

CRUSADER

Parent / Student

Handbook

2011-2012



301-A N. Lake Creek Drive
Round Rock, TX 78681

(512) 255-4491
www.rrca-tx.org



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ADMINISTRATIVE STRUCTURE

Round Rock Christian Academy is a non-profit, 501(C3) Christian school. RRCA's mission is to provide an academically challenging, college-preparatory Christian education. The school's Board of Directors acts as the legislative body in formulating policy for the conduct of the school. The Board is directly responsible for approving the Mission and Vision Statement of the school and the policies under which the school operates, approving the Strategic Plan and overseeing its preparation and implementation, hiring the Head of School, approving the annual operating budget, including tuition levels, approving major capital expenditures, and approving fundraising programs. The Board is responsible, through its oversight, for assuring that the curriculum and all of the activities of the school conform to the Mission Statement and the applicable policies of the school. The Board has delegated to the Head of School the authority for the day-to-day operation of the school.

Board of Directors

Judy McLeod, Chairperson	Mark Fritz, Vice Chairman
Grant Shelton, Treasurer	Jennifer Garrett, Secretary
Don Eddleman	Mike Erwin
Phil Kost	Nancy Madsen
Annette Nuse	Steve Stearns
Wade Sutherland	

ROUND ROCK CHRISTIAN ACADEMY FOUNDATION

The Round Rock Christian Academy Foundation is a non-profit organization that provides institutional advancement for Round Rock Christian Academy. Round Rock Christian Academy Foundation seeks volunteer and financial resources through outreach, community partnerships and fund-raising to support the goals and vision of Round Rock Christian Academy.

The RRCA Foundation is recognized as a tax exempt organization under Section 501 (C3) of the Internal Revenue Code. It is incorporated under Texas Law as a nonprofit corporation. The Foundation is governed by a Board of Trustees.

RRCA FOUNDATION BOARD OF TRUSTEES

The Board of Trustees shall act as the fundraising oversight body for the school's annual fund and capital campaigns. The Board will be responsible for assisting with the cultivation, solicitation, and stewardship of prospective donors; advising staff and leadership on matters related to fundraising and campaigns; advising staff on the investment of endowment funds; and communicating with the Board of Directors on matters related to fundraising programs. The Board has delegated to the Executive Director of the RRCA Foundation the authority for the day-to-day operations of the Foundation.

Board of Trustees

Jim Bolles	Keith Hickman
Bonnie Sells	Bob Schweter

ADMINISTRATIVE TEAM

The Head of School, Becky Blausen, manages the day-to-day operation of the school, including the hiring of faculty and staff. Mrs. Blausen is a graduate of the University of Maryland, earning a Bachelor's of Science in Secondary Education/Social Studies. Her graduate hours in Educational Administration were earned from Virginia Tech. Mrs. Blausen began her teaching career in 1986 at Richard Montgomery High School, in Rockville, Maryland. Upon moving to Texas, Mrs. Blausen was the Customer Service Manager for Trimble Navigation. Beginning in 1994, she served as the Children's Director of Central Baptist Church. She has served at the Academy since 1999, formerly as the Secondary Principal, Athletic Director and Guidance Counselor. She holds an ACSI Secondary Principal Certificate from the Association of Christian Schools, International

Also serving in Administration are Rayeane O'Brien (Elementary Principal), Tiffany Jaksch (Secondary Principal), Kelly Counts (Assistant Elementary Principal/Preschool Director), Dan Headley (Athletic Director), and Julie Grosser (Executive Assistant). Mrs. O'Brien graduated from Howard Payne University with a Bachelor's Degree in Elementary Education/English. She has been a teacher for 22 years, and has served as an elementary teacher and as a RRCA School Board member. Mrs. Jaksch graduated from the University of Houston in Victoria with a Bachelor's Degree in Humanities. She has taught in public and private schools for over 10 years, the last five at RRCA. Mrs. Counts holds both a Bachelors and Master's Degree in Elementary Education from East Teacher State University. She has taught in both public and private education, and holds an ACSI Elementary Principal certificate. Mr. Headley has many years of experience in coaching and teaching in the central Texas area. He has a Bachelor's of Science in Biblical Studies from Emmaus Bible College and received his teaching credentials in Physical Education at the University of Northern Iowa. Mrs. Grosser earned her Bachelor's Degree in Elementary Education from The University of Texas and joined the RRCA staff in 2004.

Bethany Leffingwell and Lindsey Boyd staff the RRCA Foundation Office, which was founded in January, 2011 to provide institutional advancement services for RRCA. Mrs. Leffingwell is the Executive Director of the RRCA Foundation and Mrs. Boyd is the Annual Fund Director.

This administrative team considers it a pleasure and a privilege to serve the students, teachers and parents of Round Rock Christian Academy. Please do not hesitate to let them know how they can improve our service to you and your family.

GENERAL PHILOSOPHY

Round Rock Christian Academy is based on a Biblical philosophy of life. Its objectives are Christ-centered and not man-centered. We believe in the existence of mighty God, that He is sovereign, and He alone is the source of all truth. God has revealed Himself through His creation, through the person of the Lord Jesus Christ, and through the written Word, the Bible.

Jesus, through His death, burial, and resurrection, provided the only way man can be reconciled to God. Jesus said, *“I am the way, the truth, and the life, no man cometh unto the Father but by me (John 14:6).”* He alone is the mediator between God and man. He is the source of all wisdom and knowledge. According to Proverbs 1:7, man can obtain true wisdom only through the *“fear of the Lord.”* Furthermore, all our thoughts are to be in subjection to Him. Jesus Christ is central to the existence of Round Rock Christian Academy.

We believe the Bible to be the literal and inspired Word of God. It is without error and the complete and final revelation of God concerning all matters of faith, truth, and practice. It is the only objective authority for discerning truth in our world. Therefore, the Bible is the integral foundation for what is taught formally both within the classroom and outside the classroom. There is no division between what is secular and what is sacred. All truth proceeds from God.

The Bible teaches that man was created by God in His image; therefore, man has dignity, worth, and value. In order to achieve God’s purpose and meaning in life, man must live in dependence and subjection to his Creator. Man is fallen, and by nature, a sinner, and is therefore incapable of knowing and pleasing God. Man can restore this relationship only by being recreated in God’s image. This is accomplished only through repentance and faith in the substitutionary atonement of Jesus Christ. At this moment of regeneration, the believer is indwelt by the Holy Spirit. It is through His power, teaching, leading, and man’s submission to Him that man is able to live in obedience to God. As a result, we seek to guide each student to restoration in Christ by developing the whole person spiritually, morally, mentally, socially, and physically. Our desire is to see our students develop a biblical world view as opposed to a man-centered view.

Additionally, we believe the key to the Christian education process is the teacher. The teacher must be a role model whose life is a living testimony of what it means to be a committed Christian conformed to the image of Christ.

PHILOSOPHY OF CHRISTIAN EDUCATION

The purpose of Round Rock Christian Academy is to equip students to perform their life ministries. To do this, we will seek to develop the attitude of Christ in the spiritual, mental, and physical areas of each child. A primary goal in the school will be teaching the principles of God’s Word so that the Holy Spirit can instill Godly character in our students and guide them in making wise decisions. Our role is to support the family in leading students to the understanding of God’s creation and His plan for their lives. We believe that this Christian philosophy of educating the whole child – intellectually, physically, and spiritually – will produce the Christian leaders of tomorrow.

Spiritual truth is God's desire, and it is His plan that academics be the method whereby students learn the world He has made. Therefore, we will provide a sound academic foundation. Also, realizing that the acquisition of knowledge without love breeds arrogance (1 Corinthians 8:1), we integrate character training and biblical principles with every discipline we teach. We will consistently give praise and honor to God, the Creator and source of all knowledge.

Christian school parents play a vital role in the education process, for they are the primary educators. The Christian school supplements and reinforces the goals established in the home. Parental support for the school is essential in the areas of prayer, finances, and time. As partners in education, parents should communicate actively with the school, foster an attitude of support and respect, be involved in the educational process, and be aware of the goals and philosophy of the school. By working with families, we hope to show our students how to live their lives in a right relationship to God through Jesus Christ.

VISION STATEMENT

Round Rock Christian Academy will be the standard for college-preparatory Christian education.

RRCA exists to equip our students to make a kingdom impact for Christ as they fulfill God's eternal purpose for their lives. In an alliance with parents and the church, we share biblical truth and provide excellence in academics from pre-school through twelfth grade that will enable students to discern, embrace, and promote a Christian worldview. Knowing and witnessing this truth, students will **choose** to live a productive and purposeful life to affect their world for eternity.

MISSION STATEMENT

Round Rock Christian Academy is a Christ-centered, college-preparatory school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ.

COVENANT WITH PARENTS

Round Rock Christian Academy commits to partnering with families, but gives parents the ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and a common commitment to the work of education. In order to serve families with biblical instruction and godly example, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives, and their Christian faith. We not only commit to encourage and better equip parents in this profound responsibility through example, but we will also provide tangible ways to strengthen their resolve and skills to "train their children in the Lord."

ROUND ROCK CHRISTIAN ACADEMY CORE VALUES

♥ **A Heart to value the soul**

The highest goal in a Christian school must be the salvation of our students.

♥ **A Heart to affirm value and worth**

The Christian school has a tremendous responsibility to create an atmosphere that affirms the value and worth of each child in Christ.

♥ **A Heart to create a cooperative partnership with the home**

We empower parents by communicating and operating in a way that shows we are an extension, not a substitution, for their authority in their children's lives.

♥ **A Heart to teach students to view all life and learning from a Christian worldview perspective**

A Christian worldview is one of the **central** outcomes we keep ever before us. Our goal must preeminently be for students to discern an invisible kingdom in a visible world.

♥ **A Heart to encourage self-governing citizens**

Our goal should be to produce students with the Christian character necessary to govern oneself in every aspect of life.

♥ **A Heart to discipline with dignity**

Christian school discipline should demonstrate value for the child's person, while dealing proactively with his behavior.

♥ **A Heart to pursue excellence in all mission-driven programs**

All aspects of school life must exist for the purpose of reaching and changing the world for the glory of Christ.

♥ **A Heart to cultivate a heart to spread the gospel**

Our focus is to bring about positive, productive change for the sake of the kingdom of God through the lives of students, alumni, and their families.

ROUND ROCK CHRISTIAN ACADEMY'S GOALS AND OBJECTIVES

Fear the Lord – Wisdom and Knowledge

- To develop in students a knowledge of a loving God's purposes and plan for their lives
- To motivate students to be both spiritual and academic learners
- To present the truth in a manner that is comprehensible and applicable to each student
- To help each student develop the desire to evaluate life issues through God's perspective
- To develop in students an awareness of God's design and purpose of the family
- To help each student understand his nature as a product of God's special creation
- To demonstrate and help students understand authority structures and the importance of submission to authority

Walk in His Ways – Spiritual Growth

- To encourage each student to have a personal relationship with Jesus Christ
- To help each student recognize and develop a Christ-like character in his life
- To build up students in all areas of life toward maturity in Christ
- To teach each student to have a daily devotional time and to memorize Scripture
- To have school personnel that models Christian character and victorious Christian living
- To teach students to be doers of the Word and not hearers only
- To help students develop a sensitivity to the needs of others
- To instill the importance of Christian service and ministry
- To make students aware of their responsibility toward world missions

Keep His Commandments – Responsibility

- To help each student grow according to his/her potential – academically, spiritually, and socially.
- To develop a sense of stewardship with the things God has entrusted to them
- To help students develop self-discipline and personal responsibility
- To teach and promote good American, state, and local citizenship
- To instill within students an appreciation of their Christian, national, and school heritage
- To present post-high school options to students through vocational and academic counseling.

ROUND ROCK CHRISTIAN ACADEMY'S STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21)
- We believe there is only one God eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (1 John 3:16-19; 5:24; Romans 3:34; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-24; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

HISTORY AND AFFILIATION

Round Rock Christian Academy was formed in 1975 as a Christian preschool. By 1986, the elementary program saw extensive expansion and the high school was added in 1998. Today, Round Rock Christian Academy is well known in the community as a strong academic institution built on a solid Christian foundation. Each year, the academic and enrichment programs at RRCA are reviewed, supplemented and enhanced to offer students a rich, well-rounded, and strong educational experience.

The Round Rock Christian Academy Foundation, founded in January, 2011, is a non-profit organization that provides institutional advancement for Round Rock Christian Academy. The Round Rock Christian Academy Foundation seeks volunteer and financial resources through outreach, community partnerships and fund-raising to support the goals and vision of Round Rock Christian Academy.

ACCREDITATION

Round Rock Christian Academy has dual accreditation with the Association of Christian Schools International (ACSI), the largest Christian school association in the world, and with Southern Association of Colleges and Schools (SACS CASI). Both accrediting organizations are recognized by the Texas Education Agency as a member of the Texas Private Schools Accreditation Association (TEPSAC.) Each member school or college retains its individual distinctive and operating independence.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Round Rock Christian Academy is open to anyone interested seeking a Christian education. RRCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must be always understood that attendance at RRCA is a privilege and not a right.

NON-DISCRIMINATORY POLICY

RRCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

BIBLICAL MORALITY POLICY

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

GENERAL ADMISSIONS POLICY

1. The student must express a desire to attend Round Rock Christian Academy.
2. At least one parent must be a professing Christian and both parents must be united in their desire to have their child taught from a Christian perspective.
3. The student must give evidence of having the ability to meet the academic requirements of RRCA.
4. The student must possess good emotional and physical health.
5. The student must present an acceptable citizenship record.

ADMISSIONS PROCEDURES

1. An interview with parent(s) and child is required. (It is desired that both parents attend the interview.)
2. The applicant and parent(s) agree to align with the Christian education philosophy, policies, and Statement of Faith of the school.
3. A prospective student will not be considered if he/she is two years above the chronological age for the applicable grade.

4. Entrance testing will be administered for K-12 applicants to evaluate the academic potential of each student.
5. RRCA is not equipped to provide services for all students who require special attention, such as those with physical or emotional disabilities, etc. Administration will assess individual cases and will make the final decision on whether the child can be adequately served in our school program.
6. **All students are accepted on a nine-week probationary period.** Unsatisfactory academic or behavioral progress during this probationary period may result in removal from school.
7. Round Rock Christian Academy reserves the right to expel a student if it becomes apparent that we will not be able to meet the needs of the student. **If the student's or the parent's behavior is out of harmony with the spirit of the Academy and is disruptive to the learning environment, the administrator may immediately begin proceedings for expulsion.** A letter will follow to confirm the dismissal, and a record of the expulsion will become a part of the student's permanent record.
8. Since the local church is God's vehicle for worship and service, Round Rock Christian Academy encourages the family of the students to be regular participants in an established assembly of their choice. Parents are asked to provide the name of that church and pastor to be part of the student records.

APPLICATION PROCESS

1. Submit all paperwork and fees listed on the Application checklist.
2. Submit current educational testing and relevant medical records (including psychiatric data) along with the application paperwork.
3. Upon receipt of all required paperwork and fees, if space is available, you will be contacted to schedule a test date and parent interview.
4. After the interview, if you are accepted as a student at RRCA, the Enrollment Contract will be given to you.
5. To enroll your student, submit the signed contract within three days to the Business Office.
6. Upon acceptance, you will receive another packet of health forms to complete within 30 days.
7. If a student is not admitted to RRCA, parents do have the right to appeal to an admissions committee within 48 hours.

LATE ENROLLMENT

When students enter after school begins in the fall, the annual tuition will be divided by 9 months. If a student enrolls after the 15th of the month, half a month's tuition is due. If a student enrolls before the 15th of the month, the entire month's tuition is due.

TUITION/PAYMENT

Round Rock Christian Academy seeks to provide quality education at a minimum cost. It is absolutely necessary that payments be made on schedule. Below are some important policies relating to academy finances:

- Upon acceptance, parents will be presented with a contract and may choose from three different payment plans.

