- Students leaving campus wearing their P.E. uniforms are responsible for laundering and returning them the *next day*.
- Additional P.E. uniforms may be purchased for students.

EXTRACURRICULAR ACTIVITIES

RCCS Athletic Program

RCCS is a member of the Lone Star Christian Athletic Alliance (LSCAA) for high school and CALSA (Christian Athletic League of San Antonio) for middle school offers an athletic program to students in 6th through 12th grade. All sports activities are governed by the rules and regulations established by TCAL and CALSA. Sports participation is an effective way to teach students about good character, discipline, teamwork, and the benefits of a healthy body. At RCCS we encourage all students to participate in some form of physical education, with an emphasis on skill development and cooperative games, and in later years, intramural sports programs.

Athletics promote self-discipline and responsibility, while also teaching the value of endurance. Athletics also develop teamwork, good sportsmanship, and response to competition with a Godly attitude.

Sports at RCCS

RCCS is committed to excellence in athletics. The educational benefits of an excellent athletic program develop a balanced lifestyle in spiritual, mental, physical, and social dimensions of the student's life.

- Primary goals of the athletic program are to encourage student participation, positive attitudes, and physical development. Our student-athletes are expected to develop Christ-like attitudes and behaviors, including cooperation, teamwork, sportsmanship, and responsibility.
- We provide the following interscholastic athletic programs for RCCS students.

Sport	Grade	Participant
Athletic fees may be paid in monthly payments through FACTS tuition		
Basketball	6 th – 12 th	Boys & Girls
Cross Country	6 th – 12 th	Boys & Girls
Track & Field	6 th – 12 th	Boys & Girls
Golf	6 th – 12 th	Boys & Girls
Tennis	6 th – 12 th	Boys & Girls
Cheerleading	6 th – 12 th	Boys & Girls
Volleyball	6 th – 12 th	Girls
Football	6 th – 12 th	Boys

Athletic Participation Fees

Grade	
Elementary School	\$300.00
Middle School	\$320.00
High School	\$375.00
Cheerleading	cost of uniform additional

- Students participating in any sport, including cheerleading, will be charged an athletic participation fee.
- The above fees include sports available for each grade. Additional costs may be incurred (i.e. summer camps, lodging, meals at away-games, snacks, etc.).
- **Note: Cheerleading uniform purchase is NOT included in sport fees.**

Sports Physical Required

- Students who participate in RCCS sports including cheerleading must have a physical examination performed by a physician. The physician must also complete a Sports Participation Form.
- You may request a form from your physician or you may download the form from the RCCS website www.rivercitychristianschool.org, on the Sports page. The sports physical form must be completed by a physician and placed on file at the RCCS office before the student is eligible to participate in RCCS sports.

Sports Eligibility/Fine Arts (Academic)

Students must maintain a passing grade of 70 or higher in all classes to be eligible to participate in any RCCS sport. Eligibility status will be monitored on a three (3) week basis using progress reports and report cards.

Sports Eligibility/Fine Arts (Behavior)

At RCCS, we believe that our athletes are leaders and should behave as such. Serving SSD or being placed on a behavior contract may be grounds for losing sports participation privileges. In addition, members of teams must serve as examples of high moral character and good conduct.

Conduct At Athletic Events

At all athletic contests, RCCS students and parents are expected to demonstrate high moral character, Christ-like behavior, and good sportsmanship to officials, students from other schools, and patrons.

- Parents/students are reminded that unsportsmanlike conduct creates a negative impression of the RCCS community, which they are representing. When parents/students represent RCCS, they should conduct themselves in such a way as to maintain the good reputation of the school.
- The host school at athletic events has the authority to require good sportsmanship from all visiting schools.

Athletic Participation of Home-Schooled Students

- Home-Schooled students are eligible to participate in RCCS sports if they are not participating in any other school league and if their grades meet eligibility requirements. Grade eligibility status will be monitored on a three (3)-week basis using progress reports and report cards.
- Parents of home-schooled students must provide academic information.

STUDENT LEADERSHIP

Christian Honor Student Association (CHSA)

Membership in this association is an honor bestowed upon deserving students and is based on the criteria of Scholarship, Service, Leadership, and Character. The object of this association is to create an enthusiasm for high grades, to stimulate a desire to render service to others, to promote worthy leadership, and to encourage the development of Godly character in RCCS students.

Christian Honor Student Association members must have faculty approval and demonstrate academic achievement with a GPA of 3.5 to be affiliated with this organization. Students also must perform as Christian leaders carrying the light of Christ to others throughout the school year. Membership in the CHSA is both an honor and a commitment.

Student Council

CHSA members will fulfill the role of Student Council at RCCS. Each grade (7-12) will elect a class representative at the beginning of the school year to provide the student body a voice. Class representatives are not recognized as CHSA members.

Snacks

During the school day teachers may allow students to eat snacks during class. Listed below are the preferred and recommended snacks.

- Fresh Fruits and Vegetables
- Cheese Stick, White milk only, Yogurt, Boiled Egg
- Turkey/Beef/Chicken cold cut roll up
- Crackers: Triscuits, Ritz, Town House (Plain), Cheez-Its, Cheese Nips, Saltines, Goldfish
- Cereal: Cheerios (plain), Kix (plain)
- Sun chips
- Sunflower Seeds, Almonds, Walnuts (NO PEANUTS)
- Beverages: Water, Juice Box

HIGH SCHOOL ONLY: Coconut Water (In addition to the list above)

Please do not send the following: Rice Krispies treats, Fruit Roll-ups, Blended whipped cream drinks ex. Starbucks, Soda

MEAL PROGRAM

RCCS offers a wonderful hot lunch program for RCCS students and staff. Lunches are \$4.50 each. Nutritional, well-balanced lunches are offered Monday thru Friday. Please spend time reviewing the menu on RenWeb with your child.

BREAKFAST

Breakfast will be offered from 7:30 am – 8:15 am for \$2.50 daily. Choices will include a hot or cold entrée and drink.

Meal Purchase Guidelines

- Meal cards may be purchased by cash, check, or credit/debit card. A drink is included with each meal (hot lunch or salad bar- 1 trip) (options: white milk, chocolate milk, juice or a cup of water). Bottled water may be purchased for \$1.00. Milk may be purchased for \$.50.
- Lunches may be purchased on a daily basis.
- All lunch orders need to be placed the day before. Tardy students will need to place their lunch order at the front office when they are dropped off.
- A student who purchases a school lunch and does not eat it will not be forced to eat. However, the student will be charged for the lunch.
- Parents will be notified in writing and e-mail when balances are low.
- An alternate lunch will also be available each day for students who do not have a lunch.
- **NOTE:** Due to the possibilities of allergies to peanuts, RCCS will not serve any lunch items with peanut or peanut ingredients.

