

# Family/Student Handbook

2023-2023



**5810 Blanco Road**  
**San Antonio, TX 78216**  
**Phone (210) 384-0297**  
**Fax: (210) 384-0446**  
***[www.rivercitychristianschool.org](http://www.rivercitychristianschool.org)***

**RIVER CITY CHRISTIAN SCHOOL  
2023-2024**

**SCHOOL ADMINISTRATION**

**Ezzard Castillo – Executive Director**

**Larry Romine –Principal**

**Donna Castillo – Finance Manager & Principal**

**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. Any complaints should be directed to the administration***

## FORWARD TO PARENTS/GUARDIANS AND STUDENTS

Dear Family,

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 and become familiar with its contents. The information is designed to help answer questions about the school's expectations of each student. Our hope is 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 understanding 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**  
**Executive Director**

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

# TABLE OF CONTENTS

- Doctrinal Statement of Faith.....5
- Who We Are.....6
- RCCS Accreditation and Affiliation.....7
- Admission Information.....8
- Withdrawal Policy.....10
- Financial Information.....11
- School Hours / Extended Care.....12
- Attendance Information.....14
- Parent Communication.....19
- RCCS Annual Events.....21
- Opportunities for RCSS Parents.....22
- Student Evaluations.....23
  - Grading Policy.....23
  - Report Cards .....23
  - Standardized Testing.....24
  - High School Course Requirements.....25
- RCCS Educational Programs.....27
  - Powerline.....27
- Awards.....29
  - 100 Club.....29
- Medical Information.....30
  - Immunization Requirements.....30
- Medication Policy.....33
- Elementary Uniform and Dress Code Guidelines.....35
- Middle School Uniform and Dress Code Guidelines.....37
- High School Uniform and Dress Code Guidelines.....39
- Spirit Dress Code - Guidelines for All Grades.....41
- Physical Education.....42
- Extracurricular Activities.....43
- Student Leadership.....46
- Meal Program.....47
- Student Transportation Policy.....50
- Student Code of Conduct.....52
- Consequences for Violations and Loss of Spirit Dress.....54
- Discipline Policy.....57
- Maintaining a Safe Campus.....63
- Computer / Internet Policies and Procedures.....67
- Student Computer User Policy.....68
- Miscellaneous Information.....70
  - Field Trips.....70
  - Lost and Found.....70
  - Use of Office Telephone.....70
- Rights and Responsibilities of Parents, Students, Staff, Administration.....72
- RCCS Social Events.....74

## 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 creation 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)

# WHO WE ARE

## 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.*

## 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*

## STUDENT SPIRITUAL GROWTH

**Morning Devotions:** At the beginning of each day, middle and high school students gather for morning devotions. Advisory classes take turns leading students in worship, scripture, and prayer. Elementary students have devotions in their classrooms.

**Weekly Chapel:** Once a week elementary and upper grade classes gather at separate times to share a time of high-energy praise, worship, and learning in the RCCS weekly Chapel service. We believe that this is a vital part of the culture of RCCS. It is one of the reasons RCCS is so unique.

Chapel is not optional, and we invite parents to join us for this awesome experience in the Lord.

## RCCS STAFF

The RCCS faculty, staff, administration, and support personnel are a close-knit team. Each member has a calling on their life by God to minister to children. The RCCS faculty/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 on 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 noontime” (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.
- Gognia – 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.
- TCAL, CALSA and Calkids- Texas Christian Athletic League(TCAL),Christian Athletic League San Antonio (CALSA) and Christian Athletic League for Kids (CAL-KIDS) are Christian athletic leagues 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 as well as elementary and middle school 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)*

### **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, for 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
  - 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, book and registration fees are non-refundable.



## RE-ADMISSION INFORMATION

### **Protected Readmission 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 a 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 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**

RCCS maintains an Open Enrollment Policy throughout the year.

### **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. Families are asked to provide updated information yearly.

## 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 \$25 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 during the school year, families are expected to pay the contract amount for the entire year. Financial exceptions can be requested via school administration. IF the exception is acceptable (for example death of parent / guardian) it will be presented to the school board by administration for approval.
- If a student is withdrawn before the first day of school, registration fees will not be refunded unless the parent/guardian is being transferred for 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**

- 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**. Students will be allowed to make up work for up to 10 days of being absent. Any assignments after the first 10 days, will receive a zero.

### **Returned Payment- Insufficient Funds**

In the event a payment is returned for insufficient funds, FACTS will assess a \$30 fee to the parent's account for each payment attempt that is returned. No checks will be accepted after a returned check for insufficient funds. Only cash payments or credit card 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.

## FINANCIAL INFORMATION (cont)

### **Financial Tuition Assistance**

- Families who receive tuition assistance are required to volunteer a minimum of 20 hours during the school year. Failure to participate may result in the loss of current or future tuition assistance.
- Tuition assistance is dependent upon donations and fundraisers. The amount of assistance given for the current school year is dependent upon funds received from the preceding school year.
- Applications for financial aid will be provided through FACTS Management Company. The application process is online and there is a \$30 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.

### **Additional Fees**

- Annual Turkey Bowl, and Pool Party
- Additional fees may be charged for field trips, yearbook, school pictures, spirit shirts, art, music, etc.

### **Athletic Participation Fees**

Students participating in any sport, including cheerleading, will be charged an athletic participation fee.