- If the tuition is not paid by the 7th of the month, a late notice will be sent and a \$25.00 late pay fee will be added to the monthly statement.
- If, by the 30th of the same month, the account is still delinquent, a letter from the Business Office will be mailed notifying the family that the student will be dismissed in 30 days if the account (*outstanding and current payments and all late fees*) is not made current.
- Tuition and fees must be current for students to be eligible to participate in extra-curricular events.
- Unpaid tuition or unpaid fees by the 30th of May will place the family on the waiting list of the school regardless of re-registration.
- In order to maintain a program based on a certain number of children enrolled, refunds for sickness, mini-vacations, or other temporary absences cannot be given.

If you are late picking up your child from their regular school day, there will be a late charge of \$10.00 per half hour, per student, after 1:45 p.m. for pre-kindergarten; after 2:15 p.m. for kindergarten; and 3:45 p.m. for elementary. Parents will pick up their children from the Extended Care program.

CONTRACTUAL AGREEMENT

Your financial obligation to RRCA is for the full annual tuition as stated in the school's enrollment contract. The school's expenses are incurred on an annual basis; therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child is withdrawn during the academic year.

WITHDRAWAL

To withdraw a student from the academy, a parent must come to the office, complete the necessary forms, and schedule an exit interview with the Head of School. No test scores, grades, or transcripts will be released until these forms are completed, and all fees are paid. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

RE-ENROLLMENT

Re-enrollment for current students is in February of each year and there is a \$100-\$200 re-enrollment fee to hold a space for the following year. Current families have the advantage of re-enrolling before open registration for the general public begins.

ACADEMIC POLICIES AND PROCEDURES

THE ACADEMIC PROGRAM

*“For the Lord gives wisdom;
From His mouth comes knowledge and understanding.” Proverbs 2:6*

It is our desire that your child be greatly enriched for having attended Round Rock Christian Academy. In all of our classes, the children are afforded blocks of time for: chapel/Bible study, music/fine arts, foreign language, art, physical education, learning centers, creative play, library, and computers. In addition, all concepts and fundamentals in academics are thoroughly covered in each grade level.

Before each new school year, we require the parents to attend Crusader Orientation Night. As partners in your child’s education, we will share what you can expect from us and what we expect from you in order for your child to have the most successful year possible.

STANDARDIZED TESTING DATA

The following chart reports how the Academy students compare academically to students across the nation. The first two numbers indicate the national percentile, followed by a dash with the national stanine. RRCA has consistently performed above the national norms for the last twenty years.

2010-2011 National Percentile Achievement Test Results

	Reading	Math	Median GE*
Pre-Kindergarten	83-7	61-6	K.8
Kindergarten	98-9	92-8	2.4
First Grade	85-7	90-8	3.1
Second Grade	84-7	88-7	5.5
Third Grade	80-7	89-8	7.0
Fourth Grade	84-7	82-7	8.1
Fifth Grade	74-6	78-7	8.9
Sixth Grade	84-7	84-7	10.7
Seventh Grade	85-7	92-8	12.0
Eighth Grade	72-6	88-7	12.4
Ninth Grade	85-7	91-8	12.4
Tenth Grade	92-8	94-8	12.6
Eleventh Grade	92-8	94-8	12.7

STANINE : 1, 2, 3 = Below Average; 4, 5, 6 = Average; 7, 8, 9 = Above Average
GE: Grade Equivalent

CURRICULUM

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and primary function of each teacher at RRCA. We desire to select the best instructional materials available from Christian and secular publishers in order to achieve our overall goals.

We use materials from several Christian publishing companies (ABeka, ACSI, Concerned Communications, CSI, and Bob Jones) as well as secular companies such as Saxon Math, Shurley English, Houghton-Mifflin, Thompson, Prentice-Hall and Zaner-Bloser. Our comprehensive curriculum guide includes the philosophy, the scope and sequence, adopted textbooks, and the objectives for each subject by grade level. It is available for review upon request.

SCHOOL SUPPLIES

A school supply list for each grade level is posted on the website. We ask that students be good stewards of their own possessions. The students are responsible for purchasing and replacing all the supplies they need to be successful in the classroom.

CHAPEL

Since spiritual growth is a vital part of Round Rock Christian Academy's ministry, a special time is set aside to corporately worship. Chapel is held on Mondays for all elementary students and once a month for secondary students. If a holiday falls on a Monday, then chapel is on Tuesday. The elementary chapel dress applies to every scheduled chapel including chapel dates that fall on Tuesday due to Monday holidays. Please make sure your child is punctual so there are no late arrivals to disrupt the others. We invite parents to attend whenever possible. Guest speakers and special events for chapel are often announced in the weekly newsletter. We welcome suggestions for guest speakers for our chapel program. **Elementary chapel wear**, which consists of the navy school shirt with stone, beige, or khaki colored bottoms and closed shoes are **required for elementary students on chapel days**. See **DRESS CODE** section for specific requirements. **For Secondary Chapel, students are required to dress nicely by wearing slacks, collared shirts, blouses, skirts, dresses, nicer jeans and tops with no t-shirts or flip-flops allowed.**

AGENDA/ASSIGNMENT SPIRALS

Elementary students are required to record daily assignments in their agenda spiral. Parents need to check and initial daily. If used properly this can be one of the most effective communication tools between the parent and the teacher. We will hold students accountable for this assignment spiral. A replacement agenda is \$5.00.

Secondary students are asked to purchase and routinely use their personal assignment spirals. Keeping an assignment calendar/spiral is an effective study strategy, and we will encourage our secondary students to use it consistently.

DISCOVERY

RRCA provides a program of remediation and enrichment for grades K-5th through the Discovery Program. Administration will make recommendations to the program based on teacher input and standardized testing. If the parent chooses to have the student participate in the program, there is an additional monthly fee per subject.

ASSESSMENT REPORTS

Progress reports and report cards will be posted electronically and available for parents and students to view using RenWeb. Elementary progress reports will be posted the 4th week of the reporting period, and progress reports for secondary students will be posted during the 3rd and 6th week of the reporting period.

TUTORIALS/HELP CLASS

For students who are falling below teacher/administration expectations in basic skills and in circumstances where the teacher has exhausted every effort and resources, outside tutoring will be required. Teachers will have a weekly help class available before or after school one day per week. Attendance in the weekly tutorials/help class is mandatory for students who fail a subject for each progress reporting period.

EXTRA-CURRICULAR ACTIVITIES

Round Rock Christian Academy offers a variety of extra-curricular activities for grades 5th and up. However, we caution parents to prayerfully consider the time commitment, personal family schedule, and the age of the student before committing to these activities. Spiritual growth, academics, and family time should always take priority before considering these additional activities.

RETENTION POLICY

The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be part of this effort. Early communication between the home and school, combined with vigorous intervention efforts, is essential in order to reduce the potential for retention.

In many cases, especially in grades kindergarten through third, retention is recommended because of social, emotional, or behavioral factors. Additionally, parents may initiate a “retention discussion.” The goal of retention is for the student to meet with success in the classroom and develop age appropriate social and emotional maturity.

The general policy regarding retention is that a child may not be retained more than once while enrolled at RRCA.

Retention Procedures

- 1) If, after careful observation a teacher feels that retention is a possibility, the teacher will consult with administration. The teacher will then schedule a parent conference to discuss

the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.

- 2) Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher and the appropriate administrator. This conference will be scheduled at the earliest time possible during the second semester.
- 3) In some cases, in spite of appropriate intervention, retention will still be necessary. The teacher will finalize this recommendation with administration. A conference will be scheduled with the parents. The desired result of this conference is to have parental consent for retention. We recognize this is a vital and necessary component for the retention to be effective and positive. Therefore, RRCA will generally not retain a student without the written consent and support of the parents. However, in some cases in which the school believes the promotion would be educationally detrimental to a student, the school reserves the right to require the retention of the student in order for the student to continue at RRCA.

Criteria for Retention

A child may be retained based on the following criteria:

- 1) Academic average (69 or below indicates failure) and/or
- 2) The combined judgment of the teachers and the administration indicates that retention would serve the best interest of the student.
- 3) Attendance (excessive absences).

FAILING GRADES

If a student does not pass a core subject, he/she is required to enroll in an accredited summer school or individual approved academic program before promoting to the next grade level.

GRADUATION

If a senior does not meet graduation requirements, he/she will have limited participation in the graduation ceremony. Seniors are required to attend graduation rehearsal to be eligible to participate in the ceremony.

Seniors are required to purchase their own graduation caps, gowns, and invitations. We have a contract with Herff Jones to provide these products to our school. A representative from this company will meet with the seniors in January to give them the opportunity to place an order. The date and time of the meeting for parents and students will be sent via email. Seniors are also charged a \$150.00 graduation fee (billed in January) to cover the costs associated with the commencement ceremony.

ACADEMIC PROBATION

If students are placed on academic probation, they will be given one grading period to demonstrate ability to obtain passing grades. At that time, academic records will be evaluated and appropriate recommendations made as to whether RRCA can meet the needs of those students.

MAKEUP WORK/TESTS/ASSIGNMENTS POLICY

Classwork and homework is posted on RenWeb and should be referred to when absent. If the assignment is not listed on RenWeb, teachers can be emailed directly to request information about missed assignments. At the parents' request, the necessary worksheets or assigned papers can be picked up from the appropriate (Elementary or Secondary) school office at 4 p.m.

Students are allowed one day for each day missed in order to make up the missed assignments. **Prior assigned tests given on the day of an absence must be taken on the day of return.** If a student is absent the day before a test and the test has been assigned in advance, the student should return expecting to take the test. In the case of prolonged illness or absence, the teacher may make other provisions. The student is responsible to make necessary arrangements to obtain and submit missed assignments.

HOMework POLICY

To fulfill our mission as a college-preparatory school, we must require high academic standards. Therefore, because homework has been shown to increase student academic achievement, and because the Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are also developed as a result of homework, homework will be regularly, but **reasonably** assigned.

Because homework affects the students, parents, and teachers, all three have responsibilities they must meet and consequences they must face.

Student Responsibilities:

1. Complete all homework as assigned.
2. Plan and budget time wisely. (This includes making good use of classroom time and study hall so as not to be over burdened with homework.)
3. Seek assistance from your teacher if the assignment is unclear, or if you have difficulty understanding the subject matter.
4. Attempt all homework on your own before asking for help from parents or teachers.

Parent Responsibilities:

1. Recognize the necessity and importance of homework in your child's education.
2. Familiarize yourself with the teacher's homework policy for each of your child's classes. This policy will include expectations and penalties.
3. Continually make yourself aware of classroom assignments and expectations through the agenda and RenWeb.
4. Provide a suitable work environment for your child. This would include a proper study area, adequate supplies and a regularly scheduled homework time.
5. **Contact the teacher immediately if your child is having difficulty completing assignments, if the assignments are unclear, or if your child seems to spend an extraordinary amount of time completing homework assignments. (We suggest a log be kept for one week to document the level or amount of homework assigned.)**

Teacher Responsibilities:

1. Provide classroom policies and procedures to each student and parent at the beginning of the year.
2. Take care in honoring the family by assigning homework and projects that are purposeful and meaningful.
3. Communicate with students and parents regarding late, incomplete, and failing grades.
4. Regularly seek feedback with students and parents regarding how much time it is taking to complete homework assignments.

ENFORCEMENT PROCEDURES

Students: If homework is not completed on a regular basis, the student will be held accountable as outlined in the teacher's policies and procedures. For persistent homework infractions, students will be referred to administration.

Parents: We advise parents not to take upon themselves the responsibility of completing homework or securing materials for homework. Although it is the responsibility of the student to complete the homework independently, we do desire for parents to take an active role by providing encouragement, a proper environment, and consistent accountability. If you have an academic concern, please contact the teacher first before going to administration with a concern. We feel strongly that applying the Matthew 18 principle is important in establishing a strong rapport and partnership with one another.

Teachers: As with all concerns, including homework issues, the Matthew 18 principle is applied. If parents have a documented concern (one they have logged over a week's time), the initial step would be to contact the teacher to review the policy and discuss the problem areas. If the issue is not resolved, then a meeting with the administration is advised. At this meeting, a plan of action will be coordinated by the parents, teacher, and administration to address the homework concerns.

Please Note: Time to complete unfinished classwork is not considered a part of the recommended time limit for homework. Time management is a crucial skill for young people to learn, and it is often the key that must be considered before administration will ask a teacher to change his/her homework assignment.

Guideline for Estimated time for Assigned Homework

	Daily Homework	Daily Reading
K-1 st Grade	20-30 minutes	20 minutes
2 nd -3 rd Grade	30-40 minutes	30 minutes
4 th – 5 th Grade	45-75 minutes	30 minutes
6 th -8 th Grade	75-90 minutes	30 minutes
9 th -12 th Grade	90-120 minutes	Reading assigned novels

Time estimates are for the average student in regular academic coursework; time may increase for advanced classes and projects.

READING FOR PLEASURE

Children are encouraged to have good literature with them at all times to read for pleasure; however, if there is a book that we would not recommend in our library due to controversial reviews, we will not allow it on campus. We will give your child a private warning to read it at home with parental permission. After the warning, if the book returns to campus, we will hold it in the office until the parent can retrieve the book.

HONOR ROLL

The Academic Excellence Awards consist of the following requirements in core subjects.

Elementary Honor Roll:

Crusader Excellence Award—Students must have all A's with an A in conduct.

Young Scholar Award—Students may only have one B and the rest A's, and no lower than a B in conduct.

Secondary Honor Roll:

Summa cum laude—a grade point average of 4.0.

Magna cum laude—a grade point average of 3.75 - 4.0.

Cum laude—a grade point average of 3.5.

Elementary students are recognized for their academic accomplishments in a special awards chapel during the second semester of school. Dates are posted in the monthly newsletter and parents are encouraged to attend.

GRADING SCALE

GRADING SCALE

A+	99-100	4.0
A	94-98	4.0
A-	90-93	4.0
B+	88-89	3.75
B	83-87	3.5
B-	80-82	3.0
C+	78-79	2.75
C	73-77	2.5
C-	70-72	2.0
F/U	69-below	0.0
I	Incomplete	

Elementary Citizenship (Conduct)

A/E = Above Average
B/S = Satisfactory
C/N = Needs Improvement
F/U = Unsatisfactory

Incomplete Grades for Report Cards

An INCOMPLETE grade may be given when a student has been absent three or more days at the end of the grading period. Administration will determine an extension time not to exceed two weeks in order for the student to make up the assignments. If the work is not made up within the stated time, the student will receive a zero for each missing assignment and a course grade average will be calculated.

ELEMENTARY GRADING POLICY

- 1) Tests and notebook grades/projects count as one-half of the nine week average.
- 2) Homework/daily work/guided practices count as one-half of the nine week average.
- 3) Quizzes may be averaged as one test grade.
- 4) A minimum of two grades a week in each basic academic subject is required.
- 5) A reasonable academic penalty must be assessed for incomplete or late work.
- 6) Numeric averages are primarily used for grading core subjects. Letter grades are used for citizen/conduct grades.
- 8) Teachers will ensure that students and parents know in advance when tests and projects are due so that adequate time will be given for preparation. Information will be posted on RenWeb and in the agendas.
- 9) No more than four tests (including a Scripture memory test and the weekly spelling test) may be given in one day.
- 10) Only one long term academic project per nine weeks may be assigned for elementary students. A grading rubric will accompany the project.

SECONDARY GRADING POLICY

Grade Point Average (GPA)

The student's grade point average is calculated at the end of each semester grading period and is published on the student's transcript. The GPA is derived from all core subjects in which a student earned credit while attending Round Rock Christian Academy or transferred from an accredited High School.

Determining Class Rank

High School students are ranked by numeric average each year. This average is computed by the school at the end of each semester.

- 1) Class rank is not finalized until all work is completed and graded for the year.
- 2) Grades earned in Honors and AP courses receive a higher numeric weight in calculations of class rank.
- 3) When a student retakes a course due to a failing grade, the failing average will be a part of the GPA as well as the average earned for the repeated course.