Lunch from Home

- Students are welcome to bring a nutritional, well-balanced lunch from home at any time. Students with allergies, those on special diets, and "finicky eaters," are encouraged to bring lunch from home.
- **The following lunch items may not be brought to school:**
*****Peanuts or any food item containing peanuts*****
 - any type of candy or chocolate
 - any type of soda, including diet and caffeine free
 - any drinks containing caffeine
 - any type of dessert "lunchables"
 - any "lunchable" with a canned soft drink or candy item
- If parents do not wish their child's lunch account to be charged for an alternate lunch, parents must state in a letter authorizing their child to go without a lunch whenever he/she forgets to bring a lunch.

Vending Machines/Microwaves

Vending machines and microwaves are NOT available to any students.

Lunchtime Visitor's Guidelines

We encourage parents and other special guests to come in from time to time and share lunch with students. Please keep in mind that lunch time is used to teach students to develop their social and communication skills. Therefore, we ask that lunchtime visits be kept to a minimum.

- Please sign in at the office and get a visitor's pass.
- Please enjoy your lunch at the designated visitor table in the lunchroom.
- To avoid confusion, please let your child's teacher know if you are bringing in special food. **No soda.**
- Your child may order a school lunch for you on his/her meal card or with cash the day before your visit.
- Please refrain from purchasing fast food and bringing it to your child for lunch more than once a week.

STUDENT TRANSPORTATION POLICY

Personal Vehicles

- The operation of a motor vehicle on RCCS campus is a privilege granted to high school students (10th-12th) by the River City Christian School administration.
- The student must have a valid Texas driver's license with proof of insurance on file in the school office.
- Students driving vehicles to and from school are subject to school disciplinary policies when operating a motor vehicle on campus.
- Enrolled RCCS students with vehicles, who are not authorized to be on the school campus after school hours, may be subject to disciplinary action.
- Any student action deemed by the administration to be in violation of this Transportation Policy may result in the loss of campus driving privileges for the remainder of the school year.

Permission to Drive Form

- Students driving to and from RCCS campus must have a *Permission to Drive Form* completed and signed by their parent/guardian and on file in the office.
- RCCS students are NOT allowed to use personal vehicles for the purpose of transporting any RCCS student to school related activities.

Permission to Ride Form

- Students who wish to ride to and from school with a licensed student driver must have a *Permission to Ride Form* completed and signed by their parent/guardian and on file in the office.

Cell Phone Free Zone & Campus Speed Limit

- RCCS is a cell phone free zone. Students are restricted from using cell phones while operating a vehicle. The speed limit on school property is 10 mph.

Parking

- Students must proceed directly to the parking area upon arrival and park only in designated areas.
- After parking and locking their vehicle, students may not linger in their vehicle. Students must report immediately to the carpool drop-off area.
- Students are not allowed in the parking lot at any other time without a written pass from the administrative office.
- Students found in the parking lot during the day without a pass will be subject to disciplinary action.
- Any student vehicle entering the RCCS campus or parked on the campus is subject to search at any time.
- **Failure to comply with school parking and traffic regulations may result in disciplinary action and/or removal of campus driving privileges.**

Students Riding Public Transportation

- Students must have written permission from a parent/guardian to ride public transportation.
- Students must sign out through the front office before leaving school to ride the bus.
- Upon arrival, before school starts, students must report to the designated drop off area..

Carpool Drop Off/Pick Up

Elementary carpool drop off/pick up is in the front of the school. Elementary students will be escorted to and from the vehicles. Middle School and High School car pool drop off/pick up will be in the back of the school building.

ELEMENTARY SCHOOL UNIFORM AND DRESS CODE GUIDELINES

All dress code items must be purchased from Uniforms Plus or School Shoes Unlimited.

Students should be provided with a change of uniform clothes at school in the event of a “messy situation.”

Bottoms
<ul style="list-style-type: none">• <i>Boys and girls:</i> Khaki pants or shorts; hems must touch the tops of shoes, pants must not sag.• <i>Girls:</i> pleated skirt, pants, skorts, or culottes. Skirts, skorts, and culottes may not be shorter than two (2) inches above the knee.
Tops
<ul style="list-style-type: none">• <i>Girls:</i> ¾ sleeve white blouse, may wear white turtle neck under the white blouse• <i>Boys and girls:</i> Purple polo shirt with RCCS logo on upper left side. Must be tucked in at all times.• <i>Boys and girls:</i> Cardigan sweaters: Solid navy, 3-4 button, two pocket, w/RCCS logo; or V-neck sweaters with RCCS logo• <i>Boys and girls:</i> Sweatshirts: Only RCCS official sweatshirts may be worn.• <i>Boys and girls:</i> White turtleneck shirts may be worn under polo shirts during the winter.
Outerwear
<ul style="list-style-type: none">• Jacket: Only a solid color jacket or an official RCCS jacket may be worn. Sweatshirt or hoodie style jackets NOT allowed.• Only the RCCS school letter jacket or windbreaker may be worn in the cafeteria or classroom.
Undergarments
<ul style="list-style-type: none">• <i>Girls:</i> White/neutral colored undergarments MUST be worn under clothing and must not be visible. Privacy shorts must be worn with skirts.• <i>Boys:</i> May wear a solid white, undergarment tee-shirt, with no writing or designs.
Socks and Shoes
<ul style="list-style-type: none">• White or black socks must be worn at all times. Boys’ socks must fit above the ankle bone and below the calf. Girls may wear black or white knee-high socks or white tights with skirts. Black or white ankle socks must be worn with shorts or pants.• Shoes must be the approved shoes from School Shoes Unlimited (school code SSU297). Laces must match the shoe color and be tied in the traditional manner. Elastic or “no tie “ laces are permitted.
Hair styles
<ul style="list-style-type: none">• Moderation is required in regard to hairstyle; unconventional hair styles are not allowed; only natural colors are permitted. Administration has the final say on all hairstyles.• <i>Girls:</i> Hair must be neatly combed and above the eyes and out of the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform.• <i>Boys:</i> Hair is to be above the eyes in the front, no longer than the collar in the back, and no more than half-way down the ear. Side burns may not extend beyond the bottom of the ear lobe.• Hats, caps, scarves, bandanas, and excessively decorative hair embellishments are unacceptable.
Makeup
<ul style="list-style-type: none">• <i>No makeup is allowed for elementary school students.</i>• <i>Girls only:</i> Nail polish must be clear, mint green, pink, red, or nude.
Jewelry
<ul style="list-style-type: none">• Necklaces: must be gold/silver, have appropriate charms, and be no bigger than a quarter (no “dog-tag” style), chokers are not allowed. Note: Appropriate charms include hearts, crosses, etc. Skulls and peace signs are not acceptable.• Rings: one small ring per hand (no plastic or mood rings)• Bracelets: one bracelet (no plastic, rubber, studded, string, or terry wrist bands)• Earrings: one small pair of gold/silver (no cartilage piercings); <i>boys may not wear earrings</i>

- One simple watch

Hygiene

- Students must maintain good hygiene standards. Clothing should not be torn or dirty.
- No tattoos or body piercings are allowed.