Elementary Cheerleading	\$200 + cost of uniform
Elementary Sports (K-6th grade)	\$300
MS & HS Sports (7th - 12th grade)	\$400 first sport, \$300 second sport, \$200 third sport
MS & HS Cheerleading	\$400 + cost of uniform

*(All sports fees must be paid prior to being added to the team roster and receiving a team jersey or team uniform.)*

## SCHOOL HOURS/EXTENDED CARE

### School Hours

6:45 am – 7:50 am	Before School Care Monday - Friday
7:45 am - 8:00 am	Student Drop Off Monday – Friday
8:00 am	Morning Bell / Late Arrival Sign In Monday - Friday
8:05 am	Tardy Bell / School Begins Monday - Friday
3:30 pm – 3:45 pm	School Dismissed & Student Pick Up Monday - Thursday
3:45 pm - 6:00 pm	After-School Care Monday - Thursday
3:00 pm - 3:15 pm	School Dismissed & Student Pick Up FRIDAY ONLY
3:15 pm - 6:00 pm	After-School Care FRIDAY ONLY

### Inclement Weather

- In the event of inclement weather, families will be notified either by voice message, text and/or email through our RenWeb system, and classes will be held online. RCCS follows the decisions of the North East ISD regarding school closure, or delayed opening during severe weather conditions.

### 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 attendance
  - collect lunch orders
  - open the day in prayer
  - facilitate distribution of materials and information to students.
- Student Devotions are held Monday-Thursday after advisory, before the first period. Chapel is held on Friday during the school day.

## SCHOOL HOURS/EXTENDED CARE (Cont)

### 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 \$100.00 per month
After-Care Only \$150.00 per month
Before and After Care \$200.00 per month
Daily Rate – for occasional use \$10.00 per hour; partial hours will be charged as a full hour after the first 5 minutes.
Late Pickup Fee ( <i>Official time will be determined by AFSC Director's cell phone.</i> ) \$25.00 between 6:00 and 6:15 \$3.00 per minute thereafter

- Students not picked up by 3:45 p.m. will be sent to Extended Care until they are picked up. Daily rate fees will be applied to the account accordingly.
- **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.

## ATTENDANCE INFORMATION (Cont)

### Absences

Parents are requested to notify the school as early as possible on the day when their child is absent. Absences are either **excused or unexcused**.

In an effort to ensure all our students are progressing and meeting their academic requirements, students with attendance issues other than illness, may be assigned work through Google Classroom or email. Assigned work will have a due date. If work is not received by the teacher on or before the due date, students will receive a zero in the grade book.

### 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.
- If the student does not have a note stating the reason for the absence, the absence will be counted as unexcused.
- Teachers are not required to provide make-up work for missed assignments resulting from unexcused absences. Parents and students may appeal to the teachers directly for consideration. Administration has final say.
- Students on external suspension from school are considered to unexcused and will NOT receive make up assignments.



## ATTENDANCE INFORMATION (Cont)

### **Make-up Work Policy**

- Students are responsible for all assignments missed during an excused absence. Students must complete all missed class work 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).

### **Late-Work Policy**

All assigned class work and homework is required to be turned in on time. Failure to do so may result in the following:

- o 10 points off for the first late day
- o 20 points off for the second late day
- o 30 points for the third late day
- o A grade of zero (0) will be given on the fourth day.

## ATTENDANCE INFORMATION (Cont)

### Tardiness

**Students are required to be in their classroom seats by 8:00 a.m.**

- Late entrance causes disruption in the class and interrupts the teacher's preparation
- Students arriving after 8:00 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 3:00 p.m. on Friday) must first sign out at the front office.

### Chapel Attendance

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

## PARENT COMMUNICATION

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

**FACTS SIS** – An on-line 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 Family Portal function of FACTS SIS, 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.

**RCCS School Website** - The school website is: <https://www.rivercitychristianschool.org> You can access the School Calendar for upcoming events and important school days, and information about RCCS programs, services and school activities.

**E-Mail** – Direct communication with teachers has never been easier! All emails are the first initial and last name @rccschool.net. For example: tbooker@rccschool.net

**Telephone / Virtual Conferences** – Parents may set up a telephone or virtual conference by contacting the teacher.

**Face-to Face Conference** –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 are encouraged to schedule an appointment with each child’s teacher for a one-on-one discussion of their child’s progress.

## PARENT COMMUNICATION (Cont)

**Meet and Greet** – RCCS invites parents to our Meet and Greet in August before school starts. Parents meet the teachers, examine the student’s curriculum, pay registration fees, and ask questions about the up-coming school year.

**Student Report Cards** – are sent by email each nine week grading period. Final report cards are sent by email in June, once accounts are clear.

**E-mail blasts** - Other important school events concerning student activities are frequently sent by email and / or parent alert text messages.



# RCCS ANNUAL EVENTS

## Calendar of Events: *Your involvement matters!*

### August

- **Meet and Greet** – Meet the teachers and staff, tour classrooms, and view curriculum.
- **Parent Orientation** - Come and learn how we 'roll'. Join us for a mini seminar the first week of school to help you learn about RCCS, how we work with your child, and how YOU can play an active role in your child's success.

### September/October

- **Grandparents Day** - An opportunity for grandparents to have a light breakfast with their grandchild and learn more about RCCS.
- **See You at the Pole** - Join us for this nationwide event as students lead us in prayers for our city, state, nation and world.
- **Parent/Teacher Conferences** – Spend time with your child's teachers as you learn more about your child's learning experience at RCCS.
- **Homecoming** – See the coronation of the RCCS homecoming King, Queen and their court while helping support the athletic department.

### November/December

- **Veterans Honor Chapel** - A time honored tradition at RCCS, to honor those who have served our great nation. All are welcome!
- **Annual Turkey Bowl Festival** – The fall fundraiser of the year and a time for the RCCS family to come together and give thanks for all the wonderful Blessings the Lord has bestowed upon us.
- **Christmas Program** – Enjoy a morning of music by our talented RCCS students.