SECONDARY GRADE LEVEL CLASSIFICATION

For the purpose of classifying high school students:

- 9th grade: A student must have been promoted from the 8th grade.
- 10th grade: A student must have satisfactorily completed 6 credits.
- 11th grade: A student must have satisfactorily completed 13 credits.
- 12th grade: A student must have satisfactorily completed 20 credits.

Determination of Valedictorian and Salutatorian

Round Rock Christian Academy chooses to name the honorary positions of Valedictorian and Salutatorian based on overall GPA, character, extracurricular involvement and service. The announcement of Valedictorian and Salutatorian will be made in May of the Senior year.

Students that meet the following criteria will be considered:

- attended RRCA their junior and senior year.
- complete the Distinguished Graduation Plan with a class rank in the top 20%.
- have not been on disciplinary probation during their senior year.
- score of at least a 26 on the ACT or a 1400 on the SAT.
- are dedicated to being involved in school activities.
- have demonstrated their heart through service for others.
- are held in the highest esteem by their classmates and teachers.
- meet high standards in terms of character and integrity.

High School Courses Taken Prior to High School

RRCA offers some high school courses to middle school students who meet the following criteria:

- 1) Stanford Achievement scores with stanines of 7, 8, or 9 in that particular subject area
- 2) Must have demonstrated mastery of the content in prior courses
- 3) Receive a recommendation from the teacher or department
- 4) Must have demonstrated a good work ethic in prior courses

While enrolled in this advance course, the student must maintain a “B” average in the course to be eligible for the next advance level course on the track.

Courses taken in middle school will be counted for high school credit toward graduation, however; the course averages will not be included when calculating GPA or numeric average for class rank.

RRCA presently offers Algebra I, Spanish I, and Integrated Physics and Chemistry (IPC) to middle school students for high school credit.

Homeschool Courses Taken Prior to Enrolling at RRCA

Students who have been homeschooled prior to attending RRCA may apply to have their homeschool credits count towards their graduation requirements provided that two of the following criteria are met:

- 1) Student has been enrolled in an umbrella program of an accredited school.
- 2) Adequate documentation can be provided to verify the student has satisfactorily completed the course requirements and that the course requirements are comparable to RRCA academic standards.
- 3) The student has scored in the 60th percentile on a national standardized test in this academic area.

If the above criteria are met, courses taken in a homeschool program may be counted toward graduation requirements, however, the course averages will not be included in calculating the student's GPA or Numeric Average for determining class rank.

In the event that a student cannot meet the above criteria, an option will be given to take a Credit-By-Examination in the course to verify satisfactory completion of the coursework.

Credit by Examination

Credit by examination may be given to a student who has had prior instruction in a subject. A student can apply to take a credit by examination for the following reasons:

- 1) The student has received a failing grade of "60" or lower in a course.*
- 2) The student has not gained credit due to excessive absences.**

The student must score 70% or higher on each exam. The actual score is entered on a student's transcript, but the grade will not be included in the GPA or Numeric Average for determining class rank. Students who apply to take these exams must have administrative approval and incur the full cost of each exam.

** A credit by examination may not be used to regain eligibility.*

*** An appeal must be made to and granted by the attendance committee for this option.*

Independent Study Courses

Students in the 11th and 12th grade may request to take an Independent Study course if their schedule cannot be arranged to complete the course requirements for graduation. These courses must be supervised by a certified teacher of RRCA and must be completed during academic school year. Seniors must finish all Independent Study courses at least fifteen days prior to graduation. The student's grade will be determined by test scores and projects. The grade will be included on the student's transcript, but it will not be included in the GPA or Numeric Average for determining class rank.

Exceptions to this policy may be made with an **Individual Education Plan (IEP) or Section 504 plan** for students who have extenuating circumstances of prolonged illness or documented severe learning disabilities. The **plan** will be written and implemented by an academic review committee.

Correspondence Courses can be offered for credit towards graduation should one of the following situations occur:

- 1) The course is not offered at RRCA.
- 2) The student's schedule cannot be arranged to take the course at RRCA.
- 3) The student is attempting to recover credit for graduation.
- 4) A junior or senior may take correspondence courses as dual credit provided that the course meets the requirements established in the Dual Credit Section of this document.

Correspondence courses must be taken from an accredited institution which has been approved by administration. The student must submit an official transcript for the course to receive credit. This grade will be added to the student's transcript, but it will not be included in the GPA

or numeric average for determining class rank. Seniors must complete correspondence courses at least fifteen days prior to graduation.

Dual Credit Courses

Juniors and seniors may enroll in college concurrently with high school to accumulate college credit or to broaden their academic opportunities. Credit earned through dual credit courses may count towards high school graduation requirements if the college course fulfills the required curriculum objectives. Dual credit courses may only be taken from an accredited college or university.

To take dual credit courses, the student must receive parental and administrative approval. The student must incur all costs associated with the course. The student must submit an official transcript with a grade of C or above to receive high school credit. Although credit will be granted for the course, the grade will not be included in the GPA or Numeric Average for determining class rank.

While dual credit is accepted by state universities and colleges in Texas, students interested in private or out-of-state institutions should check admissions policies to see if this dual credit will be recognized by the institution of their choice.

Summer School

Summer school opportunities are available for credit recovery or to accelerate their academic plan. These courses may be taken from the RRISD, GISD, PISD, ASID, or at RRCA, if the course is offered. The student must incur all costs associated with the courses and must submit an official transcript to receive high school credit. Summer coursework must have administrative approval prior to enrolling.

RRCA COURSEWORK STANDARDS

Graded Projects/Research Papers

Because these assignments are made weeks in advance, they must be turned in the due date. If a student is out and unable to turn in a project or major assignment, it must be brought to school by the parent. Such work must be turned in prior to the scheduled class, otherwise it will be considered a zero.

The consequences for late homework are 20 points off for the first class meeting after the assignment was due, and a 0 the next day school is in session. Teachers may set their own grading criteria with administrative approval. All teachers will distribute in writing their individual grading policies at the orientation meeting. They will also require parent and student signatures for verification of receipt of their policies.

Test and Quizzes

Quizzes

1. Quizzes may be administered to cover broad or general information and to check if assignments have been read and comprehended.
2. Unannounced quizzes should not take more than 10 minutes of class to administer.

3. Quizzes should not cover more than 5 days of material.
4. Announced quizzes should be put on RenWeb.

Tests

Tests will be posted on RenWeb. No more than two tests and one quiz can be administered on any given day for any given student. A rule of thumb used for counting quizzes and tests is two quizzes a day equals one test.

A student may request postponement of a quiz or test if the student has been assigned either of the following on a given day: 1) three tests or 2) a combination of five or more quizzes and tests. The student should discuss the problem with the last assigning teacher prior to the day of the tests/quizzes to request other arrangements. In the case of unresolved difficulties, the student may ask for intervention by the administration. However, this request needs to be made prior to the day of the test.

Middle School Nine Week Exams

1. Nine week exams are required for all middle school academics.
2. The test will count for 10% of the nine week grade in middle school.
3. If a middle school student is taking an advanced level course for high school credit, he/she will be expected to complete the semester exam.

High School Semester Exams

1. Cumulative semester exams are given in high school.
2. Semester exams are mandatory in Bible, English, Math, Science, History, and Foreign Language.
3. Semester exams may be given in elective courses if the teacher desires.
4. Semester exams will be given a value of 20% of the semester grade.
5. The following criteria must be met to be considered for exemption from semester exams:
 - A) Course average of **90** or above, with no more than **4** absences; or
 - B) Course average of **85** or above, with no more than **3** absences.
 - C) Teacher grants permission for exemption.

(For the purposes of exemption only, college visits and approved school activities will not count against attendance limits.)
6. Students may not exempt a final exam in the same core subject both semesters.
7. Students may not exempt from more than two exams in one semester.
8. With the teacher's permission, a student who takes an AP Exam in a core subject may exempt the course semester exam.
9. Disciplinary actions such as cheating and plagiarism will affect approval for exam exemptions. Administration reserves the right to determine eligibility for exemption in all situations.

STANDARDIZED TESTING PROGRAM

Achievement tests are given in the spring of each school year to help evaluate the progress of each student in kindergarten through eleventh grade. The data provides dependable achievement measures that can be of assistance in improving our academic program. Students in grades first, third, fifth, seventh, ninth, and tenth are required to take the Otis-Lennon School Ability Test (OLSAT) which measures the student's ability for learning.

STUDENT RECORDS

Parents may request to view their child's educational records through the school office. A student who is 18 may also request to view his educational records. A member of the administration will be present when records are reviewed to assist the parent/student with interpreting information contained within them. If information contained within the student's records is believed to be inaccurate, the student or parent may provide documentation to make correction to the permanent record. Parents/students may not remove documents from the permanent records.

If your child transfers to another school and RRCA receives a request to release your child's records, RRCA will release the records within one week upon notice of withdrawal. If the student is not returning for the next year, RRCA will release records after the closure of RRCA's current year. Extenuating circumstances may require records to be released before the close of the school year. If this is the situation, administration will give the approval to release records within one week.

GENERAL INFORMATION

INSTRUCTIONAL TIME

Round Rock Christian Academy operates under the state guidelines in terms of number of annual school days, teacher in-service days, and number of hours required per day in an effort to ensure equal time allotments for all students.

HOURS OF OPERATION

RRCA is open Monday through Friday. Morning extended care begins at 7:15 a.m. The school offices will be open from 8:00 a.m. until 4:30 p.m. Arrangements can be made for earlier or later appointments as needed.

CLASS TIMES

Early Childhood and PreK Program	8:30 a.m.-1:30 p.m.
Kindergarten	8:20 a.m.-2:00 p.m.
First - Fifth Grades	8:20 a.m.-3:30 p.m.
Sixth - Twelfth	8:15 a.m.-3:45 p.m.

It is important that children are picked up **ON TIME**. We have strict teacher/student ratios to abide by. Students are not allowed to wait outside the school building without adult supervision. Parents will be charged if their children are not picked up promptly. The late fee will be charged when children are not picked up from early childhood classes by 1:45 p.m.; Kindergarten by 2:15 p.m. and elementary by 3:45 pm. Before assessing a late fee, these designated times reflect a fifteen minute grace period for emergencies. A \$25.00 per incident is charged for students in extended care who are not picked up at the 6:00 p.m. designated closing time.

STAFF/CHILD RATIO

Round Rock Christian Academy sets the following guidelines for teacher/student ratios:

Preschool	10 students
PreKindergarten	14 students
Kindergarten	18 students
Elementary	20 students
Middle School	22 students
High School	24 students

EARLY RELEASE DAYS

There are scheduled Early Release Days as noted on the school calendar. **Please note we do not have extended care or serve lunch on Early Release days.** The following are the staggered early release times:

11:15 a.m.	Mother's Day Out, Preschool, Pre-Kindergarten and Kindergarten
11:30 a.m.	Secondary – grades 6 th -12 th
11:45 a.m.	Elementary – grades 1 st -5 th

FINANCIAL GIFTS TO THE SCHOOL

The Annual Fund enables RRCA to improve and expand academic and spiritual programs, balance our annual operating budget, offer scholarships to those in need, maintain and upgrade facilities and attract and retain a talented faculty. Having the support of business and community leaders, RRCA is able to touch the lives of more children, enabling them to go forth and change the world for Christ.

COMMUNICATION WITH FACULTY AND STAFF

RRCA Faculty and Staff welcome constructive communication from parents at any time. The following guidelines will help direct communication in the most productive way:

School Website (www.rrca-tx.org): The weekly electronic newsletter, including the lunch menu, can be found under the News and Events section on the website. The most updated school-year calendar is on the website.

Mass Email: In addition to the weekly newsletter, there are times that we will send out a mass email to RRCA families and students. Please make sure you keep your email address current by notifying the Student Registrar/Business Office any time you have a change of email address.

Notes to Teachers: If you have a quick question for a teacher or administrator, you may email the individual using the email addresses listed on the website. Teachers will answer emails within 24 hours.

If you desire a phone conversation, please email your child's teacher or call the school offices to ask a teacher to return your phone call. Teachers will return calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

Teacher Conferences: If you would like a person to person conference, please make your request known in an email or phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. **Drop-in conferences before and after school are not appropriate.** Teachers and administrators schedule their use of time carefully, and supervisory duties are particularly heavy at the beginning and end of the day. If a conference is required with multiple teachers, please contact the administrative office to arrange the conference.

Teacher Preferences: Each teacher will communicate the best procedure for establishing communication at the beginning of the school year. Teachers have far more homework than students and prefer to conduct business with parents efficiently during the school day.

Messages to Students: The school receptionist is not free to leave the reception area to take messages to students. Urgent messages concerning a change in normal procedures can be handled by phoning the administrative offices with a message for the teacher to give to the student, provided we have the message early in the day.

SCHOOL DIRECTORY

The school directory is published electronically, accessible only to school families using RenWeb, near the beginning of the school year. This directory includes the name, address, phone number, and names of children of each school family. It is not to be released to anyone outside the school, nor is it to be used by anyone in the school for the purpose of distributing circulars or soliciting the school families. Please notify the school office if you do not want your family information included in the directory.

ADDRESS/TELEPHONE CHANGES

The school requests that parents report any changes of address, telephone numbers, or email addresses to the office immediately. It is extremely important that we know where you can be reached when your child is in our care. There are several times during the year when important information is sent out to parents by email. Therefore, we need to have your current address on file at all times.

CALENDAR OF EVENTS

The school calendar is distributed at the beginning of the school year and is published on the website. Questions concerning scheduling of events should be directed to the school office. The weekly electronic newsletter will be your most reliable information for revised dates.

HOLIDAYS

The following holidays will be observed: Labor Day, Columbus Day, Thanksgiving Thursday and Friday, two weeks at Christmas, New Year's Eve and New Year's Day, MLK Day, President's Day, Spring Break week, Good Friday, and Memorial Day. RRCA will also be closed for professional development and school holidays for the week of Thanksgiving. **CHECK THE SCHOOL CALENDAR FOR A COMPLETE SCHEDULE OF HOLIDAYS** and refer to the website and the weekly electronic newsletter for any changes or additions to the calendar.

CELEBRATIONS AND SPECIAL DAYS

Elementary classes have parties on various holidays including Christmas, Valentine's Day, Easter, and at the end of school. Middle school classes have a Christmas and end of school party. Teachers will plan the celebrations but will ask for help from volunteer parents.

We realize a child's birthday is a special occasion. Parents may provide a treat during lunch, recess, or snack time. Please email your child's teacher for the best time for this. If party invitations are being distributed at school, **ALL STUDENTS** in a class must be included. Otherwise, the invitations must be mailed out by the parents. We ask that public celebrations (i.e., limousine or carriage rides, etc.) not be held on campus during or after school hours.

Secondary Birthday Celebrations: The same rules regarding birthday invitations and celebrations applies to our secondary students as well. We would ask that public celebrations (i.e. limousine rides, carriage rides, etc.) not be held on campus during or after school hours.

ELECTRONICS AND OTHER PERSONAL TECHNICAL GADGETS/TOYS

Students **may NOT** use their electronic gadgets, toys, MP3 players, during school hours. Even with the best intentions, they become a distraction as well as a temptation to our students. These expensive devices do not contribute but distract for the learning environment. Please keep them safely at home for they are costly toys to replace. **Do not bring them on campus.**

Administration may extend a waiver to this rule for students who are traveling on field trips for more than one hour. An exception request must be presented to administration at least three days in advance. Parents, not school personnel, are responsible to monitor what children are listening to on their personal electronic devices. However, if school personnel intercept inappropriate material on any type of electronic device, discipline will be administered as outlined in our student covenant and discipline policy.

FIELD TRIPS

RRCA teachers will decide which field trips will complement their academic programs. Only children with **notarized permission slips** on file will be allowed to go on the field trips.

The navy school shirt or navy RRCA sweatshirt must be worn on all elementary field trips. Elementary students not wearing the school shirt for field trips may borrow a shirt from the school. A \$5.00 replacement fee will be assessed, if the shirt is not returned the next day. On some occasions, Sunday dress will be required on field trips. We encourage parents to participate whenever possible. Teachers need to know in advance if you plan to drive or chaperone a field trip. Appropriate dress is required for parents, guests, and students. Secondary students are required to dress according to school dress code policy.