MIDDLE SCHOOL UNIFORM AND DRESS CODE GUIDELINES

All dress code items must be purchased from Uniforms Plus or School Shoes Unlimited.

Bottoms

- *Boys and girls:* Khaki pants or shorts. Hems must touch the tops of shoes, pants must not sag.
- *Boys and girls:* A brown/black/navy belt must be worn at all times with pants and shorts.
- *Girls:* pleated skirt (must wear privacy shorts underneath) belt.

Tops

- *Girls:* ¾ sleeve white blouse, may wear white turtle neck under the white blouse
- *Boys and girls:* Purple polo shirt with RCCS logo on upper left side. Must be tucked in at all times.
- *Boys and girls:* Cardigan sweaters: Solid navy, 3-4 button, two pocket, w/RCCS logo; or V-neck sweaters with RCCS logo
- *Boys and girls:* Sweatshirts: Only RCCS official sweatshirts may be worn.
- *Boys and girls:* White turtleneck shirts may be worn under polo shirts during the winter.

Outerwear

- Jacket: Only a solid color jacket or an official RCCS jacket may be worn. Sweatshirt or hoodie style jackets NOT allowed.
- Only the RCCS school letter jacket, RCCS sweatshirt, or RCCS windbreaker may be worn in the cafeteria or classroom.

Undergarments

- *Girls:* White/neutral colored undergarments MUST be worn under clothing and must not be visible.
- *Boys:* May wear a solid white, undergarment tee-shirt, with no writing or designs.

Socks and Shoes

- White or black socks must be worn at all times. Boys' socks must fit above the ankle bone and below the calf. Girls may wear black or white knee-high socks or white tights with skirts. Black or white ankle socks must be worn with shorts or pants.
- Shoes must be the approved shoes from School Shoes Unlimited (school code SSU297). Laces must match the shoe color and be tied in the traditional manner. Elastic or "no tie" laces are permitted.

Hair styles

- Moderation is required in regard to hairstyle; unconventional hair styles are not allowed; only natural colors are permitted. Administration has the final say on all hairstyles.
- *Girls:* Hair must be neatly combed and above the eyes and out of the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform.
- *Boys:* Hair is to be above the eyes in the front, no longer than the collar in the back, and no more than half-way down the ear. Side burns may not extend beyond the bottom of the ear lobe.
- Hats, caps, scarves, bandanas, and excessively decorative hair embellishments are unacceptable.

Makeup (girls only) and Facial Hair (boys only)

- *Girls:* Makeup must be in moderation. Nail polish must be clear, mint green, pink, red, or nude.
- *Boys:* Must be clean shaven at all times, no colored nails

Jewelry

- Necklaces: must be gold/silver, have appropriate charms, and be no bigger than a quarter (no "dog-tag" style), chokers are not allowed. Note: Appropriate charms include hearts, crosses, etc. Skulls and peace signs are not acceptable.
- Rings: one small ring per hand (no plastic or mood rings)
- Bracelets: one bracelet (no plastic, rubber, studded, string, or terry wrist bands)
- Earrings: one small pair of gold/silver (no cartilage piercings); *boys may not wear earrings*
- One simple watch

Hygiene

- Students must maintain good hygiene standards. Clothing should not be torn or dirty.
- No visible tattoos or body piercings are allowed.

HIGH SCHOOL UNIFORM AND DRESS CODE GUIDELINES

All dress code items must be purchased from Uniforms Plus or School Shoes Unlimited.

Bottoms

- *Boys and girls:* Khaki pants or shorts, hems must touch the tops of shoes, pants must not sag.
- *Boys and girls:* A brown/black/navy belt must be worn with pants and shorts at all times
- *Girls:* pleated skirt (must wear privacy shorts underneath)

Tops

- *Girls:* ¾ sleeve white blouse, may wear white turtle neck under the white blouse (*girls only*)
- *Boys and girls:* Black polo shirt with RCCS logo on upper left side. Must be tucked in at all times.
- *Boys and girls:* Cardigan sweaters: Solid navy, 3-4 button, two pocket, w/RCCS logo; or V-neck sweaters with RCCS logo
- *Boys and girls:* Sweatshirts: Only RCCS official sweatshirts may be worn.
- *Boys and girls:* White turtleneck shirts may be worn under polo shirts during the winter.

Outerwear

- Jacket: Only a solid color jacket or an official RCCS jacket may be worn. Sweatshirt or hoodie style jackets NOT allowed.
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Undergarments

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- *Boys:* May wear a solid white, undergarment tee-shirt, with no writing or designs.

Socks and Shoes

- White or black socks must be worn at all times. Boys' socks must fit above the ankle bone and below the calf. Girls may wear black or white knee-high socks or white tights with skirts. Black or white ankle socks must be worn with shorts or pants.
- Shoes must be the approved shoes from School Shoes Unlimited (school code SSU297). Laces must match the shoe color and be tied in the traditional manner. Elastic or "no tie" laces are permitted.

Hair styles

- Moderation is required in regard to hairstyle; unconventional hair styles are not allowed; only natural colors are permitted. Administration has the final say on all hairstyles.
- *Girls:* Hair must be neatly combed and above the eyes and out of the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform.
- *Boys:* Hair is to be above the eyes in the front, no longer than the collar in the back, and no more than half-way down the ear. Side burns may not extend beyond the bottom of the ear lobe.
- Hats, caps, scarves, bandanas, and excessively decorative hair embellishments are unacceptable.