### January

- **State of the School** – Opportunity to get the details about current and upcoming programs.
- **Parent/Teacher Conferences** – Get a personal update on your child's progress from the dedicated RCCS staff.

### February

- **Donuts with Dad** - All dads are welcome to join their child for early morning donuts!

### March/April

- **Science Fair** – Prepare to be amazed by the incredible display of scientific knowledge at the RCCS Science Fair, followed by **Spring Break!**
- **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.
- **Muffins with Mom** - It is mom's turn to enjoy an early morning treat with their student.

### May

- **Gala** - This is our annual spring fundraising event. Watch email for more information.
- **Pool Party and Cardboard Regatta** – Join us at the Cabana Club for a time to celebrate the end of the school year and give God glory as students are baptized. A Cardboard Regatta and Picnic lunch follow at the Cabana Club.
- **End of Year Chapel Awards** – Every student is recognized for their achievement.
- **Graduation** – Come support our seniors and get a sneak peak at your child's graduation.
- **Last Day of School** - Say farewell to your RCCS buddies at an End-of-the-Year class advisory party!

## OPPORTUNITIES FOR RCCS PARENTS

### Volunteer / Participation Opportunities

Throughout the year, parents are needed to help with school activities:

- Attend the Annual Events
  - Turkey Bowl
  - Science Fair
  - Gala
  - Classroom parties
- Help with fundraisers
- Campus beautification (many hands make light work!)
- Field trip chaperone
- Open House
- IOWA testing
- And other things as they arise
- Sports:
  - Coaching
  - Attend games
  - Help with concessions, gate, etc.
- Attend parent / teacher conferences
- Watch your email for more!

***Parents receiving tuition assistance are required to support / help with fundraisers and events.***

# STUDENT EVALUATIONS

## **Grading Policy**

The 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 emailed through FACTS SIS.
- The last report card of the school year is sent by email once family financial accounts are paid.

## **Grading Scale**

All grades are recorded numerically on report cards and transcripts.

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

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

## **Progress Reports**

Progress Reports are supplementary to the regular report cards and are sent at the end of the third and sixth week of each grading period. The progress reports are emailed to the parent/guardian.

## STUDENT EVALUATIONS (Cont)

### **Standardized Testing**

RCCS uses the Iowa Test of Basic Skills to assess overall student learning. 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 for educators. Test scores are not used to pass or fail students.

- Testing takes place in the spring over a three day period the last week of March. Students have testing in the morning for those three days and regular classes in the afternoons. Snacks and breaks are provided.
- Standardized achievement scores provide unique supplementary information that assists educators about learning objectives, choosing instructional materials, and creating an effective learning environment.

**Testing 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.



## STUDENT EVALUATIONS (Cont)

### 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. One half credit (1/2) credit is equal to one (1) semester.

### 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
- **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 (1/2) 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 and 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.

## STUDENT EVALUATIONS (Cont)

### 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.” (The 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.
- In order for students to receive the highest ranking graduate award, they must have attended RCCS for their junior and senior year.
- 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 (required to repeat grade) 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.

## **RCCS EDUCATIONAL PROGRAMS**

### **Powerline Language Remediation Program**

RCCS is proud to offer Powerline, our highly successful, language remediation 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 high school students.
- RCCS is authorized to offer the PSAT and SAT exams on site.

### **Dual Credit HS/College Program**

- Dual Credit is a great opportunity for high school 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 may need to meet certain eligibility requirements put forth by the college or university.
- Only high school 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.
- Administrative fees apply.

## **RCCS EDUCATIONAL PROGRAMS (Cont)**

### **Summer School Program**

- Summer School is designed for Middle and High School students who were unsuccessful in one or two core curriculum subjects: language arts, math, science, and social studies.
- Summer School classes typically begin one week after the end of the regular school session and are all on-line.
- For Summer School information, please call the school office at 210-384-0297.

### **RCCS Summer Enrichment Program**

This program typically runs from the 2<sup>nd</sup> week of June through July for grades 1-8. The Summer Enrichment Program offers the following courses:

- Reading or (Powerline Reading Program)
- Language Arts
- Math (Math U See curriculum)

This program is a wonderful opportunity for students to fill in the gaps in their language and math skills. For information, please call the school office at 210-384-0297.

## **AWARDS**

### **Rewards for Good Conduct**

Each term (9 weeks), students have the opportunity to qualify for the “**100 Club Luncheon Party.**”

To qualify, all students:

- must have at least **eight** (8) weeks with no more than 5 demerits,
- must be passing all core classes.
- must have a minimum of 90% attendance for the term.

These students may also receive a certificate at the Awards Chapel.

### **Academic Awards**

Certificates will be awarded during Chapel at the end of each 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. Students will also receive a special “Breakfast with Administration”.
- “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.

### **Spirit Dress**

On occasion, students may be awarded additional days of spirit dress in recognition of their efforts. Spirit dress is often awarded when parents attend RCCS events with the administrator, such as *State of the School*.

## 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.

*\*Vaccine exemptions are accepted. (website information below) (Vaccine exemption form must be turned in to school nurse immediately upon arrival)*  
<https://dshs.texas.gov/immunize/school/exemptions.aspx>

### **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 Prek4 (must be 4 years old by September 1st), kindergarten, 1st, 3rd, 5th, and 7<sup>th</sup> grades, and any first-time entrants.
- Spinal Screenings are conducted for all students.
  - Girls will be screened twice once at age 10 or fall semester of 5th grade and again at age 12 or fall semester of 7th grade.
  - Boys will be screened once at age 13 or 14 or fall semester of 8th grade.
- Head lice checks will be performed annually on each student from preschool through 12th grade. (Parents will be notified in advance of these dates).
- Acanthosis Nigricans (early signs of diabetes check) will be performed annually on each student from preschool through 12th grade. (Parents will be notified in advance of these dates.)
- Parents will receive written notification from the school nurse if a referral is necessary.