Parents are encouraged to complete the necessary paperwork to become an approved driver for field trips. It is required by the insurance carrier that we have proof of insurance on file in the office. If a parent will be driving a school van, he/she must complete driver information requested by our insurance carrier at least two weeks prior to the date of the trip. Designated van drivers will be paid sponsors on field trips.

In order to maintain the highest Christian standards for which our school stands, there are certain guidelines for those who drive:

1. Shorts are most appropriate on many occasions; however, we would request that they meet our secondary dress code standards.
2. No T-shirts with inappropriate slogans.
3. No smoking or alcohol consumption at any time while children are in your care.
4. Be especially cognizant of the choice of music you allow the children to listen to while in your care. Choose music which reflects the character of God.
5. Parents are encouraged to wear the RRCA navy school shirt.

The budgeted monies allocated for field trips may not be used for class parties, group celebrations, or party favors. The field trip budget is for educational purposes only and may be used for class or school-wide programs such as guest chapel presentations, guest authors, and theatrical presentations.

CELL PHONES ON CAMPUS

While we allow cell phones on campus, the phone must be turned off and kept in the student's locker, backpack or car from 8:00 a.m. – 3:45 p.m. **Cell phones which are used during the school day will be confiscated and students will be charged a \$10 fee to have their phone returned. Repeated offenses will result in a Saturday detention.** Parents who need to get an important message to their student may contact the administrative office. We will relay an urgent message to your child as soon as possible.

PETS/ANIMALS

Due to health and safety concerns, pets may not be brought to school. Class pets are not allowed in the classrooms.

PRAYER MEETINGS

Moms in Touch: Parents of students at RRCA meet each week to pray for specific school needs. All parents are invited to participate. Contact the school office for more information.

SCHOOL PICTURES

During the fall we take individual student pictures for our yearbook and in the spring we take class pictures as well as individual pictures. These are available for purchase through the photographer. For those in athletics, team and individual pictures are scheduled and available for purchase as well.

SNACKS/LUNCH/FOOD ITEMS

Healthy snacks are provided for preschool and extended care program only. The snack menu is posted in the early childhood and extended care classrooms.

A prayer of thanks will be given before snacks and lunch. Students may bring a sack lunch or participate in the hot lunch program. Hot lunches may be purchased in advance by the week or by the month. However, the lunch ticket cannot be carried over to the next week if the child does not eat the purchased lunch. **Microwave usage is not allowed for preschool or elementary students.** If a student forgets his/her lunch, the child will be given a school sack lunch at the cost of \$5.00. **The school cannot be responsible for or be expected to furnish a hot lunch.** When parents bring a child his lunch during the day, it should be left in the school office with the child's name and grade clearly marked on the lunch. The office staff will deliver it to the classroom/lunchroom at the appropriate time. If the lunch is not delivered by the parent on time (5-10 minutes after the lunch period begins), the student will need to purchase the school's sack lunch. **Be sure your child's medical information shows any food allergies he/she may have.**

Food and beverages are not to be consumed in the classroom except at designated times. Food items for lunch must be kept in lunch containers until lunchtime. **Gum is prohibited on campus.**

VISITORS

Parent visitation is encouraged, but we ask that prior arrangements be made with administration if you want to sit in on the class for more than one period. All visitors are required to check in at the school office for a visitor's badge before visiting any room, student, or teacher. **Please respect the learning environment by limiting interruptions and following proper procedures.** You are invited to visit the preschool programs or extended care program at any time.

YEARBOOK

Memories of the school year are captured in the *Excalibur*, the RRCA yearbook. RRCA takes pride in publishing a full-color yearbook which is subsidized by the sale of advertisements. Each August, one yearbook will be distributed per family for grades K-5th and one yearbook per student for secondary students.

HEALTH CARE POLICIES AND HEALTH CARE RECORDS

Health records are required for admission to Round Rock Christian Academy. The State of Texas mandates that a complete immunization record be on file for each student within 30 days of enrollment in order for him/her to attend school. Round Rock Christian Academy requires that your child have a **complete medical file** by the end of the 30 day grace period. The following forms are required for your child's medical file:

- **Complete** immunization record
- Health Statement signed by a parent or a physician's physical, if requested
- Health History completed by parent/guardian
- Medication/First Aid permit completed and signed by parent/guardian**
- Medical Authorization Form (requires one notarized signature)
- Consent for Urinalysis (8th – 12th grades)**
- All new students age 4 by September 1st through 4th grade must provide Vision and Hearing Screening***
- All new students 5th grade – 12th grade must provide Vision, Hearing, and Scoliosis Screening***

** Medication/First Aid permit and Consent for Urinalysis forms will be effective for the duration of the students' attendance at Round Rock Christian Academy. Any changes to the information contained in either of these forms will require completion of a new form.

*** If new students are unable to provide the required screenings or would prefer to be screened at RRCA, we will perform the screenings during the fall for a fee: \$30 for vision & hearing; \$40 for vision, hearing, and scoliosis. These fees will be billed on your monthly statement.

HEALTH CARE POLICIES

Illness: Students are to be kept home if they are ill. Please keep your child home if he/she has any of the following symptoms:

- Fever (temperature of 100 degrees or more)
- Vomiting
- Diarrhea
- Conjunctivitis (pink-eye)
- Contagious rash (i.e. impetigo, chicken pox)
- Lice (may return to school after first treatment)

Your child must be fever-free; and/or without vomiting; and/or without diarrhea for 24 hours before returning to school unless a physician's note indicates otherwise. Readmission to school of any student recovering from a communicable disease shall be on the basis of a written note from a physician. If the student has not had a physician in attendance, readmission will be based on the criteria established by the Texas Department of State Health Services. Parents/guardians will be notified if a student becomes ill at school. The student will be separated from the rest of their class until the parent/guardian can come.

First aid and care for minor injuries and ailments will be provided as outlined on the medication permit. If you disagree with any item, please indicate your preference on the form.

Medications will be administered by the nurse if the parent/guardian completes an “Authorization to Dispense Medication” form and provides the medication in its original container. All prescription medications must have a current label with the student’s name and dosage instructions. All over-the-counter medications will be dispensed according to package directions unless a physician’s order indicates otherwise. The **only** medications provided by RRCA are Tylenol, cough lozenges, and Benadryl for emergencies. **All medications** must be kept in the nurse’s office and dispensed by the nurse with the following exceptions: insulin/glucagon, asthma inhalers, Epi-pens, and cough/throat lozenges. Parents/guardians must complete an “Authorization to Dispense Medication” form acknowledging that the student is capable of self-medicating for insulin/glucagon, inhalers, and Epi-pens. A physician’s signature may also be required if circumstances warrant. It is a violation of school policy for a student to have any medication with them other than the exceptions listed above. Please note that if a student gives or offers medication to another student, it will be considered a serious discipline infraction and appropriate consequences will follow.

Lice infestations discovered at school require that the student be sent home and allowed to return after the first treatment is administered. Parents will be required to perform daily head checks and nit removal; and to treat again in 7 – 10 days per package directions. The nurse will do frequent head checks for the affected class/grade levels. For persistent cases of lice, a more conservative approach may be taken (such as a “no-nit” policy). RRCA would greatly appreciate notification if a parent/guardian finds evidence of an infestation on a student or sibling/family member.

STATE REQUIRED SCREENINGS

RRCA abides by the State of Texas requirements for health screenings. Students age 4 by September 1st, Kindergarten, 1st, 3rd, 5th, and 7th grades will have vision and hearing screenings. Students in 5th and 8th grades will have scoliosis screenings. All new students must provide these screenings with their health records (screenings may be done at RRCA for a fee if preferred.)

IMMUNIZATION RECORDS

All students must have a **complete immunization record** (per state requirements) on file within 30 days of enrollment. If there is a medical reason that a student may not receive a vaccine, a physician must submit a letter stating the reason for the exemption. If the letter does not state that the medical exemption is in place for the life of the child, then it must be updated yearly. If a parent does not want to immunize their child for reasons of conscience, they must apply to the State of Texas for a “Reasons of Conscience” Exemption form. The form must be notarized and updated every 2 years (or the time table required by the state).

MEDICAL INSURANCE FOR STUDENTS

Medical requirements for injuries will be the responsibility of the parents. The administration suggests that all students be covered under a family health plan. Parents of students participating in any of the sports programs must sign a waiver of responsibility before that student will be allowed to participate.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

MORNING ROUTINES

Elementary: All elementary students who arrive **before 7:45 a.m.** will go to early morning extended care in the lunchroom/multipurpose room. Families who use morning care **before 7:45 a.m.** will be charged for these services. Children who arrive **before 7:45 a.m.** must sign in for record of care. For safety and security, students coming to school **before 7:45 a.m.** must be accompanied by the parent into the building.

All elementary students may be dropped off in front of the main building **after 7:45 a.m.** Please do not let your elementary child out of the car in any other location on campus. Students are required to wait in the lunchroom/multipurpose room with the teacher monitor(s). Students may not wait unattended in the classroom.

After 7:45 a.m. all elementary students will wait in the lunchroom/multipurpose room until the first bell rings. Elementary will be released to the classrooms at the 8:10 a.m. bell. Drop-off time is not the appropriate time to speak with your child's teacher. Please schedule a conference with your child's teacher by emailing the teacher.

Secondary: Secondary students can be dropped off by the picnic tables. Secondary students will be released to the classrooms at 8:05 a.m. Students may not wait on the portable decks or unattended in the classroom. On bad weather days, secondary students are allowed to wait in the gym foyer.

Warning: Please use extreme caution in the parking lot. Be aware that children and cars are moving constantly in and out of parking spaces. Parking lot speed should be no more than 10 miles an hour.

DISMISSAL ROUTINES

Early Childhood and Kindergarten students will dismiss through the drive through pick-up line. Students will sit under the front covered walkway and wait for their vehicles and names to be called for dismissal. First through fifth grade and extended care students will dismiss through the drive through pick-up line at 3:30 p.m.

Parents are cautioned to stay in the pick-up line of traffic. Traffic will form two lanes; one exiting left and one exiting right. When the first six cars (three in the left lane and three in the right lane) pull into the loading zone, teachers will walk students to those six cars. After the six cars are loaded, a signal will be given to proceed and exit the parking lot. **Do not pull out to pass a car that is loading children.** The maximum time to load our elementary students has been no more than fifteen minutes. For the safety of our children, please wait patiently.

Dismissal time is not the time to talk with your child's teacher. Please allow our teachers to give their full attention to their drop-off duties for the safety of our children.

Secondary students dismiss from the front of the gym/youth building area. Student drivers need to drive carefully during dismissal or their driving privileges will be removed. Secondary students must be picked up by 4:05 p.m. unless arrangements have been made and approved by administration.

AUTHORIZATION TO PICK UP CHILDREN

The school office must be notified in writing if anyone other than the parents or a previously authorized person is to pick up your child. Otherwise, your child will not be released. They will be required to report to the appropriate office to be cleared for pick-up approval. Names of those authorized to pick up children should be on the family emergency card retained in the office.

CAMPUS POLICY/PERMISSION TO LEAVE SCHOOL

Parents wishing to take their children from school anytime during the school day should email or phone the appropriate attendance clerk advising of the reason for early dismissal. For safety and security, please sign your child out in the school office before you leave and sign them back in when they return.

Students who attend off campus classes or seniors who leave campus for lunch are expected to follow all RRCA rules for behavior and safety while they are off campus. Discipline will be administered to students who are in violation of the off campus policy and off campus privileges could be revoked. If a student leaves school without permission, they will be counted as truant resulting in a suspension.

Note: Secondary students who drive must also have written parental approval and must follow sign-out procedures before leaving campus. Please do not arrange appointments with your child via his/her cell phone during school hours. If you need to get a message to your child, please call the school office.

EXTENDED CARE SERVICES

RRCA offers morning and afternoon extended care services to students PK through secondary for a fee. Students must be enrolled in the programs listed below, as the programs are not available on an as-needed or occasional basis.

Morning Care:	7:00 a.m. – 7:45 a.m.
Early Extended Care:	1:30 p.m. – 3:30 p.m.
Late Afternoon Care:	3:30 p.m. – 6:00 p.m.
Hang Time (Secondary students):	4:00 p.m. – 6:00 p.m.

ATTENDANCE POLICY

(Please read carefully for compliance is crucial)

Regular attendance is vital to the student’s success in school. Good attendance promotes learning without interruption. All parents are asked to use good judgment and not allow their child to be absent unless it absolutely necessary. Please schedule family trips during the summer break and other school holidays.

The Texas Education Code 21.032 requires students to be in attendance for 90% of the instructional days. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate that student may be retained in his/her current grade level the following year. An elementary student who is absent more than 18 days in a school year will not meet the minimum attendance required by law. Attendance for secondary students is taken by period and therefore students must be in attendance 90% of the instructional time in all subjects. Secondary instructional time is counted by semester; thus nine absences per subject per semester is the maximum allowance.

When your child is absent from school for any reason, please email receptionist Kim Moushon (PK-5th) or Connie Weeks (6th-12th) or call 255-4491. For attendance records, **students returning after an absence must supply either a written note signed by a parent or an email to document the reason for the absence.** When elementary students miss more than 2 hours in the morning or 2 1/2 hours in the afternoon, they are counted absent for 1/2 day. **Secondary attendance is taken per period; a student is considered absent after 20 minutes in the period.**

The only excusable reasons for absences are:

- | | |
|------------------------------------|---|
| 1) Documented illness | 5) Approved school activities |
| 2) Bereavement | 6) One parental discretion day per semester |
| 3) Documented medical appointments | 7) Pre-approved absences |
| 4) Approved college visits | |

Any absence not characterized by the above criteria, including **hair appointments, shopping afternoons, personal errands, "signing out because we're not doing anything" excuse and unapproved athletic events** will be termed unexcused. The student will receive a zero on all tests missed and assignments due during the absence.

Excessive absences, regardless if excused or unexcused, continue to be a concern to the administration and faculty. To be in compliance with the state attendance law, students who miss more than the allotted days by TEA must attend Saturday school or after school attendance detention to fulfill attendance requirements. In order to cover personnel costs, there is a fee for attendance detention. Excessive absences may be reported to the proper law enforcement authority, if deemed necessary. **Students who have five or more unexcused absences in any one grading period may be subject to dismissal from RRCA.**

In addition, please check with your child's teacher(s) at the beginning of the school year for a class schedule and try to schedule medical and dental appointments away from academic times (during specials, lunch, or after school). Notify teachers at the beginning of the day of any appointments in order to minimize class disruptions.

PRE-APPROVED ABSENCES

At times it is necessary to miss school for certain events such as funerals, college visits, surgeries, and events beyond your control. These "pre-approved absences" **will count** as excused absences; however, a student **must** meet the minimum state attendance laws. To gain approval, one must adhere to the following procedure:

- 1) Fill out a Pre-Notification of Absence form (available in the Main Office) **at least 3 days** in advance and turn it in to the school office.
- 2) The principal will verify that the student's performance in all subjects is adequate.
- 3) The parent or student will take the form to his teacher(s) for assignments.
- 4) The student will complete and turn in all assignments on the day he/she returns. Any assignments not turned in that day will have points deducted for returned work.
- 5) All pre-scheduled tests will be taken **on the day of return**. All tests scheduled during the absence must be taken within 3 days.

NOTE: During the last 2 weeks of the school year, before major school holidays, or during any week in which a series of exams is being administered, **permission will not be granted for students to be absent other than for illness or family emergencies**. Unauthorized absences will result in a significant grade penalty unless an appeal is granted due to extenuating circumstances. **Please do not schedule family/mission trips during exam week. Exams may not be taken early to accommodate travel plans.**

LOSS OF CREDIT

Secondary students may lose credit for class(es) if they do not meet the State of Texas minimum attendance requirements. They may not miss more than nine class hours per semester of an academic course in order to receive credit. All absences, excused and unexcused, are considered in the nine class hours. Unexcused tardies are also included in the count of absences. Three unexcused tardies is equivalent to one class absence.