Makeup (girls only) and Facial Hair (boys only)

- *Girls:* Makeup must be in moderation. Nail polish must be clear, mint green, pink, red, or nude.
- *Boys:* Must be clean shaven at all times, no colored nails

Jewelry

- Necklaces: must be gold/silver, have appropriate charms, and be no bigger than a quarter (no "dog-tag" style), chokers are not allowed. Note: Appropriate charms include hearts, crosses, etc. Skulls and peace signs are not acceptable.
- Rings: one small ring per hand (no plastic or mood rings)
- Bracelets: one bracelet (no plastic, rubber, studded, string, or terry wrist bands)
- Earrings: one small pair of gold/silver (no cartilage piercings); *boys may not wear earrings*
- One simple watch

Hygiene

- Students must maintain good hygiene standards. Clothing should not be torn or dirty.
- No visible tattoos or body piercings are allowed.

BACKPACKS and LUNCHBOXES**Grades K-5**

Backpacks and lunchboxes must be solid color or prints (no character or mythical themes). No mesh backpacks.

Grade 6-12

Backpacks must be clear. No mesh backpacks. Lunchboxes must be solid color or prints (no character or mythical themes).

ATHLETIC BAGS

Athletic bags are permitted, but must be placed in locker rooms, field house, or area approved by administrators.

RCCS SPIRIT DRESS CODE GUIDELINES FOR ALL GRADES

The following spirit dress code will be strictly adhered to:

Jewelry, Make-up, and Hygiene: Guidelines remain the same as on uniform days.

Tops: An Official RCCS Spirit Shirt must be worn.

Outerwear: Must be the same as uniform guidelines.

Bottoms: Students may wear loose-fitting jeans (no sagging) or loose-fitting shorts (no sagging) that are no shorter than 2” above the knee. Bottoms should not have rips or tears. Loose skirts that reach the top of the knee may also be worn.

Shoes: All footwear must have a back (no flip-flops). Footwear that has toes and/or soles reinforced with steel, hard plastic, or similar materials is prohibited.

Pool Party Attire: (Pool party is held in May)

All **girls** must wear a **DARK** T-shirt over their swimsuits at all times. T-shirts must cover the swimsuit, and shorts must be worn when out of the pool.

All **boys** must wear a T-shirt (with sleeves) at all times with their swim shorts.

VIOLATIONS – SPIRIT DRESS

Consequences for Spirit Dress Violations

The following procedures will be strictly adhered to regarding dress violations.

Spirit Dress Violations – The following procedures will be strictly adhered to:

1st offense – Lose Spirit dress for the day. Parents will be required to bring RCCS school uniform to school the day of offense.

2nd offense – Lose Spirit dress for the day. Parents will be required to bring RCCS school uniform to school the day of offense. Student will be placed in ISS for the remainder of the day.

3rd offense– Lose Spirit dress for remainder of the semester. Parents will be required to bring RCCS school uniform to school the day of offense. Student will be placed in ISS until uniform is brought to the school.

Continuation of Spirit dress violations may result in the following consequences: behavior contract, suspension, or expulsion.

SPIRIT DRESS (SD)

Students may earn extra spirit dress days for attending special events. Students who qualify for this will be notified and given a spirit dress pass.

LOSS OF SPIRIT DRESS

Students may not participate in Spirit Dress for any of the following reasons.

- 1. Loss of more than 20 points in one week**
- 2. Students placed on a Behavior Contract.**
- 3. Absent more than one day or have more than 2 unexcused tardies in a week.**
- 4. Receive failing grades during progress or grading periods. Students will remain ineligible until the next reporting period.**
- 5. Office referral**

DISCIPLINE POLICY

Discipline is God's tool to mature us into Christ-likeness. Godly character is evidence that we are being guided internally by the Holy Spirit. It is our desire to instill Biblical truths in the lives of our students as our primary means of teaching discipline and good behavior, so that our students will be equipped as effective witnesses and successful citizens in the world.

Love and Logic Discipline Approach

RCCS has adopted the Love and Logic Program as our main approach to discipline. The Love and Logic approach lovingly puts parents and teachers in control and prepares children for the real world by helping them be responsible for the choices they make. Love and Logic teaches children to be honest, caring, and ethical. For more information on the Love and Logic program go to loveandlogic.com.

Discipline Procedures

- RCCS teachers will employ all redirection techniques in the classroom. If a student does not choose to adhere to a classroom rule, the teacher will talk with the student explaining what should have been done and how the student can correct the behavior. If, after exhausting all avenues, a student continues to misbehave, they will be referred to the office.
- The consequences of an office referral will be determined by the Administration.

Elementary Conduct Points

- Conduct grades for the week are given in the Student Planner every Thursday. A new week begins on Thursday.
- Each student starts the week with 100 points. Students must maintain an 80 or better in their weekly conduct to participate in Spirit dress. Students who lose **50 or more points** will be required to attend Friday In-School Suspension (ISS) and/or Saturday School Detention (SSD).

High School Conduct Points

- Conduct points for the week are reviewed by the principal every Thursday. A new week begins on each Thursday.
- Each student starts the week with 100 points. Upper grade students must maintain a conduct grade of 80 to be permitted to wear Spirit dress on Friday.
- High school students lose 5 points per infraction.
- During the 2nd semester the infractions listed below will lose double points (10).
 - Physical contact, hair covering the eyes, any uniform violation, boys unshaven, disrespect to authority.
- If more than 20 points are lost - students lose Spirit dress.
- If 50 points are lost, students incur Saturday School Detention (SSD) or In-School Suspension (ISS).
- Infractions are reported through RenWeb under each student's name.
- If more than 20 points are lost - students lose Spirit dress.
- If 50 points are lost, students incur Saturday School Detention (SSD) or In-School Suspension (ISS).

Isolation Policy

- Isolation may be used as a disciplinary measure when a teacher or administrator feels it is an appropriate consequence.
- Isolation in the lunchroom will consist of the student being removed from the rest of the class and placed in an alternative seating environment where they will continue to be supervised at all times while eating their lunch.
- In the classroom, the student's desk will be moved away from other students while continuing to participate in classroom activities.
- **Students will not be allowed to be in isolation in hallways, closets, or unsupervised areas.**

In School Suspension (ISS)

It is our prayer that through the Love and Logic discipline approach students will solve issues that hinder them from participating in the regular activities of the school day. In the event a student is not responding to the Love and Logic approach, students may receive In-School Suspension. In the event a student receives ISS, the student will be placed in the ISS classroom and monitored by the ISS monitor. Students who lose 50 points due to their weekly conduct may be assigned ISS instead of Saturday School Detention. In the event students are assigned ISS, they will be required to pay \$25. These funds will be used to cover the cost of hiring an ISS monitor.