## MEDICAL INFORMATION (Cont)

### **Special Health Needs**

- A physician must complete the following forms for any student with asthma, seizures, diabetes, PE limitations, etc. (asthma action plan, seizure action plan, diabetes management plan, and RCCS physical education/sports/recess participation form). Please see the School Nurse for forms.
- This form **must** be on file on or before the first day of attendance.

### **Nurse Referrals**

- Students who become ill during class **must have a referral form from the teacher** to see the school nurse.
- If the nurse is unavailable, the student will 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.

### **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.
- Students may return to school when all lice and nits have been removed.
- If students have a longer period of recovery, they may be asked to remain at home for a period of time.
- Head lice checks will be performed annually on each student from preschool through 12th grade, and parents will be notified in advance of these dates.

## MEDICAL INFORMATION (Cont)

### **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 brought to school.
- Children must be fever-free without the use of a fever reducer for at least 24 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/virus (i.e. strep throat, chicken pox, covid19, flu, pinkeye, etc.) so that the proper precautions may be taken.

**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 (see School Nurse for form).**

### **Accidents and Injuries**

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



## 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 (See School Nurse for form).
- 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 2021-2022 Physician's 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 form from the physician.
- **Only FDA approved** pharmaceuticals manufactured in the United States will be administered. **Homeopathic preparations will not be accepted.**

## MEDICATION POLICY (Cont)

### **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 all over the counter medications. Parents must sign and return the consent of approved over the counter medication form (School nurse needs to know which OTC medications you will be approving and providing for your child). Medication is labeled with the child's name and stored.

**RCCS will administer only the following over-the-counter medications per package instructions:**

- Tylenol
- Ibuprofen
- Menstrual Cramp Pain Reliever/Midol
- Cough Drops (No products labeled cold or flu will be accepted)
- Tums (\*this is the only antacid we will accept, no exceptions)
- Imodium
- Benadryl
- Zyrtec
- Claritin
- Throat lozenges (No products labeled cold or flu will be accepted)
- Lubricating eye drops

**\*vitamins, probiotics, and cold/flu products, are examples of over-the-counter medications that must be administered at home.**

**All prescription and over the counter medications must be signed and checked on the permission to administer medication form stating you give permission to administer all medication (prescription or OTC) and treating all major and minor injuries. This must be done before treatment and administration can be performed, no exceptions.**

## ELEMENTARY SCHOOL UNIFORM AND DRESS CODE GUIDELINES

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

\*Note: To simplify elementary student dress code, PE uniforms are not required. The following dress code applies.

### Basic Uniform:

- Khaki shorts or pants - shorts may be no shorter than 2 inches above the knee, pant hems must touch the tops of shoes and may not sag.
- Girls may wear a khaki skirt or khaki skorts. Privacy shorts must be worn with skirts. Skirts and skorts may be no shorter than 2 inches above the knee.
- Purple polo shirt (short or long sleeved) with the RCCS logo on the upper left side. (May be worn tucked or untucked.)
- PLAIN black or white socks (must fit above the ankle bone and below the calf, no insignias)
- SOLID black or white athletic shoes (soles, laces, insignia / emblem must be the same color). Laces must match the shoe color and be tied in the traditional manner. Velcro, elastic or “no tie” laces are permitted as long as they match the color of the shoe.



### Outerwear

- Jacket: Only a solid color jacket OR an official RCCS jacket with logo may be worn: blue or gray fleece jacket, RCCS windbreaker, RCCS sweatshirt.
- Only the RCCS school sweatshirt, fleece, or windbreaker may be worn in the cafeteria or classroom. Fleece and windbreaker jackets must have the RCCS logo on the upper left side.
- **Hoodie style jackets are NOT allowed**

### Undergarments

- Students may wear a solid white, short sleeved undergarment tee-shirt, with no writing or designs.
- Long sleeved undergarments are allowed under RCCS long sleeved uniform shirts during cold weather. The long sleeved undergarment should not be visible.

## ELEMENTARY SCHOOL UNIFORM AND DRESS CODE GUIDELINES (Cont)

### Hair styles

- Moderation is required with 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 out of the eyes and the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform.
- *Boys:* Hair must be neatly combed and out of the eyes and face, and off the collar. Sides may only cover the top half of ears. Boys may not wear ponytails or hair accessories.
- Hats, caps, and scarves must be simple and free from offensive, occult, or mythical designs. (Plain and simple is a good rule of thumb.)

### Makeup

- No makeup is allowed for elementary school students.
- Fingernails for boys and girls must be clean, neat and trimmed.
- Nail Polish: Boys may not wear nail polish; girls may not wear black nail polish, all fingers must be the same color for both hands.

### Jewelry

- Necklaces: are limited to one and must have a metal chain, may have an appropriate pendant, and be no bigger than a quarter (no “dog-tag” style). Chokers are not allowed. **Note:** *Appropriate pendants include hearts and crosses. Pendants with skulls, peace signs, occult or mythical figures are not acceptable.*
- Rings: one small, metal ring per hand (no plastic or mood rings)
- Bracelets: one metal bracelet
- Earrings: one small pair of metal studs or small dangling. *Boys may not wear earrings. Cartilage piercings are not allowed.*
- One simple watch. Electronic watches are permitted, however, they may not be a distraction and are subject to the same confiscation rules as cell phones. May not be used for communication.