EVENING PROGRAMS AND ATHLETIC EVENTS

Students must be in attendance for one half of the day to participate in any after school extra-curricular events or programs. This includes athletic games and practices, drama presentations and practices, and choir performances and practices.

EARLY DISMISSAL FROM CLASS

While it is not always possible, parents are asked to make all appointments, including medical and dental outside of school hours. If a student must be dismissed early, the parent must send or email a note of explanation to the teacher the morning of the appointment. A student who must leave before the close of the school day for any reason must be signed out in the office.

TARDINESS

A tardy is recorded when a student is not in his assigned place when a class begins. Three tardies will result in **1 unexcused absence**. Students who arrive after the bell rings must go to the appropriate school office for a tardy slip to be admitted to their classes. We strongly advise that the students arrive a few minutes early so that they are at their desks and ready to begin work when the bell rings. Excessive tardies will result in disciplinary action.

INCLEMENT WEATHER

It may be necessary to close, dismiss early, or delay the start of school due to ice, snow, or other inclement weather. It is important that you listen to a radio or TV station when there is a

question regarding inclement weather or dangerous road conditions. We inform families of school closings via television networks, radio, the school website, and emails. We will **attempt to follow RRISD** decisions for closing or modifying school hours due to inclement weather or dangerous road conditions.

CHILD PROTECTION POLICY

When a school employee knows of or suspects abuse or neglect of a RRCA student, they are obligated to report it to the school administration. The administration has a duty to report the knowledge or suspicion to the appropriate state agency, such as Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to the administrator and the school nurse.
2. If necessary, the school nurse will examine the student and document findings.
3. The Administrator will meet with appropriate parties to discuss findings in order to determine a course of action.
4. The Administrator shall immediately report what is known to CPS or other appropriate agency.
5. School officials will cooperate to the extent required by the state agency and perhaps beyond.
6. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

NON-CUSTODIAL PARENTS

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to assist the school in situations or wishes to have contact with or take custody of the child while that child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority of to grant consent is given to the non-custodial parent by a court order, comparable legal document, or notarized written authorization signed by the custodial parent.
- By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.

SECONDARY STUDENT DRIVING POLICY

The privilege of driving to school is restricted to students who hold a valid Texas driver's license and proper auto liability insurance. Students will be required to register their vehicles with the Administration through the Secondary office by signing, along with their parents, the RRCA Student Driver Agreement, and providing proof of insurance. **A student will be issued a parking permit only after these requirements have been met.** Students are not permitted to go to their vehicles during the course of the school day without permission from the Administration. Books, lunches, and other items should be stored in the student's locker.

Students must observe the campus speed limit of 10 mph and must properly park only in the assigned student parking space. Student vehicles parked anywhere on campus other than the designated student area without written authorization from the Administration will be towed away at the owner's expense. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students must not participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers.

SENIOR LUNCH PRIVILEGE

Seniors have the privilege of off-campus lunch; however, they must be back to class on time. As with any privilege, it requires responsibility. Only high school seniors have this privilege. The Secondary Principal will review specific procedures for this privilege with the seniors.

VISITORS AT LUNCH FOR SECONDARY STUDENTS

RRCA is a closed campus. Visitors for lunch other than the student's parents must have prior approval from administration before joining RRCA students for lunch or any other activity. Pre-approved visitors must sign in at the Main Office through our Raptor security system.

Please do not invite friends to our campus as they are not allowed to be in the classrooms or the lunch room without advance approval. If you have a special request, please speak with an administrator well in advance for permission to invite a guest.

STUDENT TELEPHONE USE POLICY

Students must get permission from their teacher to come to the office to use the school telephone. **Cell phones may not be used by students during the school day.** Any cell phone which is used or rings during the school day will be confiscated. Confiscated phones will not be released until a \$10 fee is paid. If a student has a persistent problem with their cell phone they will have other restrictions placed upon them and parents will be required to come in and pick up the phone. We will not ban cell phones from school for safety reasons, but we must insist that cell phones are not used during school hours or on school property, including lunchtime, in the bathrooms, between classes, etc.

LOCKERS

The following are rules concerning the privileged use of lockers, and violation of these rules may result in the loss of this privilege.

1. Lockers are to be kept neat and clean.
2. Lockers are the property of the school and will be subject to regular, unannounced inspections by school personnel.
3. Lockers should be made secure with a **school-issued combination lock**.
4. Writing on the inside/outside or defacing (including the use of stickers or tape) in any other form is not permitted.
5. No food or drinks may be stored in lockers overnight.
6. Substances not permitted in the classroom are not permitted in lockers (e.g., chemical substances, firearms, weapons, and ammunition.)
7. Student should use their designated locker only.
8. RRCA is not responsible for items left in lockers.
9. For the security of the student's belongings, lockers must not be fixed to an open position.

TEXTBOOKS/LIBRARY BOOKS/LOCKS

Textbooks which are the property of Round Rock Christian Academy are issued to students at the beginning of the school year. Each student is responsible for all the books and locks which have been issued to him/her. **Textbooks must be covered at all times.** During the last week of the spring semester, the books and locks will be checked in and the student's record cleared. In the event books or locks are lost, the student will be charged with the replacement cost.

Library fines are assessed for late books. If library books are lost or fines due, they must be paid for in order for the students' book record to be cleared. If there are delinquent charges which have not been paid when the school year ends, the final report card will be withheld until all book records are cleared.

POSTERS, PLAQUES, OR DISPLAY BOARDS

Wording on all posters, plaques, or display boards to be displayed on the school property must be approved by the administration prior to posting. Any literature/letters distributed on school premises must be approved by the Administrator prior to distribution.

BOUNDARIES AND OFF-LIMIT AREAS

All church facilities, offices, and equipment are off limits unless special authorization is given. Students are not to be behind any building, portables, on any landscaped areas, on or over the open field areas, or out of sight of supervising personnel.

PERSONAL PROPERTY

Perhaps one of the biggest problems at school is returning lost items to their rightful owners. It is strongly recommended that you label your child's clothes and items brought to school, such as lunch boxes, coats, sweaters, backpacks, etc. Items left in lost and found are donated monthly to local charities.

DAMAGE TO SCHOOL PROPERTY

RRCA students take pride in the care of the school property, realizing that the appearance of the building and grounds is a credit or discredit to them and to the Lord. Any student found to have intentionally, knowingly, and recklessly damaged school property shall be required to compensate the school for the full extent of the damage and will be subject to disciplinary measures.

VIOLENCE PREVENTION POLICES

RRCA has a separate handbook that addresses all policies and procedures in place to prevent violence, sexual harassment, and drug abuse on our campus. You may request a copy of this handbook, if you desire. In summary, RRCA has a zero tolerance for such activity on our campus. Respect for one another is expected, and we will hold one another accountable for our behavior towards our brothers and sisters in Christ.

CRISIS RESPONSE PLAN

RRCA also has a separate handbook to handle any crisis situation in our school. Specific procedures are in place for the administration and faculty to follow to keep our campus as safe and secure as possible in the event of an emergency situation. You may also ask to view a copy of this handbook, if desired.

DISCIPLINE

You will find a separate addendum to this handbook that explains our discipline philosophy and policy in detail. In reference to corporal discipline, please note that corporal discipline is **never** used to discipline students in our MDO, preschool, or pre-kindergarten program. Also, corporal discipline is **never** used without prior parental notice or without parental consent.

VOLUNTEER POLICY

The impact that volunteers make upon RRCA is phenomenal, and we welcome and appreciate your time and support. However, for the safety of our students and to be compliance with accreditation standards, we must require that volunteers who are on campus and have direct contact with children complete a simple application for a background check. We also require volunteers to sign in and receive a name tag. When you are finished with your task, we ask that you please sign out and return your name tag in the school office.

Our Parent Support Team has recommended that RRCA require at least 15 volunteer hours a year from each family. While we know that this requirement may be a hardship for some families, we feel this policy will help ensure that all families are committed and involved and the workload is more equitable among our families. If you are unable to donate at least 15 hours of your time, please consider making a donation to the Annual Fund, which enables us to enrich our programs.

GUIDING PRINCIPLES FOR STUDENT ACTIVITIES

The Student Activities programs at RRCA exist to assist in nurturing the development of the whole student according to the biblical pattern of growth in Luke 2:52. Statistics show that overall success in school is closely related to a student's involvement in school activities. Opportunities are designed for maturity in wisdom (intellectual development), stature (physical development), favor with God (spiritual development), and favor with man (social development.) These extra-curricular activities are within the biblical pattern of growth that is used to evaluate all of RRCA's activities:

Fellowship of Christian Athletes	Awards Banquet	TAPPS Competitions
Athletics	Talent Show	ACSI Competitions
Junior/Senior Prom	Spiritual Emphasis Week	NHS
Student Council	Homecoming Events	Forensics
Mission Trips	Academic Clubs	S.A.L.T.

RRCA TRADITIONS FOR STUDENT ACTIVITIES

The **parents and students** of the following classes/organizations are assigned to be responsible for the following events:

Juniors:	Plan, organize, and pay for Junior/Senior Prom
Sophomores:	Assist with setup and cleanup for Commencement Ceremony
Freshman:	Assist with setup and cleanup for Secondary Awards Banquet
Student Council:	Plan and assist with Homecoming/Spirit Week
NHS:	Plan service projects throughout the year

Following established tradition, the senior class will present a gift of their choice to the student body.

NATIONAL HONOR SOCIETY

The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in the students of Round Rock Christian Academy. Membership is both an honor and a responsibility. Once selected, these students are expected to continue to demonstrate the qualities of **scholarship, service, leadership, and character**. To be eligible for selection to RRCA's chapter, you must have been in attendance for a period of one semester. Other eligibility criteria include the following: 1) must be a junior or senior; 2) have a GPA of at least 4.0; 3) be pursuing a distinguished graduation plan; 4) submit a thorough application documenting service; and 5) character and discipline record reflects a worthy candidate.

While the above criteria are necessary for all applicants, it does not guarantee acceptance into RRCA's national chapter. The faculty selection committee will make the final decision based on a rubric system; however, the students and parents have the right to know how they scored overall in each area. Students may make a formal written appeal within 48 hours after candidates were notified.

PROBLEM SOLVING AND RESOLUTION

“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two with you, so that by the mouth two or three witnesses every fact may be confirmed.”

Matthew 18:15-16

When complaints arise, the principles and procedures of Matthew 18 are to be followed by everyone involved. The goal of this policy is to communicate effectively when problems arise and to handle complaints directly with the person involved at the lowest organizational level possible in a prompt, fair, and courteous manner. This is not for the purpose of avoiding or delaying communication but to keep the lines of communication open according to the biblical principles found in Matthew 18:15-16. Some concerns may not be considered an issue of sin as Matthew 18 describe. There may be personal or professional matters of concern you have regarding an individual in the school. Even in these cases, the principle of direct communication with the individual is still important.

Principles

- **Unity of the Spirit**

Every school is characterized by a multitude of interpersonal relationships. If any line of communication is cut off within these relationships, the work of the school is hindered. This happens in many schools, both Christian and secular. In these cases, people are offended because of gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God or to impress our students with His love and power at work among us. We should be reminded of Ephesians 4:2-3, that we be “completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.”

- **Privacy (Matthew 18:15)**

Difficulties are always compounded when we include those who were not directly involved in a problem. Care must be taken to keep the circle of involvement as small as possible. In this spirit, all members of the RRCA community, whether students, parents, teachers, administrators, or board members, are expected to handle their complaints directly and discreetly with the person involved. Each of us is to meet privately with the one who is part of the problem, and we are not to take the problem elsewhere. If a solution cannot be reach at this one-on-one level, then the next level up in the RRCA organizational structure may be involved.

- **Direct Information and Building Trust (Matthew 18:16)**

Communication is **never** 100% accurate. Therefore, we must not draw conclusions based on second hand information regardless of the reliability of the source. Draw conclusions only upon what you have seen and heard. In all these cases, care must be taken not to bypass the one-on-one stage. Most problems can be handled at this level without

bringing anyone else into the discussion. Fear of confrontation or fear of hurting feelings are not acceptable reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly, and lovingly to the one who is more directly involved in the problem.

- **Resolution, Problems Between Students (Galatians 6:1)**

Restoration of relationships and resolution of the problem must motivate all we do. If a student has a complaint about other students and wants to bring the matter to a teacher, special discernment must be exercised. With very young children, the teacher will need to supervise in order to control the spirit and the procedure followed. When an older student complains about another, the teacher who receives the report must decide whether the matter requires immediate intervention. If it does not, the teacher will ask, “have you talked to the other student about it yet?” If the answer is no, then the teacher will say, “I want you to do that. And I want you to report back to me within 24 hours. Tomorrow I will ask how your meeting went.” The time limit helps the student not to put it off, and it gives the teacher time to follow up so that a negative situation will not continue to grow. If the matter is not settled after the two students speak, then the teacher will sit down with both students to seek resolution. If the problem continues, then the students’ parents will be involved. Beyond that, should it be necessary, the teacher will involve the administration.

- **A Spirit of Gentleness**

The attitude with which we approach people is of utmost importance. In the same manner a parent who has a complaint about a teacher should meet privately with the teacher to find a solution. If a solution cannot be reached, the parent will ask the principal to meet with them. A parent or teacher with a complaint about the principal must first make the complaint known to the principal privately. Together they should seek a solution. Only if a solution cannot be reached at this level should they refer the problem to next level, the Administrator. As a last course of action, the matter will be referred to a designated member of the School Board.

- **Looking to Yourselves**

It is essential that we approach these situations in a spirit of genuine love, having first examined and corrected our own attitudes and actions. Self-examination must always precede any attempt to correct a problem. Check your motives and your attitudes before any action is taken. The purpose of going to our brother in this way is to restore, not to accuse. Only if we are unable to restore our brother will we share the problem with others higher up in the organizational structure.

- **Seeking Counsel**

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective; however, great caution must be

exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person and may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander we will make every effort to keep the name of the offender out of the discussion. It takes **great discipline and integrity** to be conscientious in this matter of seeking counsel.

- **Reconciliation is the Goal**

From time to time, we will find it necessary to encourage someone who has a complaint to go to the person who has offended them. In such cases we should always attempt to call them back as soon as possible to make certain that they are satisfied with the results. If they are not, then we offer to go as a witness and carry the matter up through the organization. In this way we make certain that the difficulty has been resolved. Remember that the goal of all of this is **reconciliation** for the unity of all believers. A true mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

- **Procedures:**

Step 1: Self-examination and prayer.

Step 2: Meet privately with the person involved to seek resolution

Step 3: Meet with the principal to seek resolution. (If Step 2 has been bypassed, the principal will direct you back to the individual with whom you have a difference.)

Step 4: Meet with the Administrator to seek resolution. (If Step 3 has been bypassed, you will be redirected to the principal.)

If resolution is not achieved:

Step 5: Write a letter to the School Board containing a clear statement of the grievance, the present settlement of the grievance, and the settlement desired. The Administrator will present the letter to the Chairperson of the School Board.

If a question arises concerning administration policies and procedures, begin with Step 3. Please understand that official action will not be administered unless the above procedures are followed.

TECHNOLOGY POLICY AND AGREEMENT

Computer and Internet Agreement

The use of technology in education presents many exciting opportunities for students and teachers at Round Rock Christian Academy. These opportunities present themselves with many responsibilities as well. The goals of internet and intranet connection are to expand research and communication, to encourage technological innovation, and to allow worldwide interaction with other institutions.

Students, parents, teachers, and staff will have access to:

1. Computers, printers, and other peripheral hardware.
2. Information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites.
3. Newsgroups on a variety of topics, including science, history, math, and literature.
4. Library of Congress and Educational Research Information Center.
5. Thousands of periodicals and other publications.
6. Public domain software and shareware.

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Access to the Internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although RRCA has taken precautions to restrict access to controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites.

Before students or parents may use computers or access the Internet at RRCA, they must read and agree to the acceptable use guidelines. Parents or guardians also must sign the contract for their minor students. Only students or adults with this contract on file will be allowed to utilize the Internet through the school computers.