Saturday School Detention (SSD)

RCCS may also hold SSD twice a month on Saturday's from 8:00 a.m. to 12 noon.

- Student will be charged a \$25 fee for each day of SSD.
- The \$25 SSD fee **must be paid to the office when the student is signed in**. Parents must escort students to the office and sign them in before 8:00 a.m. on Saturday morning.
- Students must be **signed out by a parent** at the end of SSD.
- **Students must be in their RCCS P.E. uniform and P.E shoes.** Students that are not required to have P.E. uniform for school will be required to wear similar attire for Saturday School.
- Students who miss a scheduled SSD the first time, will result in serving two SSD's. (Only a family emergency will permit students to miss SSD).
 - The second time a student misses SSD will result in an automatic three (3) day suspension.
 - The third time a student misses SSD will result in a three (3) day suspension and placement on a Behavior Contract.
 - The fourth missed SSD will result in expulsion.
- Students who arrive late will be assigned an additional day of SSD.
- Students will **not** be allowed to leave SSD early for any reason. Parents are asked to not schedule any appointments on a Saturday when their child must serve SSD.
- Supervised bathroom breaks will be given throughout the day.
- Students may be required to participate in supervised indoor and outdoor physical activities (weather permitting). This may include cleaning the building, picking up trash, running laps, and other mild physical activities.

Behavioral Contracts

- A Behavioral Contract is an individually designed agreement to improve a student's behavior in school.
- Any student on a Behavior Contract may lose the privilege to participate in any extracurricular activity.
- Violation of the Behavior Contract may result in suspension and/or expulsion.
- While on a Behavior Contract, if a student receives three office referrals, he/she will be expelled.
- Students who have been expelled, dismissed, or suspended are not allowed back on campus and are not allowed at any school-sponsored event.

RCCS Disciplinary Committee

- The purpose of this committee is to meet with students who have been expelled, have been placed on a Behavior Contract, or have been involved in a major infraction.
- The Disciplinary Committee is made up of the Administer, Principal, and faculty members.

Disciplinary Committee Meeting

- All appeals must be formal and in writing by both the student and his/her parent/guardian.
- Upon receipt of the formal requests, the Committee will schedule the appeal meeting **at their discretion and convenience.**
- Families will be notified by phone or email as to the date and time the appeal meeting will be heard.
- Students and parents must arrive on time. Students must be in official school uniform and display a respectful attitude.
- Only the parents/guardians and the student will be allowed in the hearing. Siblings and other relatives may not attend.

- All information discussed in the hearing is confidential and is not to be discussed with any person outside of the hearing.
- A student who has been expelled twice is not eligible for a hearing or re-admission.

Grievance Procedures

- It is the desire of RCCS that all grievances be handled in an expedient manner and according to Biblical principles (see Matthew 18:15).
- In our desire to resolve differences at the first point of opportunity, the following chain of command must be followed by parents and/or students to resolve all grievances:
 - Teacher
 - Principal
 - Administrator
 - RCCS School Board

The Administrator will not entertain any grievance that has not been addressed through the proper Chain of Command.

STUDENT CODE OF CONDUCT

Purpose

River City Christian School has adopted this Student Code of Conduct in order to:

- Define behavior that promotes Christ-like attitudes and a positive environment for learning.
- Define the rights and responsibilities of each member of the school community (student, parent, teacher and administrator) in order to establish and maintain proper discipline at school.
- Provide for school-wide uniformity in dealing with student discipline.
- Describe specific examples of encouraged behavior and prohibited behaviors.
- Define consequences that may be imposed for student misbehavior both in school and after school functions.

Encourage Godly Behaviors and Attitudes

- Morally righteous conduct
- Respectful obedience to all authorities
- Cooperation with others
- Courtesy and respect for authority and other students

Prohibited Behaviors and Attitudes

Note: Consequences for behaviors listed below will be enforced whether they occur on or off campus and/or during school or after school hours.

- **Arguing, Obscenity, Profanity**
- **Bullying**
- **Lying, Cheating**
- **Stealing**
- **Chewing Gum, Eating/Drinking in class**
- **Disrespect** for teachers, administration, or other students
- **Non-compliant, insubordinate** behavior
- **Repeated** dress code violations
- **Repeated** tardiness or absences
- **Texting** in class or during the school hours.
- **Unauthorized use of cell phone** on campus during school hours.
- **Public Displays of Affection (PDA)** We believe our students' priorities should be academic and spiritual in nature. Therefore, no public displays of affection will be allowed.
- **Fighting** - Fighting at school, at a school sponsored event, or school related activity, **on or off** the RCCS campus, is prohibited. Students who engage in fighting will be subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code, Disorderly Conduct.
- **Threats** - Threatening physical injury to student or teacher, threatening to damage another person's property
- **Smoking, Using, or Possessing Tobacco Products** - RCCS expressly prohibits the use of cigarette or tobacco products **by any student enrolled at RCCS, regardless of age**. Violation of this policy will result in immediate expulsion.
- **Use of Alcohol and Illicit Drugs** - RCCS prohibits the use, sale, possession, and/or distribution of alcohol and/or illegal drugs **by any student enrolled at RCCS, regardless of age**. Usage of alcohol and/or illegal drugs by any student enrolled at RCCS will result in immediate expulsion.
- **Possession** or distribution of pornographic materials.
- **Engaging** in any conduct which disrupts the school environment or educational process.
- **Sexual Misconduct**- Any student found to be engaging in sexually active behavior may result in immediately expulsion.

Consequences for Prohibited Behaviors

Appropriate and timely consequences for prohibited behaviors and attitudes include but are not limited to:

- **Verbal Counseling** is the first course of action when dealing with minor infractions such as running in hallways, excessive talking, tardiness, and littering.
- **Isolation in or removal from the classroom**
- **Loss of privileges**
- **Retribution for damages** - Students who destroy or deface school property are subject to disciplinary action and parents will be required to pay for damages.
- **Referral** to administration
- **Parent Conference**
- **Short term suspension**
- **Expulsion** - Expulsion will be for the rest of the school year. After one expulsion, the student may address the Disciplinary Committee in order to request re-admission to RCCS. The committee may allow such admission if it finds evidence of corrected behavior. A student who is expelled twice may not apply for readmission.
- **Repeated infractions** will justify longer suspension or expulsion. In addition, two separate suspensions in a school year can warrant expulsion. Serious infractions occurring anytime on or off campus, such as but are not limited to: the use of drugs, alcohol or tobacco, sexual misconduct, possession of a weapon, or major theft will result in immediate expulsion.