### Hygiene

- Students must maintain good hygiene standards. Clothing may not be torn or dirty.
- Tattoos and body piercings are not allowed. Students who enroll with a tattoo in place must keep it covered at all times while at school or school events. Body piercing ornaments must be removed while at school or school events.

## MIDDLE SCHOOL UNIFORM AND DRESS CODE GUIDELINES

### Basic Uniform:

- Khaki shorts or long Khaki pants. Shorts may be no shorter than 2 inches above the knee; pant hems must touch the tops of shoes and may not sag.
- Girls may wear khaki skorts or pleated khaki skirt (with privacy shorts). Skirts and skorts may be no shorter than 2 inches above the knee.
- Purple polo shirt (short or long sleeved) with RCCS logo on upper left side. (May be worn tucked or untucked.)
- One solid black, navy, or brown belt.
- Black or white 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.
- SOLID black or white athletic shoes (soles, laces, insignia / emblem must be the same color). Laces must match the shoe color and be tied in the traditional manner. Elastic or “no tie” laces are permitted as long as they match the color of the shoe.



### Outerwear

- Jacket: Only a solid color jacket OR an official RCCS jacket with logo may be worn: blue or gray fleece jacket, RCCS windbreaker, RCCS sweatshirt.
- Only the RCCS school sweatshirt, fleece, or windbreaker may be worn in the cafeteria or classroom. Fleece and windbreaker jackets must have the RCCS logo on the upper left side.
- **Hoodie style jackets are NOT allowed**

### Undergarments

- Students may wear a solid white, short sleeved undergarment tee-shirt, with no writing or designs.
- Long sleeved undergarments are allowed under RCCS long sleeved uniform shirts during cold weather. The long sleeved undergarment should not be visible.

# MIDDLE SCHOOL UNIFORM AND DRESS CODE GUIDELINES (Cont)

## Hair styles

- Moderation is required with 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 out of the eyes and the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform. Headbands okay, Bandanas – No.
- **Boys:** Hair must be neatly combed and out of the eyes and face, and off the collar. Sides may only cover the top half of ears. Boys may not wear ponytails or hair accessories. Sideburns may not extend below the bottom of the ear lobe.
- Hats, caps, and scarves must be simple and free from *skulls, peace signs, profane, occult or mythical figures and designs*. (Plain and simple is a good rule of thumb.)

## Makeup

- Girls may wear make-up in moderation.
- Fingernails for boys and girls must be clean, neat and trimmed.
- Nail Polish: Boys may not wear nail polish; girls may not wear black nail polish. all fingers must be the same color for both hands.

## Jewelry

- Necklaces: are limited to one and must have a metal chain, may have an appropriate pendant, and be no bigger than a quarter (no “dog-tag” style). Chokers are not allowed. **Note:** *Appropriate pendants include hearts and crosses. Pendants with skulls, peace signs, profane, occult or mythical figures are not acceptable.*
- Rings: one small, metal ring per hand (no plastic or mood rings)
- Bracelets: one metal bracelet
- Earrings: one small pair of metal studs or small dangling. *Boys may not wear earrings. Cartilage piercings are not allowed.*
- One simple watch. Electronic watches are permitted; however, they may not be a distraction and are subject to the same confiscation rules as cell phones. May not be used for communication.

## Hygiene

- **Boys:** Must be clean shaven at all times. Any exceptions require a doctor’s note to be on file with the nurse.
- Students must maintain good hygiene standards. Clothing may not be torn or dirty.
- Tattoos and body piercings are not allowed. Students who enroll with a tattoo in place must keep it covered at all times while at school or school events. Body piercing ornaments must be removed while at school or school events.

# HIGH SCHOOL UNIFORM AND DRESS CODE GUIDELINES

## Basic Uniform:

- Khaki shorts or long Khaki pants. Shorts may be no shorter than 2 inches above the knee; pant hems must touch the tops of shoes and may not sag.
- Girls may wear khaki skorts or pleated khaki skirt (with privacy shorts). Skirts and skorts may be no shorter than 2 inches above the knee.
- Black polo shirt (short or long sleeved) with RCCS logo on upper left side. (May be worn tucked or untucked.)
- One solid black, navy, or brown belt.
- Black or white 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.
- SOLID black or white athletic shoes (soles, laces, insignia / emblem must be the same color). Laces must match the shoe color and be tied in the traditional manner. Elastic or “no tie” laces are permitted as long as they match the color of the shoe.



## Outerwear

- Jacket: Only a solid color jacket OR an official RCCS jacket with logo may be worn: blue or gray fleece jacket, RCCS windbreaker, RCCS sweatshirt.
- Only the RCCS school sweatshirt, fleece, or windbreaker may be worn in the cafeteria or classroom. Fleece and windbreaker jackets must have the RCCS logo on the upper left side.
- **Hoodie style jackets are NOT allowed**

## Undergarments

- Students may wear a solid white, short sleeved undergarment tee-shirt, with no writing or designs.
- Long sleeved undergarments are allowed under RCCS long sleeved uniform shirts during cold weather. The long sleeved undergarment should not be visible.

# HIGH SCHOOL UNIFORM AND DRESS CODE GUIDELINES (Cont)

## Hair styles

- Moderation is required with 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 out of the eyes and the face. Accessories must be small and match the uniform. Large bows may be worn only as part of the cheerleading uniform. Headbands okay, Bandanas – No.
- **Boys:** Hair must be neatly combed and out of the eyes and face, and off the collar. Sides may only cover the top half of ears. Boys may not wear ponytails or hair accessories. Sideburns may not extend below the bottom of the ear lobe.
- Hats, caps, and scarves must be simple and free from *skulls, peace signs, profane, occult or mythical figures and designs*. (Plain and simple is a good rule of thumb.)