A. Computer Use Policies

1. Computers are to be used by permission of faculty and for school-related purposes only.
2. Students may only save files on their USB flash keys (memory sticks).
3. Students should not make unnecessary printouts. Students will be charged a fee for personal printouts (\$.25 per print page).
4. Students may not engage in activities that are intended to hinder another's ability to do his work.
5. Students may not misuse or abuse hardware and will be responsible for repairs or replacements which result from mishandling.
6. Student may not change or manipulate software or operating environments. Failure to comply will result in disciplinary action.
7. Neither parents nor students are to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher or networking administrator.

B. Network Use Policies

1. Network users must log on with student log on and password.
2. Users must always log off when they leave a workstation.
3. Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
4. Students are not to use software indicated for faculty or staff use only.
5. The network is to be used for educational purposes only and not for financial or commercial gain, or for entertainment.
6. Software copyright guidelines are to be respected and followed.
7. Vandalism will result in detention, suspension, or cancellation of privileges. Additionally, the cost of any repairs will be borne by the student's responsible party.
8. Students may not check e-mail unless it is necessary to complete a dual credit course.

D. Internet Usage Policies

1. Use of the Internet must be for an education or research project and must be consistent with the educational objectives of RRCA. Students must have an assignment or permission from their teachers indicating the purpose of the Internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material protected by trade secret.
 - Students are not allowed to access the Internet without permission.
 - Students are not allowed to download files without consent of the teacher.
2. Internet users will abide by network etiquette.
 - Be polite.
 - Use appropriate language which reflects a Christian attitude.
 - Do not reveal your name or any other personal information, nor that of others.
 - Remember that communication is not private.
 - Do not disrupt another's ability to use the Internet.
3. Users who note security problems must notify a teacher or administrator. The problem is not to be demonstrated to others.
4. Attempts to log on the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.

E. Enforcement Guidelines

Offenses to any of the above will be handled on an individual basis and are punishable by:

- Detention
- Loss of computer privileges
- Suspension
- Expulsion

There should be NO EXPECTATION of, and there is, NO RIGHT OF PRIVACY. RRCA reserves the right to monitor any computer usage.

**RRCA SECONDARY STUDENT
INTERNET AND COMPUTER AGREEMENT**

I, _____ (**student's name**), accept and agree to abide by the rules for computer and Internet usage at Round Rock Christian Academy. I realize that the use of the computer network is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of my use of the Internet, disciplinary action, and/or expulsion from school.

1. I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations. I will not interfere in any way with another's ability to do his work. _____(initial)
2. I realize that the use of the Internet connection is for education and thus requires permission from a supervising teacher. _____(initial)
3. I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the RRCA Internet connection. I understand that in some cases the transfer of such material may result in legal action against me. _____(initial)
4. I release Round Rock Christian Academy from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability relating to consequences resulting from my use of the Internet. _____(initial)

I have read this policy in its entirety in the RRCA Parent/Student Handbook.

1st Student's Signature: _____ Date: _____

2nd Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

PARENT SUPPORT TEAM (PST)

Mission Statement

The PST seeks to serve God by helping to meet the need of RRCA staff and families.

Bible Verse

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. 1 Peter 4:10

Round Rock Christian Academy is fortunate to have excellent parent participation from a large number of parents who volunteer their time each year to be homeroom moms, go on field trips, grade papers, and help in the library and lunchroom, just to name a few. We are enabled to do many more things because of their help, and they greatly enrich the total school program. Officers are made up of parents or guardians of current RRCA students while PST members can be parents, guardians, staff members, and grandparents at RRCA. Officers are nominated and elected by the PST and no dues are charged to be in the PST. The PST sponsors many events throughout the year and provides volunteers for fundraising events such as the Annual Fund Gala, Jog A Thon, and Crusader Fest.

President: The President presides over all officer and PST meetings and assists in assigning chairs for all PST activities. The President is in charge of creating the meeting agendas and running the meetings. The President is also responsible for sending out the meeting minutes and activities in order to keep the families informed on the progress and upcoming volunteer opportunities at RRCA. The President sends out the invitations to the PST sponsored events.

Vice-President: The Vice-President presides over officer and PST meetings when the President is not present. The Vice-President is also in charge of all the homeroom mothers and homeroom information.

Treasurer: The Treasurer works with the RRCA Financial Manager to create the annual PST budget and presents the monthly financials to the PST members. The Treasurer is also responsible for maintaining the budget and keeping the PST within the budget.

Secretary: The Secretary is responsible for taking minutes at each PST meeting. The Secretary is also responsible for preparing the meeting minutes for the President to send out to all RRCA families following each meeting.

PST Sponsored Events:

- New Family Breakfast
- Grandparent's Day
- Muffins with Mom
- Pastor Appreciation
- Donuts with Dad
- Teacher Appreciation Week
- Edukit School Supply Kits
- Monthly Teacher Treats
- Monthly Teacher Lunches



DISCIPLINE
HANDBOOK

ROUND ROCK CHRISTIAN ACADEMY

Discipline Handbook

The ideal way to help a child receive the best possible education is to develop a **partnership** between parents and teachers. A true partnership implies agreement concerning disciplinary procedures. The goal of the RRCA faculty is to discipline in love with the support of parents and in accordance with the following principles.

1. The responsibility and authority to discipline comes from God. *Ephesians 6: 1-4*
2. Because of His love for us, we are able to love His children. *1 John 4:16*
3. Parents are ultimately responsible to see to it that their children are properly trained and educated. Christian parents delegate some of their responsibility for and authority over their children to RRCA teachers who have similar Christian world and life views. *Proverbs 3:11-12, 22:6, 23:13-14 and 29:15.*
4. Positive discipline is designed to reward a child intrinsically or extrinsically for doing what is right. *Proverbs 10:6, 29:18* Negative discipline is designed to show a child his sinful attitude and/or behavior, acquaint him with what is right according to a Christian world view, and encourage him to be a God-pleaser. *Galatians 3:19-24.*

Round Rock Christian Academy's faculty has adopted classroom management strategies based on Jim Fay's *Nine Essential Skills for the Love and Logic Classroom*. It has been customized to meet the specific needs of RRCA and is very compatible with Christian principles of child discipline.

At the *heart* of this discipline strategy are two simple truths:

1. The teacher has a right to teach in a calm, orderly, and non-distracting classroom environment.
2. Students have the right to learn in a calm, orderly, and non-distracting classroom environment.

Generally, when a teacher disciplines a student, he/she:

- expresses his/her responsibility to establish a classroom environment that optimizes learning.
- determines appropriate behavior of students.
- informs students of positive consequences for appropriate behavior and negative consequences for inappropriate behavior.
- administers both positive and negative consequences (sometimes referred to as rewards and penalties) consistently.
- uses specific Scriptures that are appropriate to the offense and deals with the problem in a manner that reaches the child's heart.
- requests administrator assistance only as a last resort.

During the first week of school the teacher will communicate four or five class rules to the students, which are based upon the posted Biblical Standards of Round Rock Christian Academy. Along with these rules, a customized list of positive and negative consequences will be posted in the classroom. Parents will receive a copy of these rules and consequences during orientation. The elementary teachers use a visualized discipline technique while the secondary teachers use a demerit system.

No single strategy of discipline solves all behavior, attitude, and schoolwork related problems of students. In addition to the schools adopted assertive discipline strategy, the following discipline strategies are used:

Students are to be self-controlled.

A student observed violating a campus standard while not under the direct supervision of a specific teacher may be given a demerit or tally by any teacher. Elementary tallies will accrue according to the classroom teacher's behavior plan. Demerits will accrue and a consistent graduated plan of penalties will be published for parents and students to review.

Students are to be courteous and respectful to others, good stewards of property and safe to be around.

Students with a history of inappropriate behavior incidents, who repeatedly distract classroom learning, or who are blatant and/or willful in disobedience are assigned Saturday detention or corporal discipline. This type of repeated misbehavior will be documented in Ren-Web and will become a part of the child's discipline record for the year. The administration, in its sole discretion, may place a student on **Disciplinary Probation** for a period of time, which may include removing a student from participating in or attending extra-curricular events. The conditions of **Disciplinary Probation Plan of Action Contract** will be documented in writing and sent to the parents within 72 hours.

Students are to do their best.

A student will be placed on probation when a teacher and an administrator identify a problem that so significantly hinders the academic success of a student that dis-enrollment will be considered unless there is improvement. An **improvement plan of action** contract will be initiated by the administration. The contract is short term, defines measurable and observable expected outcomes, and documents positive consequences for contract compliance and negative consequences for non-compliance.

Students are to exemplify Christ.

A student whose behavior or attitude evidences **mockery** (Proverbs 22:10) will be expelled. The administrator is authorized to expel a student who is willful in disobedience, defiance, or violence. A **pattern** of profanity, cheating, dress code violations, fighting, immoral acts, excessive absences or tardies, blatant disrespect, and disregard of the public laws of the community, state, or country, are grounds for expulsion. Expulsion may result when there is

evidence of a lack of partnership between home and school and when it becomes apparent that the student or parent is out of harmony with the spirit of the Academy.

Round Rock Christian Academy does reserve the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy, abuse; sexual activity; pornography; inappropriate solicitation; abortion; harassment; and the use of alcohol, tobacco, illegal drugs, etc. A **redemptive approach** may be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and the RRCA student body.

Possible requirements for continued enrollment may include, but are not limited to, the statements listed below. The student:

1. is willing to meet with pastoral counsel on a regularly scheduled basis.
2. has parents who are cooperative with RRCA and supportive of its expectations.
3. is willing to meet with RRCA's faculty member on a regular basis for a specified number of weeks or months in which the faculty member will required specific items for accountability.
4. is willing to sign a contact with RRCA requiring specific elements of cooperation of the student and parents. This agreement can be cancelled at any time by RRCA if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment.
5. is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by RRCA administration.
6. is willing to provide legal disclosure as needed and requested by RRCA administration.
7. is willing to be homeschooled for a specified period of time in which the student completes lessons assigned by RRCA faculty and lessons are returned for grading and academic credit if deemed necessary by school administration.
8. is willing to pay an additional fee assessed to the family to compensate RRCA faculty for their time to assist with items three and seven above.
9. is willing to agree that RRCA may set limitations regarding student requests and privileges.
10. is willing to agree that RRCA may require a physician, counselor, attorney, or legal authority's opinion regarding continued attendance at RRCA. If continued attendance is not advised, the RRCA administration will provide guidance that will assist the student and parents with further education.

**Re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.*

Students expelled or dismissed for disciplinary reasons may not attend extra-curricular events sponsored by the Academy and may not be on school grounds during the semester of dismissal. At the end of the semester, the student may make an appeal to attend campus activities.

In some situations, there may not be hard evidence that a student is involved in the above infractions. However, it is the responsibility of the school to inform the parents of all reported incidents. The school reserves the right to expel a student even in the case of an unsubstantiated, but credible report. If there is reasonable belief that a student has been involved in any of the infractions in this major category, we are accountable to God, the parents, and the students of our school to uphold the standards set forth in God's word. The student would be considered out of harmony with the school's philosophy and, therefore, could be expelled.

OFF-CAMPUS BEHAVIOR

The Academy recognizes and seeks to support parental authority in all situations. It should be noted, however, that any student whose off-campus behavior results in a detrimental attitude toward the testimony of Christ and the reputation of the Academy may be subject to dismissal for his actions or may be refused admission for the following school year.

PUBLIC DISPLAYS OF AFFECTION

It is important that we maintain a respectful atmosphere on the campus for all ages of students. Therefore, public display of affection between secondary students of the opposite sex is very limited. High school age couples may hold hands during passing periods only in the secondary portable areas. Brief side hugs are appropriate but must not be disruptive to the environment. PDA is not appropriate in the parking lot, at athletic games, field trips, fine art events, and the lunchroom area.

ZERO TOLERANCE

If a student is placed on behavior probation with a redemptive plan of action for an infraction of the student covenant, they are on automatic zero tolerance for the period of probation. If the student chooses to continue to violate the student covenant, they may be removed from school immediately.

CORPORAL DISCIPLINE

The administrator or an authorized representative will administer corporal discipline when deemed necessary. Although it is not necessary to receive verbal permission before administering this consequence, the student and the administrator **will** call parents to discuss the situation and to inform them of the impending consequence. Permission for corporal discipline is a part of the admission policy. Corporal discipline is administered in a way that brings honor to the Lord and guards the dignity of the student. There is always a witness to this manner of discipline as well as an opportunity for prayer and restoration. Students will never be given more than **three** swats, and written notification will be sent to parents within 48 hours.

DEMERIT SYSTEM FOR SECONDARY STUDENTS

The demerit system is used as a tool to help students make good decisions in the classroom. Demerits are reported by teachers and are tracked by class cumulatively for each nine weeks. Parents and students have the ability to see demerits in RenWeb.

Per Nine Weeks Period:

1. **Lunch Detention** is assigned after student has received 3 demerits per class.
2. **Morning Detention** is assigned after 3 lunch detentions have been served.
3. **Saturday Detention** is assigned after 3 morning detentions have been served.

Note: There may be some infractions that do not follow this three step plan but are serious enough for a lunch, morning, and/or Saturday detention to be assigned as deemed appropriate by administration.

Saturday Detentions are automatically assigned for the following infractions:

1. Inappropriate language.
2. Chewing gum on campus at any time.
3. Use of cell phone between the hours of 8:00 a.m. to 3:45 pm
4. Texting between the hours of 8:00 a.m. to 3:45 pm.
5. Eating food in classrooms or buildings other than the lunchroom.
6. Drinking anything other than water (i.e. sodas, coffee, etc) in classrooms or buildings other than lunchroom.

Lunch Detentions	during assigned lunch period.
Morning Detentions	7:30 a.m. – 8:00 a.m.
Saturday Detentions	8:00 a.m. – 10:00 a.m. Fee: \$20

In-School Suspension (ISS) may be instituted at the administrator’s discretion for repeated or serious behavior issues (i.e., assault, plagiarism, cheating, defiance, etc.). Parents are responsible for the cost of ISS.

ELEMENTARY DISCIPLINE PLAN

Elementary teachers develop individual plans with graduated consequences for infractions. When the consequence involves administration, the parent is notified of the administrator’s corrective actions via telephone or RenWeb within 24 hours.

SCHOOL VIOLENCE

RRCA believes that students as well as the faculty and staff have the right to attend school and school-related activities free from all threats or acts of violence. **The administration considers threats or acts of violence to be extremely serious and will not tolerate even threats made in jest.** If a threat is made to a student or teacher, the student will be immediately suspended while the administration investigates the credibility of the report. In serious situations, especially if a weapon (real or toy) is involved, the school is required to report any violent threat or action to the appropriate authorities. In verified incidents, the student will be expelled. Due to school violence in our society today, these incidents, regardless if they are just threats, must be taken seriously and disciplined appropriately.

SEARCH AND SEIZURE

School officials have the right to search students or conduct a random search when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may be conducted of student property, including automobiles, purses, backpacks, pockets, lockers, and desks when at school or at school-related activities. The search may be conducted without the student's or parents' permission, if deemed necessary.

A more detailed **Violence and Drug Prevention Policy Manual** is available upon request.

SEXUAL HARASSMENT

RRCA believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The administration considers sexual harassment of students to be serious and will consider the full range of disciplinary options, including expulsion, according to the nature of the offense. All students are expected to treat one another courteously with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct.

In keeping with the school's responsibility to provide a safe environment for all students, the board has established the following policy regarding the issue of "sexting." *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion, and in the notification of local law enforcement. Students are required to report any such activities to a teacher or school administrator.

STUDENT CONDUCT COVENANT

The biblical and philosophical goal of Round Rock Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities and characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Round Rock Christian Academy, all students are expected to exhibit the qualities of Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, RRCA retains the right to refuse enrollment to any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Secondary students are required to read, agree to, and sign a conduct covenant that addresses the school's expectations in the areas of **Spiritual Life and Accountability, Academic Integrity, and Social Integrity**. If a student is unable to abide by the standards of this covenant, he or she will be out of harmony with our fundamental principles, a situation that may lead to his or her dismissal.