Plagiarism

Academic dishonesty undermines the learning experience and violates the Christian moral and ethical standards of River City Christian School. Academic dishonesty includes the following:

1. **Plagiarism**- presenting another's work as your own, including but not limited to quoting, paraphrasing, and utilizing published works without proper acknowledgement.
2. **Fabrication**-making up material and submitting it as fact.
3. **Cheating**-submitting previously completed work, i.e. projects as new work, giving or receiving information during an exam or on homework either written, verbally, or electronically (cell phones, I-Pads, etc.)

RCCS has a zero tolerance for academic dishonesty. Students will receive a zero (0) for the work, and at the discretion of the faculty or administration, further disciplinary action may be taken.

MAINTAINING A SAFE CAMPUS

Drug Testing

It is our prayer and desire to provide every student at RCCS with a safe environment. In the unlikely event that RCCS has reasonable evidence or suspects a student of using drugs, alcohol or tobacco, the school may request that the student immediately submit to professionally administered drug tests for such substances. The testing facility must be approved by the school prior to the testing. The student must submit to the testing on the same date, when the student/parent receives notice for testing from the school. All costs of such testing will be borne by the parent/guardian or student.

- **If test results are positive, the student will be expelled immediately.**
- **In the event that the student refuses testing, the student will be expelled immediately.**

Student Lockers

- Lockers are intended to be used for students' books, lunches and other appropriate materials. Lockers are issued to students and are a privilege, not a right. The privilege of locker use can be taken away at any time.
- Students will be responsible for the contents of their own locker.
- Students may rent a lock at the beginning of the year and should always lock up their valuables. Only locks rented through RCCS are allowed on lockers. No other locks are allowed.
- Students cannot share a locker with another student unless cleared by the school administration.
- School lockers are the property of RCCS. At no time does RCCS relinquish its exclusive control of lockers provided for the convenience of RCCS students.
- **RCCS authorities reserve the right to conduct inspections of all lockers, for any reason, at any time, without notice, without student consent, and without a search warrant. Lockers will be inspected on a regular basis and/or on the basis of suspicion of inappropriate items.**
- If the search reveals that the student is concealing materials that are prohibited by federal, state, or local law, then local law enforcement authorities will be notified and appropriate action will be taken.
- At the conclusion of each school year, it is the responsibility of the student to completely remove all items from their locker. Following the last day of school, lockers will be cleaned out and the contents will be discarded. The school shall not be held responsible for any items left inside student lockers after dismissal on the last day of school.

Inspection of Student Property

RCCS reserves the right to search, without notice, without student consent, and without a search warrant, any items brought on campus, such as backpacks, gym bags, purses, makeup bags, cars, and students clothing.

Valuables on Campus

RCCS makes every attempt to instruct students to safeguard their valuables; however, the care of valuables is ultimately the responsibility of the student.

- RCCS students are cautioned not to bring expensive personal items or unnecessary amounts of money to school.
- Students are cautioned to place name labels on personal articles to protect and prevent the loss of valuables.
- Students who wear glasses must place his/her name and address on the glasses case.

Magazines, Publications, Defamatory Material

- Any cards, other than traditional playing cards, are **prohibited on campus.**
- Any coins, idols, figurines depicting dragons, demons, fantasy or occult characters are **NOT allowed on campus.** All Yu-Gi-Oh, Pokemon, D&D, Harry Potter, Gothic, or other occult-type material or clothing is **strictly prohibited on campus.**
- Magazines or material encouraging actions that endanger the health or safety of students is prohibited, including obscene and/or sexually inappropriate material.
- The distribution or possession of written or printed material attacking any individual or group on the basis of gender, race, creed, ethnicity, or religion, is prohibited.
- The distribution or possession of written or printed material criticizing other RCCS students, the school, its faculty, employees, or School Board members, is prohibited.
- Libelous material which contains defamatory falsehoods against school officials is prohibited. Any student making verbal or written death threats against other students, teachers, or RCCS staff will be expelled immediately. Violation of any of the above stated policies will incur serious disciplinary action.

Electronic Devices/ Cell Phone Policy

- **Electronic Devices:** Gaming devices, electronic games, iPods, iPads, tablets, and personal computers are allowed only for Before and After School Care and extra-curricular events, with the permission of the teacher/coach.
- If students violate the policies, the devices will be confiscated by the teacher/coach and returned to the parent only.
- **Cell phones:** Students will be allowed to have cell phones on campus under the following conditions. Students must have cell phones turned off at all times. Students may also have cell phones put away in their back packs. Under **no circumstances** will students be allowed to carry cell phones on their persons, including pant pockets or purses during the school day (7:55am-3:45pm). Students will not be allowed to have cell phones out or in use during before school drop off, lunch recess time or after school pick up time. Students who violate the cell phone privilege will receive the following consequences.

1st Offense - The student's cell phone will be confiscated. The parent must retrieve the cell phone from the administration. A \$25 fine will be incurred.

2nd Offense – The student will have the cell phone confiscated, receive a 3 day school suspension, and pay a \$25 fine. The parent must retrieve the cell phone from the administration.

3rd Offense – The student will have the cell phone confiscated, lose cell phone privileges for the remainder of the school year, and pay a \$25 fine. The parent must retrieve the cell phone from the administration.

This policy will be strictly enforced beginning the first day of school until the end of school. Please note that RCCS is **not responsible** for any damage to, stolen or lost cell phones.

Computer/Internet Procedures

Students who use the RCCS's computer system are charged with the responsibility to follow the rules for appropriate use. Any violation of the Student User Policy will result in consequences as determined by the RCCS Administration.

Disclaimer –Along with computer/internet usage come certain responsibilities, Although RCCS emphasizes the ethical use of these resources through classroom computer/internet training, it is possible that students may access some material that a parent/guardian may find objectionable. While RCCS will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for RCCS to **guarantee** that it can completely prevent such access.

Parents are requested to discuss the **Student Computer User Policy** and the **Social Network Policy** with their child. Although RCCS teachers and administrators will continue to emphasize proper computer behavior, your help in reinforcing the importance of these guidelines will go a long way toward ensuring compliance. Students and parents will be asked to sign acceptance of these policies.

Student Computer User Policy

Students are strictly prohibited from:

- using any classroom computer without specific authorization from that teacher.
- entering the computer lab unless a teacher is physically present.
- using any computer in the computer lab without a teacher's specific permission.
- accessing the RCCS RenWeb at any time, under any conditions, except through the use of the student log in feature.
- from connecting to the Internet at any time, for any purpose, without specific authorization from the computer teacher or other faculty.
- using the RCCS internet to access, download, store, and/or distribute any material (text, graphic, photo, or audio) which is defamatory, abusive, obscene, profane, threatening, or sexually explicit.
- loading software on any computer without specific permission from faculty or administration.
- attempting to harm, vandalize, or destroy computer equipment or materials.