## Makeup

- Girls may wear make-up in moderation.
- Fingernails for boys and girls must be clean, neat and trimmed.
- Nail Polish: Boys may not wear nail polish; girls may not wear black nail polish, all fingers must be the same color for both hands.

## Jewelry

- Necklaces: are limited to one and must have a metal chain, may have an appropriate pendant, and be no bigger than a quarter (no “dog-tag” style). Chokers are not allowed. **Note:** *Appropriate pendants include hearts and crosses. Pendants with skulls, peace signs, profane, occult or mythical figures are not acceptable.*
- Rings: one small, metal ring per hand (no plastic or mood rings)
- Bracelets: one metal bracelet
- Earrings: one small pair of metal studs or small dangling. *Boys may not wear earrings. Cartilage piercings are not allowed.*
- One simple watch. Electronic watches are permitted; however, they may not be a distraction and are subject to the same confiscation rules as cell phones. May not be used for communication.

## Hygiene

- **Boys:** Must be clean shaven at all times. Any exceptions require a doctor’s note to be on file with the nurse.
- Students must maintain good hygiene standards. Clothing may not be torn or dirty.
- Tattoos and body piercings are not allowed. Students who enroll with a tattoo in place must keep it covered at all times while at school or school events. Body piercing ornaments must be removed while at school or school events.



## 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.
- **Outerwear:** Must be the same as uniform guidelines. **No hoodies.**
- **Tops:** An Official RCCS Spirit shirt must be worn.

**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 with 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.
- T-shirts with skulls, peace signs, profane, occult or mythical figures are not acceptable.

### BACKPACKS, LUNCHBOXES, ATHLETIC BAGS

#### 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** are permitted, but must be placed in locker rooms, or areas approved by administrators.

**Water bottles - All students are required to have a clear, colorless water bottle. They are to be brought to school empty and filled on campus.**

## PHYSICAL EDUCATION

Physical education and athletics are an important part of the RCCS curriculum because it helps students 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. (See School Nurse for RCCS physical education/sports/recess participation form)

### **PE/Recess Weather Conditions**

- All RCCS students will have outdoor recess and P.E. daily, weather permitting.
- 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**

- Students enrolled in P.E. (6-12th grade) are required to purchase an RCCS P.E. uniform from the school office. Students enrolled in athletics will be issued an athletic uniform in place of the P.E. uniform.
- Students receive a daily grade for dressing out, as well as a P.E. participation / conduct grade.
- P.E. students are expected to dress out daily.
- 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.

## EXTRACURRICULAR ACTIVITIES

### RCCS Athletic Program

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 teaching the value of endurance. Athletics also develop teamwork, good sportsmanship, and response to competition with a Godly attitude.

To facilitate athletic involvement, RCCS is a member of the Texas Christian Athletic League (TCAL) for high school, and CALSA (Christian Athletic League of San Antonio) for middle school and Cal-Kids for our Elementary.

All sports activities are governed by the rules and regulations established by TCAL, CALSA and Cal-Kids.

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.

The 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.



## SPORTS & EXTRACURRICULAR ACTIVITIES (Cont)

We provide the following interscholastic athletic programs for RCCS students:

Sport	Grade Participant
Basketball	1 – 12 <sup>th</sup> Boys & Girls (Grades 1-6 may be co-ed)
Cross Country	6 <sup>th</sup> – 12 <sup>th</sup> Boys & Girls
Track & Field	6 <sup>th</sup> – 12 <sup>th</sup> Boys & Girls
Golf	6 <sup>th</sup> – 12 <sup>th</sup> Boys & Girls
Tennis	6 <sup>th</sup> – 12 <sup>th</sup> Boys & Girls
Cheerleading	6 <sup>th</sup> – 12 <sup>th</sup> Boys & Girls
Volleyball	6 <sup>th</sup> – 12 <sup>th</sup> Girls
Football	6 <sup>th</sup> – 12 <sup>th</sup> Boys
Soccer	1 <sup>st</sup> – 12 <sup>th</sup> Co-ed

### **Athletic Participation Fees**

Students participating in any sport, including cheerleading, will be charged an athletic participation fee.

Elementary Cheerleading	\$200 + cost of uniform
Elementary Sports (K-6th grade)	\$300
MS & HS Sports (7th - 12th grade)	\$400 first sport, \$300 second sport, \$200 third sport
MS & HS Cheerleading	\$400 + cost of uniform

*(All sports fees must be paid prior to being added to the team roster and receiving a team jersey or team uniform.)*

### **Sports Physical Required**

Students who participate in RCCS sports including cheerleading must have a physical examination performed by a physician and complete a Sports Participation Form.

You may request a form from your physician or download it here: <https://www.rivercitychristianschool.org/uploads/2/4/4/8/24480729/20190528090238693.pdf>. Once completed by a physician, the form must be on file at the RCCS office before the student is eligible to participate in RCCS sports.

## **EXTRACURRICULAR ACTIVITIES (Cont)**

### **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 Saturday School Detention (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 requirements are set by ICAA.**

Membership in this association is an honor bestowed upon deserving students and is based on the criteria of Scholarship, Service, Leadership, and Character.

The objectives of this association are:

- to create an enthusiasm for high grades
- to stimulate a desire to render service to others
- to promote worthy leadership
- 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.

## MEAL PROGRAM

RCCS offers a wonderful hot lunch program for RCCS students and staff. Student lunches are \$5.00 each. Nutritional, well-balanced lunches are offered Monday thru Friday. Please spend time reviewing the menu on RenWeb with your child.