Students, families, faculty, and staff are required to read, sign and abide by the following **Biblical Morality Policy** as stated on page 9 of this Parent/Student Handbook.

BIBLICAL MORALITY POLICY

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

EXPULSION POLICIES AND PROCEDURES

Round Rock Christian Academy reserves the right to expel a student if it becomes apparent that we will not be able to meet the needs of the student. If the student's or the parents' behavior is out of harmony with the spirit of the Academy and is disruptive to the learning environment or detrimental to the reputation of the school, the administrator has been given the authority to begin proceedings for expulsion immediately. In most situations, parents will be given notification with a withdrawal date set, but in some severe instances, expulsion may be immediate. A letter will follow to confirm the dismissal and a record of expulsion will become a part of the student's permanent record.

DUE PROCESS

Parents may appeal the expulsion of their child. An appeal request letter must be received by the school board within 48 hours. The chairman of the school board will notify the members and they will decide if they will hear the appeal.

If a decision is made to hear the appeal, a date will be set within 72 hours from the receipt of the written request. The student and parents may be allowed to testify before the board.



ROUND ROCK CHRISTIAN ACADEMY

Student Conduct Covenant

7th-12th Grade

Round Rock Christian Academy is a school founded and centered upon the Lordship of Jesus Christ. The purpose of this covenant is to ensure that you are in agreement with who we are and what we expect from all of our students. Our fundamental expectation is that each student strives to embrace and daily live out the characteristics and virtues of Christ, through the power of the Holy Spirit.

Spiritual Life and Accountability

We strive to provide opportunities in which students can grow in their walk with Jesus Christ. Our expectation is that in order to grow, they must have a personal relationship with Jesus Christ. One way we help the students mature is through chapel services each week. At this time, students come together to worship the Lord and learn from His Word. We also require that students complete a Bible course each year as part of the overall general education requirements. In addition, we strongly encourage students to be involved in a local church, where they can become a part of the worship, fellowship, Bible studies, and accountability groups.

Academic Integrity

We are commanded to love God with our mind, so study and preparation are acts of worship that demand our very best. This means attending all classes and completing assignments on time, showing respect for the thoughts and feelings of other students, and extending common courtesy and respect to the teachers. Any act of academic dishonesty, including cheating or plagiarism, is unacceptable at RRCA because it violates our shared values as Christians and the fundamental search for truth common to all education. Such acts could lead to dismissal.

Social Integrity

RRCA students acknowledge that their bodies are temples of Christ, and therefore, are expected to abstain from the use of alcoholic beverages, illegal drugs (including marijuana, prescription and over the counter medications used in inappropriate ways), or tobacco in any form on or off campus. Students will also avoid participating in, supporting, or condoning sexual immorality including but not limited to promiscuity, pornography, fornication, bisexual and homosexual activity on or off campus; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27). Participation in such behaviors may lead to dismissal. Body piercing and tattoos are not allowed on campus or at school related activities. Students should refrain from using any profane language and use good judgment when choosing dress, entertainment and the way in which off campus time is spent. There are some entertainment venues that as long as parents attend with their students may not be considered a violation of the student covenant. RRCA reserves the right to consider these choices on a case by case situation. Violent, inappropriate, discriminating or degrading acts toward another person or thing will not be tolerated.

At RRCA, we seek to be a light in Round Rock and other communities in which our students live and travel. We believe our students will make wise choices regarding the above, whether on or off campus. By signing this covenant, students acknowledge and agree to live by these standards and those outlined in the student handbook.

Having read the above, I make a covenant to live by the expectations of Round Rock Christian Academy.

Failure to sign this covenant or to abide by it will result in RRCA considering the student to be out of harmony with our fundamental principles and, therefore, may lead to dismissal.

Please print student name

Student Signature

Date

Please print parent name

Parent Signature

Date



DRESS CODE
POLICY

ROUND ROCK CHRISTIAN ACADEMY DRESS CODE HANDBOOK

PHILOSOPHY

It is our desire at Round Rock Christian Academy to do all things pleasing to the Lord and in a manner that will honor Him. We recognize, of course, that true Christianity is a matter of the heart and not always the outward appearance. However, it is true that our appearance is important. In 1 Thess. 5:22 we read, “*Abstain from all appearance of evil.*” 1 Samuel 16:7 notes that, “*The Lord looks on the heart...man looks on the outward appearance.*” However, Peter puts his finger on the real issue when he stated that our attractiveness should not be based on what we wear, but on “*...the hidden man of the heart...even the ornament of a meek and quiet spirit.*” By our dress and our actions we represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent a desire to please God and honor Him.

Studies have shown that dress does influence a student’s behavior, self-image, and performance. We want to encourage students to develop an attitude about their appearance that shows not only self-respect and esteem, but also respect and reverence to the Father. Dress codes, a common requirement in many schools and businesses, encourage students to dress in a clean, neat, and modest fashion and often result in the student building self-respect and clear gender identity. Since our desire is for students to base their decisions about dress on Godly principles, our dress code allows the flexibility of choice rather than a set uniform. Students are expected to know what is acceptable or ask before they wear anything questionable. (Although a good rule of thumb is that if you have to ask, it probably is not acceptable.) **The final decision on what is acceptable dress is the responsibility of the administration.**

REMEMBER: At all times you should be dressed so that your face, and Christ’s Spirit in you is the first thing someone else sees. If we see your body first...you are dressed inappropriately and will be asked to change immediately.

GENERAL CLOTHING GUIDELINES

Student clothing must meet the standard of being conservative, neat, clean, pressed, and modest. Clothes that are faded, dirty, torn, extreme, camouflage, immodest, baggy, tight, or otherwise present a disheveled appearance are not permitted. Other shirts/blouses/sweatshirts /sweaters must not have any inappropriate or offensive slogans. In a word, dress neatly and modestly. Caps/hats are only permitted during outside activities.

HOURS OF ENFORCEMENT

The dress code will be observed from 7:00 am to 4:45pm each school day. The administration is granted the right to interpret the dress code on a day-to-day operational basis.

AFTER SCHOOL AND/OR SCHOOL SPONSORED EVENTS

Appropriate dress is expected **at all school sponsored events** and on campus after hours. Overtly inappropriate dress will be handled on an individual basis with students and their parents.

HAIRCUTS

For boys the minimum acceptable standard for haircuts will be as follows: the hair is off the collar in back and off the eyebrows in front, the bottom of the ear is plainly visible, and the sideburns do not extend below the bottom of the ear. No facial hair is allowed. Persistent offenders will be charged for the use of a poor quality razor and shaving cream. No extremes in style or color are allowed.

For girls, hair should be clean and groomed in traditional styles and colors. No extremes in style or color are allowed. Additions to the hair such as feathers, tinsel, and extensions are not permitted and at the discretion of administration.

COSMETICS

Young ladies in grades 7-12 may wear foundation, blush powder, and lipstick in natural, traditional colors. Eye shadow may be worn, but it should enhance the natural skin tones. Mascara may be worn, but false eyelashes may not be worn. Extremes in nail polish and make-up should be avoided. **Make-up, including nail polish, is to be applied at home and not at any time during the day at school.** Extreme fashion in any area of dress will not be permitted because our desire is to help students understand that bringing attention to themselves is a pride issue that could cause themselves or a brother to stumble. Cosmetics are not permitted in lower and upper elementary grades.

TATTOOS OR BODY PIERCING

There should be no extremes, such as nose rings, lip rings, navel rings, gauges, or tongue rings, etc. on boys or girls. Earrings are not permitted for boys. If any piece of jewelry becomes a distraction in the class, the student will remove it. Tattoos of any kind (permanent or temporary) are not allowed at school. Face painting is permitted for special occasions (i.e., spirit day, fall festival, etc.)

DRESS CODE STANDARDS FOR GRADE LEVELS

PRE-K & KINDERGARTEN

Daily Wear:

Children at this grade level may come to school comfortably dressed in washable play clothes; however, we are advocating “campus wear” on a daily basis. Campus wear includes khaki bottoms of any style and the branded blue or red polo shirts available for purchase on the school’s website (www.rcca-tx.org). Shoes and socks must be worn, preferably athletic

type shoes. Open-backed or slip-on shoes are not allowed. **Please, NO flip-flops.** Students are permitted to wear shorts and skorts. It is strongly suggested that young girls wear shorts under dresses and skirts for P.E. and outside play. Wind suits are also permitted. Complete independence in dressing is a goal our students are encouraged to achieve. Fastenings they can manage themselves are encouraged. Provide jackets for cool mornings and afternoons.

Coats, jackets, sweaters, caps, and other clothing likely to be lost or misplaced should be clearly marked with the child's name.

PARENTS ARE TO FURNISH AN EXTRA CHANGE OF CLOTHES TO BE KEPT IN THE CHILD'S CUBBY. This is essential for all students in the Mother's Day Out, Preschool, and PreKindergarten programs.

Chapel Dress:

The navy school shirt or the navy RRCA school sweatshirt is required for chapel with khaki bottoms. A red, white, or blue long sleeve turtleneck shirt may be worn under the navy school shirt or the navy school sweatshirt during cold weather.

Field Trips:

The navy school shirt or the navy RRCA school sweatshirt is required for field trips with khaki bottoms. A long sleeve turtleneck shirt may be worn under the school shirt during cold weather.

ELEMENTARY (GRADES 1ST - 5TH)

Daily Wear:

We are advocating that students wear the selected RRCA campus wear that includes any style khaki bottom with the selected branded shirts available on our website (www.rrca-tx.org). However, acceptable wear for elementary students include dresses and skirts, which are no more than 2" above the knee, jeans, and appropriate length shorts or skorts, appropriate T-shirts, collared shirts, and blouses. For the purposes of this dress code, a collared shirt is not intended to be limited to polo-style shirts. A nice long sleeve or short sleeve shirt with a distinctive collar is appropriate. Coordinated sweatsuits and windsuits are permitted. Overalls are also permitted but must be neat (not oversized, no frayed bottoms) with shoulder straps in the appropriate place and an appropriate blouse or shirt underneath. Halter-tops, blouses that show any bare mid-riff at any time, fish net shirts, and sheer blouses are NOT permitted. T-shirts with inappropriate slogans, muscle shirts, and tank tops are NOT permitted. Fad clothes (i.e. saggy jeans) are not allowed. NO violent or unhealthy role models, such as Pok-E-mon, Power Rangers, He-Man, Tazmanian Devil, UFO/Aliens, rock groups or rock stars, Simpson's, etc. Students may not wear oversized shirts as jackets. Backless shoes are permitted, but no flip-flops or shower shoes.

** Young girls must wear shorts under dresses and skirts for P.E. and outside play.

Chapel Dress:

The navy school shirt or the navy RRCA school sweatshirt is required for chapel with stone, beige, or khaki bottoms. Students may wear a red, white or blue undershirt. On cold weather days, students may wear a red, white, or blue turtleneck under the school shirt; a red, white, or blue cardigan sweater over the school shirts; or the navy RRCA school sweatshirt. Flip-flops or soccer sandals are not appropriate for chapel dress.

Field Trips:

The navy school shirt or the RRCA school sweatshirt is required for field trips with stone, beige or khaki colored bottoms. A long sleeve turtleneck shirt may be worn under the school shirt during cold weather.

SECONDARY (GRADES 6TH – 12TH)**Daily Wear:**

Young ladies may wear split-skirts, skirts, skorts, and dresses, all of which are no more than 2” above the knee. Opaque leggings may be worn with skirts or dresses that meet the 2” rule. Loose fitting shorts may be worn but must not be more than 4” above the knee. Slacks and jeans that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable. Breakaways and pajama type pants are not permitted. Leggings are not permitted by themselves, but may be worn with a skirt or dress. Lettering across the backside of the pants is inappropriate for campus wear. Collared shirts and blouses are appropriate. **T-shirts with inappropriate slogans or secular bands are not allowed.** Blouses or shirts must not have low necklines, or spaghetti straps; must not expose back, shoulders, or midriff. Outer shirts (shirts worn over another as a set) and/or short-waisted shirts must go below the waistline but may not be longer than mid-hip. The bare mid-riff must not be shown **at any time.** Clean, stylish, appropriate sized sweatshirts or sweaters with appropriate logos/slogans may be worn in the classroom. In cold weather, jackets or coats may be worn between buildings/classrooms but not in the classroom. Open-backed or slip-on shoes are allowed. Large slogans on clothing advertising Abercrombie and Fitch are not permitted.

Young men must wear short or long sleeved collared shirts or appropriate T-shirts with slacks, cords, jeans, or shorts. For the purposes of this dress code, a collared shirt is not intended to be limited to polo-style shirts. A nice long sleeve or short sleeve shirt with a distinctive collar is appropriate. Windpants/suits are acceptable as long as they are worn with a collared shirt under the jacket. No breakaways are allowed. **Pajama type pants are not permitted.** Shorts must not be more than 4” above or below the knee and must be worn with a collared shirt. Belts are preferred but not required. All shirts with long tails or shirts that are below mid-hip **must be tucked in.** Clean, stylish, appropriate sized sweatshirts or sweaters with appropriate logos/slogans may be worn in the classroom. Slacks that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable. Large slogans on clothing advertising Abercrombie and Fitch are not permitted.

Students inappropriately dressed will remain in the office until parents bring a change of clothes. If of driving age, parents will be notified that their child is being sent home to

change. The student will receive an unexcused absence for each class missed until they return appropriately dressed.

Students will be allowed to wear appropriate sized T-shirts with appropriate logos/slogans to school. Inappropriate slogans or secular bands are NOT allowed.

Inclement/Cold Weather Days:

Students need to make sure they have a raincoat or umbrella if rain is predicted for the day. On cold days, please make sure your child has a sweater or coat for outside play. **Blankets are not allowed in place of a coat or sweater for cold weather days.**

Physical Education (P.E.) Dress (5TH and Up):

Students must wear the assigned school P.E. shirt with appropriate length blue, black, or red shorts for P.E. In the winter, students may wear a red, white, blue, black, or gray sweatshirt or windpants with their P.E. shirt. Attempts to alter the P.E. uniform will be considered a dress code violation. **STUDENTS WHO FORGET THEIR STANDARD P.E. UNIFORM WILL NOT DRESS OUT. THEY WILL RECEIVE A DRESS CODE VIOLATION AND A GRADE PENALTY.**

HOMESCHOOLERS

Homeschooled students attending academy classes under the umbrella program will be expected to abide by the appropriate grade level dress code standards, including wearing the school shirt on Mondays and on field trips.

MINOR DRESS CODE OFFENSES

The graduated consequences in a semester are as follows:

- 1) Dress code demerit and will be required to change in to the administrator's selected shirt for the day.
- 2) Detention
- 3) Saturday Detention

MAJOR DRESS CODE OFFENSES

For a blatant immodest, extreme, or inappropriate dress code violation, the student will be suspended for the remainder of the day and will receive a zero for assignments or tests missed on that day. The student must dress in campus wear for the next 2 weeks.

EASY REFERENCE SHOPPING GUIDE

Please refer to handbook for specific dress code information.