- deleting or modifying system data or software.
- engaging in activities that disrupt the performance of the computer network.
- disclosing passwords.
- accessing files and/or documents of other users without permission.
- downloading and/or installing unauthorized software or digital media.

Students and Parents will be required to sign the “Student Computer User Policy”.

“Social” Network Policy

“Social Networks” include, but are not limited to Facebook, Instagram, etc.

- Students who attend River City Christian School are expected to hold to a certain Biblical standard of behavior whether on campus or off campus. In order to address any possible issues with internet use (specifically social networks) that may arise, students must grant the administration of River City Christian School permission to view all social networking accounts such as, but not limited to, Instagram or Facebook. In addition, any material found on such a site that is deemed as inappropriate by the school administration must be immediately removed by the student.
- Any RCCS student who knowingly places defamatory information or distasteful pictures of RCCS students may be expelled.
- Any student who places negative information on any website regarding River City Christian School, Faculty/Staff/Board Members may be expelled.
- Failure to abide by these policies and rules may result in points off for minor violations, Saturday School for more major or repeated violations, and suspension or expulsion for flagrant or major offenses.
- Conduct of enrolled RCCS students should, at all times, be respectful of others. Students participating in any form of harassment or intimidation, including, but not limited to, verbal, non-verbal, graphic, written, or internet communication that denigrates or shows hostility or aversion towards any other RCCS student, faculty, or administration/board members will be subject to administrative action including expulsion.

MISCELLANEOUS INFORMATION

Field Trip Procedures

Appropriate field trips are planned for all RCCS students to strengthen classroom studies. In addition to off-campus field trips, special events will be held on the RCCS campus.

- Parents will be informed in advance of an upcoming field trip.
- Permission slips will be sent through email and must be returned by the due date given.
- Students who do not go on the field trip are still required to attend school and will be placed in an alternate classroom.
- In the event that parent drivers/chaperones are needed, teachers will contact parents who have already indicated availability.
- Parents must meet driver eligibility guidelines.
- Students will be given written instructions on the field trip dress code.
- Children and siblings who are not enrolled in RCCS are not permitted to attend field trips.

Field Trip Driver Eligibility

Parents who volunteer to drive their vehicle for Field Trips must supply a copy of a current Driver's License and proof of automobile liability insurance, as well as submit to an RCCS background check by the school administration.

Lost and Found

All clothing and personal items such as lunchboxes and backpacks must be clearly marked with the student's name.

- Unmarked and unclaimed items are placed in the Lost and Found.
- Any student who finds an article should promptly turn it in to the office.
- A student who loses an article should go immediately to the office and inquire if it has been turned in.
- Any items not claimed by the end of the year will be donated.

Use of Office Telephone

Students are not allowed to use the office telephone without permission from the Office Administrator or other administrative personnel.

Visitors on Campus

- All visitors must report to the office.
- Visitors are always welcome during Chapel and Spirit Day celebrations.
- Parents/Guardians are welcomed to visit their child's classroom with advance appointment and approval by the school administration and the teacher.
- The duration of the classroom visit may not be for more than 15 minutes. The visit must not interfere with the delivery of instruction or disrupt the normal school environment.
- No visiting siblings or other children will be allowed to visit the classroom with the visiting parent. Parents may not leave these children in the care of front office personnel.
- All visitors must comply with the school's visitation procedures and are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.
- **Lunchtime Visitors:** We encourage parents and other special guests to visit from time to time and share lunch with students. However, **please limit lunchtime visits to no more than once a week** in order to promote social independence in students.

"Forgotten" Items

- In an effort to teach students to be responsible, parents are not allowed to bring forgotten homework, textbooks, permission slips, projects or other assignments to school. The natural consequences that the student will experience will undoubtedly be an invaluable life lesson on the road to success.
- School policy states that students will not be allowed to re-enter the classroom after dismissal at the end of the day to retrieve any forgotten item. All students are given ample structured time to pack up before leaving each day.

RIGHTS AND RESPONSIBILITIES OF PARENTS/STUDENTS/STAFF/ADMINISTRATION

River City Christian School fosters a climate of Christian love and respect for authority, peers and oneself. The rules of responsibility and conduct stated within this code are established to maintain order and to protect the safe, respectful environment of RCCS. Students or parents who violate the Code of Conduct will be subject to disciplinary measure and possible expulsion from school.

Rights and Responsibilities of Parents/Guardians

- Make every effort to ensure their child attends school every day and is present on time.
- Follow uniform dress code, adhere to all school policies and free dress code, as explained in the Family handbook.
- Teach their child to follow school rules by being a good example themselves.
- Demonstrate an attitude of respect towards school staff, other parents and students.
- Sign school assignment planners daily.
- Promptly report absences to the school office.
- Participate in Parent/Teacher conferences, Parent Training workshops, school workdays, and fund raising activities.
- Cooperate with school administrators and teachers.
- Update any changes to work, home, and emergency phone through the school office.
- Accept responsibility for any property damage that their child may cause.

Rights and Responsibilities of Students

- Attend school daily and be in class on time.
- Willfully follow uniform dress code rules and free dress day rules.
- Follow school rules and encourage other students to follow them as well.
- Demonstrate an attitude of respect towards authority, peers, and oneself.
- Bring signed planners to school daily.
- Refrain from profane, insulting, threatening, or inflammatory remarks.
- Refrain from cheating or exhibiting disruptive behavior.
- Cooperate with school administrators and teachers.
- Turn in homework neatly and on time.
- Be responsible for one's own actions.
- Realize that actions outside school can influence the decisions by the administration to retain or expel the student.

Rights and Responsibilities of Support Staff

- Live a Christ-like lifestyle of love and acceptance towards every student and parent.
- Be prepared to perform all duties as required by job description and other staff members.
- Demonstrate an attitude of respect towards authority, peers, parents, students, and oneself.
- May be required to attend In-Service classes, staff meetings, or other training.