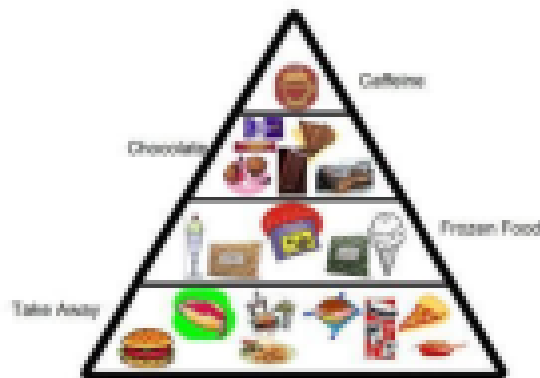
### **BREAKFAST**

A grab and go breakfast *may* be offered from 6:45 am – 7:45 am.

### **Meal Purchase Guidelines**

- Lunch meals come with milk and fruit, which may be charged separately.
- All lunches are billed and prepaid through FACTS MGT.
- 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 by e-mail when balances are low.

**NOTE:** Due to the possibilities of allergies to peanuts, RCCS will not serve any lunch items with peanuts or peanut ingredients.



## MEAL PROGRAM (Cont)

### 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 and are subject to confiscation:

- **Peanuts or any food item containing peanuts (NO peanut butter & jelly sandwiches.)**
- granola bars with chocolate or peanuts / peanut butter
- any type of candy or chocolate
- any type of soda, including diet and caffeine free
- any drinks containing caffeine, or sugar such as coffee, tea, soda
- any "lunchable" with a canned soda or candy item will have those items confiscated

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.

\*\*\*Please limit "fast food" to once a week.

### Vending Machines/Microwaves

Vending machines and microwaves are **NOT** available to students. Teachers and staff are not permitted to warm student food.



## MEAL PROGRAM (Cont)

### 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, caffeinated or high sugar drinks.**
- 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 bringing "fast food" to your child for lunch more than once a week.

### 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, hard boiled egg, cold cut roll ups
- Triscuits, Ritz, Town House (plain), Cheez-Its, Cheese Nips, Saltines, Goldfish, Sun chips, Cheerios (plain), Kix (plain)
- Sunflower Seeds, Almonds, Walnuts (NO PEANUTS)
- Beverages: Water, Juice Box, coconut water

Please do not send the following: Rice Krispies treats, Fruit Roll-ups, blended whipped cream drinks such as Starbucks, Soda, etc.

# STUDENT TRANSPORTATION POLICY

## *Personal Vehicles*

- The operation of a motor vehicle on RCCS campus is a privilege granted to high school students (10<sup>th</sup>-12<sup>th</sup>) 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 / Ride 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.
- 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.
- Students are restricted from using cell phones while operating a vehicle.

## STUDENT TRANSPORTATION POLICY (Cont)

### **Student Parking**

- Student drivers 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, and 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, and must sign in and out through the front office.
- Upon arrival, before school starts, students must report to the designated drop off area.

### **Carpool Drop Off & Pick Up**

Elementary students will be escorted to and from their vehicles. Middle School and High School drop off & pick up will be in the back of the school building.

### **Cell Phone Free Zone & Campus Speed Limit**

- RCCS is a cell phone free zone.
- The speed limit on school property is 10 mph.

# 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

*“... whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”*

*Philippians 4:8 ESV*

RCCS staff teaches and encourages students to participate in and out of school in the following ways:

- Conduct reflecting the *Fruit of the Spirit*: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self control. Galatians 5:22-23
- Respectful obedience to all authorities
- Cooperation with others
- Courtesy and respect for authority and other students

## STUDENT CODE OF CONDUCT (Cont)

### 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 (including electronic harassment via any social media)**
- **Lying, Cheating, Stealing, Hitting, Biting**
- **Chewing Gum, Eating/Drinking in class (without teacher permission)**
- **Disrespect** for staff, administration, or other students
- **Non-compliant, insubordinate** behavior
- **Repeated** dress code violations
- **Repeated** tardiness or absences
- **Unauthorized use of cell phone, computer, or electronic communication** on campus during school hours, **including texting, phone calls, etc.**
- **Fighting** - Fighting at school, 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.
- **“Horseplay or Goofing Off”** is an act of having rough fun, it is a dangerous activity and can result in injuries.
- **Threats** - Threatening physical injury to student or staff, threatening to damage another person’s property
- **Smoking, Using, or Possessing Tobacco Products** - RCCS expressly prohibits the use of cigarette or tobacco products (including nicotine gum, patches, vaping) **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.
- **Sexual Misconduct-** Any student found to be engaging in sexually active behavior (including through media) may result in immediate expulsion.
- **Public Displays of Affection (PDA)** We believe our students' priorities should be academic and spiritual in nature. Therefore, no public displays of affection such as boy girl hugging, hand holding, passing notes, etc., will be allowed.
- **Possession** or distribution of pornographic materials via print, or electronic delivery.
- **Engaging** in any conduct which disrupts the school environment or educational process, for example: shouting, hitting, biting, etc.

## STUDENT CODE OF CONDUCT (Cont)

### Consequences for Prohibited Behaviors

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

- **Verbal Counseling and/ or Demerits** 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 such as Spirit dress, field trip attendance, recess, participation in extracurricular activities (sports, school parties, etc.)**
- **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 for disciplinary action
- **Parent Conference with administration**
- **Short term suspension**
- **Expulsion** - Expulsion will be for the remainder 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.

## STUDENT CODE OF CONDUCT (Cont)

### **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 staff or administration, further disciplinary action may be taken.