LOWER ELEMENTARY

PERMITTED	NOT PERMITTED
SELECTED CAMPUS WEAR	Halter tops
Jeans	Fish net shirts
Slacks	Sheer blouses
Overalls	Over-sized clothing
Windsuits	Clothing with inappropriate slogans
Coordinated sweatsuits	Muscle shirts
Dresses and skirts (2" rule)	Tank tops
Shorts / Skorts (appropriate length)	Military fatigues
Camouflage	
T-shirts	

SECONDARY

PERMITTED	NOT PERMITTED
Blouses	Body piercing or tattoos
Dresses (2" rule)	Clothing that is overly baggy or tight
Jeans	Ear rings (boys)
Open backed or slip on shoes	Shower shoes/soccer sandals
Overalls	Leggings and/or jeggings combined with a dress or skirt that is too short
Shorts (4" rule)	Low riding pants
Skirts/Skorts (2" rule)	Low neck or off the shoulder blouses
Slacks	Over-sized clothing
Sleeveless blouse (must cover entire shoulder)	Pants that are too long
Split-skirts/Skorts (2" rule)	Ragged, frayed, torn jeans/clothing
Sweaters	Shirts too short to be tucked in
Camouflage	Full military fatigues
Windsuits (no breakaways)	Sheer blouses
T-Shirts	Spaghetti straps, sheer, halter, or tank tops
Collared shirts*	Sunglasses or caps inside the classroom
Opaque leggings with skirts or dresses that meet the 2" rule	Shirts with inappropriate slogans and/or secular bands
	Pants with lettering across the backside
	Shirts that promote Aber. and Fitch
	Extremes as determined by Administration

**For the purposes of this dress code, a collared shirt is not intended to be limited to polo-style shirts. A nice long sleeve or short sleeve shirt with a distinctive collar is appropriate.*



**ATHLETIC
HANDBOOK**

ROUND ROCK CHRISTIAN ACADEMY

ATHLETIC HANDBOOK

“For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.” I Timothy 4:8 (NIV)

MISSION STATEMENT

The Athletic Department of Round Rock Christian Academy (RRCA) seeks to use the arena of physical training and competition to teach each athlete the disciplines and commitment needed to build excellence in character, education, and leadership.

GENERAL INFORMATION

I. Memberships

- A. High school athletics competes in TAPPS (Texas Association of Private and Parochial Schools).
- B. Elementary and Junior high athletics competes in the ACAA (Austin Christian Athletic Association).

II. Eligibility

The athletic department at RRCA firmly believes that education takes priority over athletics and will strictly adhere to all eligibility requirements.

- A. Progress of every student will be evaluated every 3 weeks. Any student failing 1 or more classes at the end of a 9 week grading period will be ineligible for next 3 week period.
 - 1. Ineligible players are not allowed to travel with the team or miss school to attend games.
 - 2. During home games, ineligible players are not to dress out, but may sit on the bench with the team.
 - 3. An ineligible player may practice with team.
- B. Administration strongly suggests that parents take seriously any failure of a semester grade. The Parents and Coaches may deem it necessary for the student to focus on their grades rather than participate in extra-curricular activities.

III. Playing Time

We recognize that there are different skill levels, and equal playing time **is not** promised to any athlete. We can provide a valuable opportunity for students to fellowship with their classmates outside of the classroom, to keep their bodies physically fit, and to be a contributing part of a team effort.

- A. All elementary and junior high athletes will play in every game/match. The amount of playing time is up to the head coach.
- B. There is no guarantee of playing time at the junior varsity and varsity level.

IV. Tryouts

- A. No cuts will be made on the elementary or junior high teams unless there are too many players to field a qualifying team. In these cases, every attempt will be made to add an additional team.
- B. If an athlete does not make a varsity team, the athlete will be informed privately by the head coach. "Cuts" will never be posted.

V. Travel

- A. All athletes must travel as a team to games and out-of-town events. They may return with a parent only if the parent informs the head coach.
- B. All athletes must travel as a team to practices and games requiring them to leave during school hours. In these situations, athletes may drive their own cars if they are permitted by their coach and parental permission is given.
- C. Athletes may not travel alone with coaches of the opposite sex. Coach/driver must be accompanied by at least one adult person of the same sex as the athletes when traveling to any game/practice.
- D. Female trainers may not travel with male athletes or vice-versa. Adult supervision must always be present when administering aid to athletes of the opposite sex.

VI. Athletic Forms

- A. All forms must be completed by the **first** day of practice or tryouts.
 - Athletic Enrollment Form
 - Release and Indemnity Agreement
 - TAPPS Acknowledgement of Rules Form (high school athletes only)
 - Medical Authorization Form
 - Annual Physical Evaluation (must be completed by a physician)

VII. Athletic Fees: The athletic department at RRCA does not have the luxury of state funding for athletics. Therefore, athletic fees are critical to running athletic programs that we can all take pride in. These fees help provide income for facility rental, officials, travel, uniforms, equipment, and more. The fees for each school year are listed on the annual tuition and fees rate sheet.

- A. Athletic fees must be paid by the first game of the season. Athletes who do not have fees paid in advance will not be eligible to play.
- B. If tuition and fees are not kept current, the athlete may not be eligible to participate in the sport. Your athletic fees will be forfeited.

ATHLETE CONDUCT AND EXPECTATIONS

An athlete's conduct should be exemplary, reflecting a commitment to the Lord Jesus Christ. A violation of proper conduct will make the athlete subject to disciplinary action determined by the athletic department or head coach.

I. School

- A. All athletes must abide by all regular school policies. A suspension from school is also a suspension from the practice taking place on that day. Students suspended for any reason will miss the following game of the season.
- B. A student must be in attendance at least one half of the school day (4 class periods) to participate in a game.

II. Practice

- A. Athletes are expected to be at all practices on time unless a valid excuse (illness, help class, family business) is given **DIRECTLY TO THE HEAD COACH**.
- B. Athletes are expected to show proper respect to their coaches and teammates. Full attention should be given to the coaches at all times.
- C. Proper practice clothing, as determined by the head coach, shall be worn at all practices.
- D. Proper care should be shown for all facilities.

III. Games

- A. Athletes are expected to arrive at games by the time appointed by the head coach.
- B. Coaches are not required to wait for an athlete who is late for a road game departure time.
- C. Athletes are expected to follow the school dress policies before a game and on athletic trips.
- D. Arguing with officials, coaches, fans, or opponents during a game is **NOT ACCEPTABLE** and discipline will be administered for this behavior.
- E. Taunting or displaying an arrogant attitude to teammates, the opposing team, or fans will not be allowed, and discipline will be administered for this behavior.
- F. Coaches are obligated to suspend athletes from games who have acted inappropriately on or off the playing field or court.

IV. Uniforms/ equipment

- A. Athletes will be held financially responsible for any lost or damaged uniforms or equipment that has been handed out to them.
- B. **NEVER PUT AN RRCA UNIFORM IN THE DRYER.**
- C. Graduation, grade reports, transcripts, etc. will be held until all uniforms have been returned to inventory.

COACHES GUIDELINES

The role of the coach is to be Christ's ambassador in each practice session and each competition.

I. Goals

- A. Teach the players the skills of the sport and give them direction in reaching their maximum potential.
- B. Conform yourself and the athletes to the likeness of Jesus Christ.
 - 1. Incorporate prayer and Biblical principles into practice sessions and games.
 - 2. Praise God in victory and defeat.
 - 3. Encourage your athletes to be Christian leaders in the school.
 - 4. Be an example in your own life.

II. Responsibilities

- A. Coaches are responsible for proper dress and conduct of their athletes during practice sessions and games.
- B. Coaches are responsible for their player's care of school facilities during practice sessions and before and after games.
- C. Coaches are expected to take first aid and CPR training and to keep it current as well as online coaching education courses. The Athletic Director will inform coaches what courses are required before season starts.
- D. Coaches are responsible for keeping a record of all uniforms and equipment handed out, and for the return of all uniforms and equipment.
- E. Travel
 - 1. Coaches are responsible for following proper travel procedures as outlined in the ATHLETIC INFORMATION section.
 - 2. All coaches must have a copy of their driver's license and insurance on file in the school office.
 - 3. Drivers must check out their van/bus keys in the school office and fill out the van/bus mileage binder found inside the vehicles.
 - 4. Drivers must make sure the van/buses are clean of trash upon returning to the school.
 - 5. Van will transport no more than 13 students and 2 adults and the small buses will transport no more than 13 students and 2 adults.
 - 6. Drivers are responsible for everyone sitting in their seats at all times.
 - 7. At the conclusion of a trip, it is required for a coach to wait on campus until every athlete has been picked up.
 - 8. Head coaches are responsible for making parents and teachers aware of travel arrangements.
- F. Head coaches are responsible for making sure all forms have been turned in before the athlete can practice.
- G. Head Coaches are responsible for making sure that a player's fee has been paid before he can play in a game.
- H. Head coaches are responsible for monitoring student managers.
- I. Head varsity coaches should call in game scores and stats.
- J. Head coaches should be present at the athletic banquet.

III. Injury policy

- A. When an athlete is injured and emergency treatment is not required, notify his parents as soon as possible.
- B. In case of an emergency, take the student to the nearest hospital (call an ambulance in extreme emergencies) and notify his parents immediately.
- C. Make sure you have the medical authorization forms of all your athletes at all times. This authorizes hospital care until the parents arrive.

IV. Conduct

- A. Coaches are expected to conduct themselves as to maintain the principles, integrity, and dignity of Round Rock Christian Academy.
 - 1. Do not use improper language at any time.
 - 2. It is appropriate to correct the mistakes of a player in front of the team. Everyone can learn from mistakes. It is not appropriate to insult or belittle a player in front of his teammates or in private.
 - 3. Refrain from insulting remarks aimed at officials or fans.
 - 4. We will not place winning ahead of any school discipline or academic suspension policy.
 - 5. Coaches are obligated to suspend athletes from games who have acted inappropriately on or off the playing field or court.
- B. Coaches will complete appropriate paperwork for an annual background check.
- C. Coaches will support the administration in all policies, rules, and regulations. It is not appropriate for a coach to speak with a player about a disagreement with an administrative decision.

PARENT GUIDELINES

Much of the success of any athletic program depends on the encouragement, support, and involvement of the parents.

I. Parental Involvement

- A. Parents are expected to participate in all athletic booster activities.
- B. Parents are encouraged to attend all games. However, it is not appropriate for parents to sit on team benches or talk to coaches during a game.

II. Parent / Coach Communication

- A. Games can be an emotional and stressful time for a coach. We ask that parents who have an issue to discuss with a coach do so after practice or at a scheduled meeting, not after a game.
- B. The appropriate procedure for discussing any issue or problem with a coach is to speak directly with the coach first. If there is not a satisfactory resolution, the next step is to meet with the coach and the athletic director. Only after the first two attempts should you speak with the school administrator about an athletic issue.

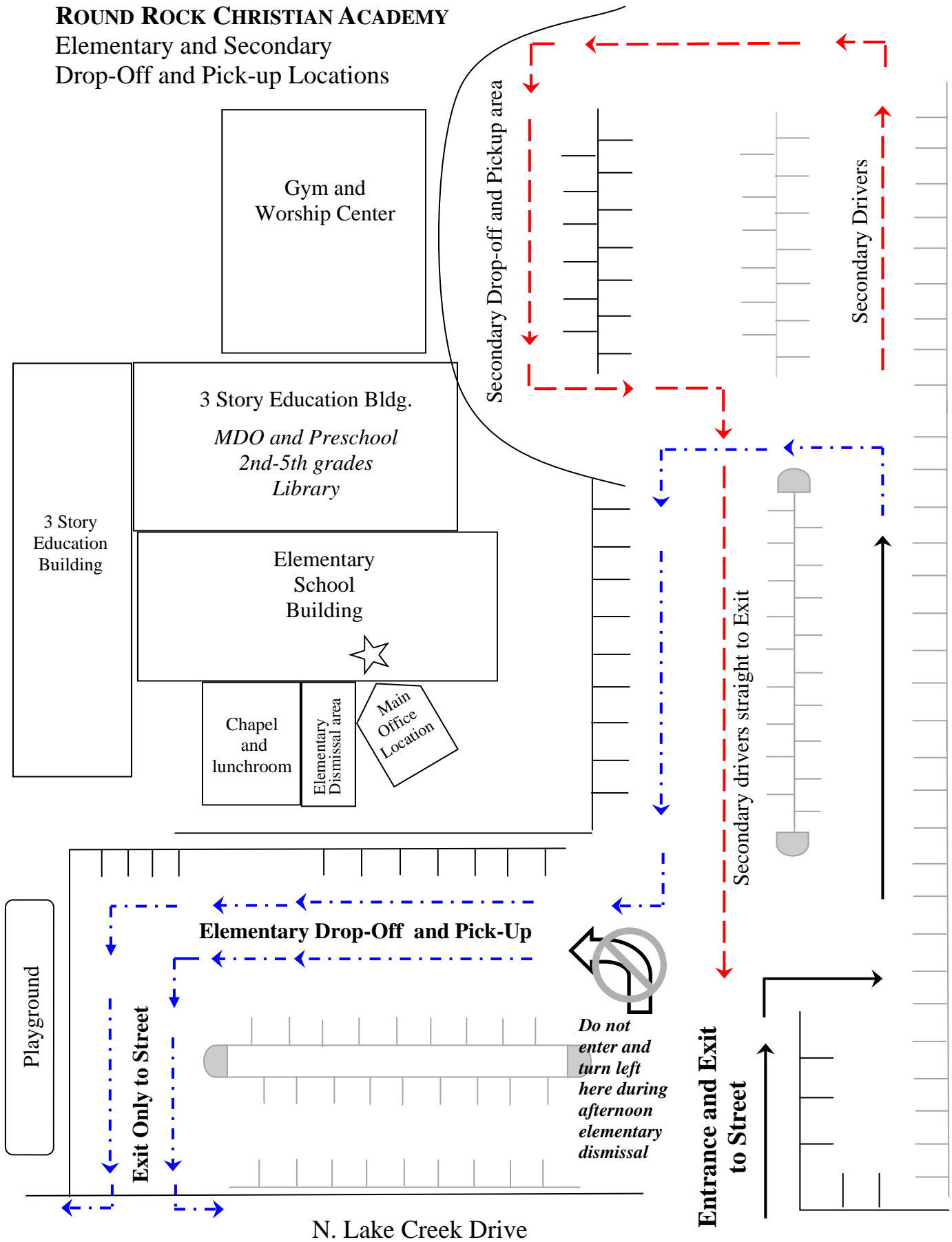
FAN BEHAVIOR

All participants, coaches, players, teachers, and spectators are perceived as a representative of our school during the competition. Each one's behavior should express our objective to honor God. Cheering will always be with intention to motivate our team and never to insult or provoke the opposing team. Coaches, athletes, and fans are expected to treat officials with respect and courtesy. Inappropriate remarks to officials will not be allowed, and could result in removal from the game.

ROUND ROCK CHRISTIAN ACADEMY

Elementary and Secondary

Drop-Off and Pick-up Locations



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ROUND ROCK CHRISTIAN ACADEMY

2011-2012 Parent/Student Agreement and Acknowledgement Form

Agreement with the 2011-12 Handbook

_____ This is to acknowledge that our family has read and will abide by the policies and procedures outlined in the 2011-2012 RRCA Parent/Student Handbook.

Biblical Morality Policy

_____ This is to acknowledge that our family has read and will abide by the Biblical Morality Policy as outlined in the 2011-2012 RRCA Parent/Student Handbook.

Agreement for School Directory

_____ **I AGREE** to have my family demographic information (student and parent names, grade, class, address, phone number, and email) published in the online directory. This directory is provided for RRCA families and is for school-related use only.

_____ **I DO NOT AGREE** to have my family demographic information published in the online or printed school directory. You may elect online via RenWeb (or indicate below) which items you **DO NOT WANT PRINTED**:

_____ phone number _____ street address _____ email address

Agreement for Media Release for Marketing

_____ I agree to give RRCA all rights to publish or use video or photographic images of my child for the sole purpose of advertising and/or promotion of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

Agreement for Security Video Surveillance

_____ I agree to allow RRCA to maintain appropriate video surveillance for the security of all students.

Agreement for Off-Campus Participation

_____ I give permission for my child(ren) to participate in field trips, school competitions, class parties and other off-campus activities as deemed appropriate by school administration. I understand that drivers and chaperones are provided and I release RRCA from any liability or obligation resulting from transporting my child(ren) to and from school activities.

Agreement with the Technology Policy for Computer and Internet Use

_____ I agree to the policies stated in the 2011-12 Handbook for Computer and Internet usage. I have reviewed these policies with my children and my children agree to abide by the policies stated.

Please PRINT and sign each name.

Student's Name (printed)	Signature of Student(s)	Date
Student's Name (printed)	Signature of Student(s)	Date
Parent's Name (printed)	Signature of Parent(s)	Date