Rights and Responsibilities of Teachers

Same as support staff, and additionally to:

- Live a Christ-like lifestyle of love and acceptance towards every student and parent.
- Ensure a stable classroom environment by being present and on time.
- Be prepared to perform all teaching duties as dictated in the Employee Handbook.
- Demonstrate an attitude of respect towards authority, peers, parents, students, and oneself.
- Maintain an orderly classroom conducive to learning and caring.
- Promote fair discipline towards all students.
- Teach standards set up by ICAA/AdvancedEd and administrative staff.
- Teach students to be imitators of Christ and live by the Ten Commandments.
- Be available to speak with parents and students on an appointment basis.

Rights and Responsibilities of Administrators

- Live a Christ-like lifestyle of love and acceptance towards every student and parent.
- Provide spiritual and academic support to teachers and assistants.
- Promote effective discipline management based on fair treatment of all students.
- Demonstrate an attitude of respect towards authority, peers, parents, students, and oneself.
- Encourage communication between parents and school.
- Ensure student safety through disciplinary measures.
- Serve as an appropriate role model to all staff, parents, and students.
- Be available to speak with teachers, parents, and students on an appointment basis.

RCCS SOCIAL EVENTS

Birthday Celebration Guidelines

RCCS looks forward to celebrating your child's birthday. Please speak with your child's teacher in advance about setting a date to celebrate your child's birthday, "un" birthday, or adoption day.

- Students may request to wear Spirit dress on their birthday or "unbirthday."
- Parents/Guardians may provide special snacks for their child's advisory only.
- Parents/Guardians must contact the child's teacher ahead of time.
- Snacks will be passed out by the birthday child during the lunch period.
- Please do not send cakes as they are difficult to manage.
- **NO CHOCOLATE ALLOWED !!!** Chocolate items to include cupcakes, chocolate glazed donuts or brownies ***will not*** be allowed to be distributed.
- It is best to send treats in the morning with the student, but of course, parents are welcome to come and enjoy the celebration during lunch.
- Please do not send party favors, goodie bags, or balloons for distribution at school.
- Birthday invitations may be brought to your child's teacher who will pass them out to the class; however, the parent must provide an invitation for every student in the class.

RCCS Birthday Tradition

RCCS initiated a tradition in which a child donates a book to the school library on his or her birthday. Students may present the books during their birthday week at the Chapel service.

Classroom Parties

RCCS encourages small classroom celebrations for the following: Christmas, Valentine's Day, and end of year. Teachers will contact parents to help plan classroom parties. Parents will be asked to help in providing goodies and may need to be present to help with games and festivities.

Halloween Celebrations

RCCS does not recognize or celebrate any Halloween-related activities.

RCCS EDUCATIONAL PROGRAMS

Powerline Reading Program

RCCS is proud to offer Powerline, our highly successful, remedial reading program available on campus during school hours to students who qualify.

- Student Diagnostic testing is available for \$100.00.
- Registration Fee: \$35.00
- Fee for the Powerline program is \$100.00 per month.
- These fees will be billed separately from RCCS tuition.
- Powerline classes are five days a week .

College and Career Program

The College and Career Department provides prep classes for college entrance exams to RCCS students.

- Prep Classes for the PSAT, SAT college entrance exams are available to 11th – 12th grade students.
- RCCS is an official PSAT exam site offering this exam to 10th and 11th grade students in October.
- Students who desire to take the SAT exam must take it at a public school near the student's residence.

Dual Credit HS/College Program

- Dual Credit is a great opportunity for 11th and 12th grade students to earn college credit while they complete their high school requirements. Upon successful completion of each college course, students receive both high school and college credit. College credit hours are transferable to any public college or university in Texas.
- To qualify for Dual Credit, students must meet the following eligibility requirements:
 - Complete the Apply Texas Application

- Receive a Banner ID number
- Pass the College Entrance Exam (taken at St. Philip's College)
- Complete all required dual credit enrollment forms through St. Philip's College.
- Only 11th and 12th grade students, who academically qualify, may enroll in the Dual Credit Program. Dual Credit students are selected on a case-by-case basis by the Administrator and the College and Career Coordinator.
- There is a \$75 administration cost.

Summer School Program

- Summer School is designed for Middle and High School students who were unsuccessful in one or two core curriculum subjects in language arts, math, science, and social studies.
- Summer School classes typically begin one week after the end of the regular school session. Classes are usually held Monday through Friday from 8:00 to 12:30 p.m.
- For Summer School information, please call the school office at 210-384-0297.

RCCS Summer Enrichment Program

This program typically runs from the 2nd week of June through July for grades 1-8. The Summer Enrichment Program offers the following courses: Reading or (Powerline Reading Program), Language Arts and Math (Math U See curriculum). This program is a wonderful opportunity for students to fill in the gaps in their math skills. For information, please call the school office at 210-384-0297.

OPPORTUNITIES FOR RCCS PARENTS

RCCS Athletic Booster Club

All parents of RCCS athletes, or other interested parties, are encouraged to join the RCCS Athletic Booster Club.

- Each year the booster club sponsors fundraisers for RCCS athletic uniforms and equipment.
- Booster club members **DO** make a difference, not only in the lives of their own children, but in the lives of all students! Contact the athletic director for more information.

Parent Teacher Fellowship

PTF is a parent driven organization developed for support and communication between the parents and faculty/staff at RCCS. All parents are invited and encouraged to join this organization. Please call the school office for contact information.

RCCS ANNUAL EVENTS

Calendar of Events:

August

- **Meet and Greet** – Meet the teachers and staff, tour classrooms, and view curriculum.

September/October

- **Parent/Teacher Conferences** – Spend time with your child's teachers as you learn more about your child's first few weeks at RCCS.
- **Homecoming** – See the coronation of the RCCS homecoming King, Queen and their court while helping support the athletic department.

November/December

- **Annual Thanksgiving Feast & Turkey Bowl** – Join RCCS for our traditional Thanksgiving Feast, family fun, and the Turkey Bowl football game - one of our biggest "on campus" events of the year!
- **Christmas Program** – Enjoy an evening of music by our talented RCCS students.

January

- **Parent/Teacher Conferences** – Get a personal update on your child's progress from the dedicated RCCS staff.

March/April

- **Science Fair** – Prepare to be blown away by the incredible display of scientific knowledge at the RCCS Science Fair.
- **Spring concert** – Students perform an end of the year musical program.
- **Standardized Testing** - Let our RCCS students show you what they've learned as they spend four days putting their brains to work on the IOWA, ITBS and ITEB exams.

May

- **Gala Banquet** – Join us for a formal evening of awards and sports highlights. Don't forget the silent auction!
- **Swim Party and Cardboard Regatta**– At the Cabana Club
- **Graduation**
- **Last Day of School** - Say farewell to your RCCS buddies at an End-of-the-Year class advisory party!