## CONSEQUENCES FOR VIOLATIONS & LOSS OF SPIRIT DRESS

### Consequences for Spirit Dress Violations

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

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

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

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

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

### SPIRIT DRESS

*Spirit Dress (SD) is a reward students may earn for Fridays. Spirit Dress is primarily a reward acknowledging acceptable behavior, class work, following school rules and maintaining good attendance.*

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

### LOSS OF SPIRIT DRESS

A student may lose Spirit Dress for any of the following reasons:

1. More than four (4) demerits in one week
2. Students placed on a Behavior Contract
3. Absent more than one day. (Thursday- Wednesday)
4. More than 2 unexcused tardies in a week
5. Average grade(s) falls below 70. Students will remain ineligible until the grade is raised to passing.
6. 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 <https://www.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.

## DISCIPLINE POLICY (Cont)

### Conduct Points

- Each student starts the week with 100 points. Weeks are considered Thursday – Wednesday.
- Conduct points are reviewed by a principal every Thursday. Students will have Spirit dress unless otherwise informed by a principal.
- Students may lose **no more than 4 demerits** within the week. Each infraction is a minimum of 1 demerit.
- Students must be passing all courses to qualify for Spirit dress.
- Students may have **no more than three (2) unexcused tardies in a week**; four (4) or more unexcused tardies means a loss of Spirit dress, 1 unexcused absence, and either In School Suspension (ISS) or Saturday School Detention.
- Demerits may be taken by any staff member. When demerits are taken, the student file is annotated and parents will receive an email through RenWeb with a brief explanation. Parents should notify the disciplining staff member with any questions prior to contacting administration.
- Students who lose **10 or more demerits within the week or receive an office referral** will be required to attend In-School Suspension (ISS) on Friday, and/or Saturday School Detention (SSD).

**During the 2nd semester, the penalty for the infractions listed below will be doubled.**

- Physical contact
- Hair covering the eyes
- Any uniform violation
- Boys unshaven
- Disrespect to authority.

## DISCIPLINE POLICY (Cont)

### **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.

- Student will be placed in the ISS classroom and monitored by the ISS monitor.
- Students who lose 10 or more demerits 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.

## DISCIPLINE POLICY (Cont)

### Saturday School Detention (SSD)

RCCS may hold **SSD** twice a month on Saturdays from 8:00 a.m. to 12 noon.

- Student will be charged a \$75 fee for each day of SSD.
- The \$75 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 the assigned 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. uniforms 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.

## **DISCIPLINE POLICY (Cont)**

### **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 and applied for re-enrollment, 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.

## DISCIPLINE POLICY (Cont)

### **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
  - Executive Director, who will present grievances to the RCCS School Board

**The Administration will not entertain any grievance that has not been addressed through the proper chain of command.**

## 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.

## **MAINTAINING A SAFE CAMPUS (Cont)**

### **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, student clothing, cell phones, any and all electronic devices.**

### **Student Lockers**

- **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.**

### **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.**



## MAINTAINING A SAFE CAMPUS (Cont)

### **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, staff members, 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.

## MAINTAINING A SAFE CAMPUS (Cont)

### **Electronic Devices/ Cell Phone Policy**

**Electronic Devices:** Gaming devices, electronic games, iPods, iPads, tablets, cell phones, earbuds, 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 during the school day. Students will be required to turn in their cell phones to the teacher during class time. Outside of class, students must have cell phones turned off and in their backpacks.

- 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 may use earpods / airpods / headphones with teacher permission only.
- Students who violate the cell phone privilege will receive the following consequences listed below.

**Electronic watches** are permitted; however, they may not be a distraction and are subject to the same confiscation rules as cell phones. May not be used for communication.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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 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 at home 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 authorization from the teacher.
- Entering the computer lab unless a teacher is physically present.
- Using any computer in the computer lab without a teacher's permission.
- Accessing the RCCS RenWeb at any time, under any conditions, except through the use of the student log in feature.
- 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”.**

## STUDENT COMPUTER USER POLICY (Cont)

### “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, 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 are part of the student information packet distributed to all families.
- 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 in the front office.
- 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 or other administrative personnel.

## MISCELLANEOUS INFORMATION (Cont)

### 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, family members, and other approved 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 encouraged NOT to bring forgotten homework, textbooks, permission slips, projects or other items to school after drop off. The natural consequences the student will experience will undoubtedly be a valuable life lesson on the road to success.
- All students are given ample structured time to pack up before leaving each day. Students needing to re-enter the classroom after dismissal at the end of the day to retrieve forgotten items must be escorted by parent or guardian.

## **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 ensure their child attends school every day and is present on time.
- Follow uniform dress code, Spirit dress code, and adhere to all school policies 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.
- 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, and Spirit dress code rules.
- Follow school rules and encourage other students to follow them as well.
- Demonstrate an attitude of respect towards authority, peers, and oneself.
- 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 PARENTS/STUDENTS/STAFF/ADMINISTRATION**

### **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 in addition to:

- 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 just discipline towards all students.
- Teach standards set up by ICAA/Cognia 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 just 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 contact your child's teacher in advance about setting a date to celebrate your child's birthday, “un” birthday, or adoption day.**

- Students will have the option to be in Spirit dress on their birthday or “unbirthday.”
- Parents/Guardians may provide special treats for their child's advisory only.
- Treats include cupcakes, donuts, pizza, cookies. (Whole cakes are difficult to manage.) **NO CHOCOLATE**
- Parents/Guardians must contact the child’s teacher ahead of time.
- Snacks will be passed out by the birthday child during the lunch period.
- 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 or themed objects such as pencils, lunch boxes, books, toys, etc.