

RRCA CRUSADER 2017-2018 Parent / Student Handbook



BUILDING
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LEADERS

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ADMINISTRATIVE STRUCTURE

Round Rock Christian Academy is a non-profit, 501(c)(3) Christian school. RRCA's mission is to provide an academically challenging, college-preparatory Christian education.

ROUND ROCK CHRISTIAN ACADEMY BOARD OF DIRECTORS

The RRCA 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, the policies under which the school operates, the Strategic Plan and overseeing its preparation and implementation, hiring the Head of School, the annual operating budget, including tuition levels, major capital expenditures, and 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.

ADMINISTRATIVE TEAM

The Head of School, Becky Blauser, manages the day-to-day operation of the school, including the hiring of faculty and staff. Mrs. Blauser graduated from the University of Maryland, earning a Bachelor's of Science in Secondary Education/Social Studies, and also holds a Master's Degree in Educational Leadership from Concordia University. Mrs. Blauser began her teaching career in 1986 at Richard Montgomery High School, in Rockville, Maryland. Upon moving to Texas, Mrs. Blauser 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 a Superintendent Certification from the Association of Christian Schools International.

Tiffany Jaksch is the Secondary Principal at RRCA, providing leadership and oversight to the Secondary program. Mrs. Jaksch graduated from the University of Houston in Victoria with a Bachelor's Degree in Humanities, and holds a Masters in Educational Leadership from Concordia University. She has taught in both public and private education since 2000, and joined the RRCA faculty in 2006. Mrs. Jaksch has earned a Secondary Principal Certification from ACSI, and provides guidance counseling services to secondary students in preparation for college.

Kelly Counts is the Early Childhood/Elementary Principal at RRCA, providing leadership and oversight to the Early Childhood and Elementary programs. Mrs. Counts holds both a Bachelor's and Master's Degree from East Texas State University. She has taught in both public and private education since 1992, and joined the RRCA staff in 2003 as a faculty member. Mrs. Counts holds an ACSI Elementary Principal Certificate.

Dan Headley joined the RRCA staff in 2010 as Athletic Director. Coach Headley began coaching and teaching in Central Texas in 1996. He holds an Athletic Director certification from ACSI and oversees all of the athletic programs from 5th-12th grades. Coach Headley 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.

Jeremy Wentreck joined RRCA as the Assistant Athletic Director in 2014 and serves as the head Football and Track coach. He earned his degree at the University of Mary Hardin-Baylor and has 15 years of teaching and coaching experience in the Central Texas area. Jeremy holds a Secondary Teacher certification from ACSI.

Julie Grosser joined the RRCA staff in 2004 and is currently the Director of Operations. Julie is responsible for assisting administration with reports, publications, communication and technology needs. Mrs. Grosser earned her Bachelor's Degree in Elementary Education from The University of Texas in 1990.

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.

PHILOSOPHY OF CHRISTIAN EDUCATION

The purpose of Round Rock Christian Academy is to equip students to perform their life ministries. We seek to develop the attitude of Christ in the spiritual, mental, and physical areas of each child. A primary goal is 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 – produces the Christian leaders of tomorrow.

Spiritual truth is God's desire, and it is His plan that academics be the method whereby students learn about the world He has made. Therefore, we provide a sound academic foundation, integrating character training and biblical principles into each discipline that we teach. We 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 you are the primary educators. 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.

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 God's Word 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."

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 Early Childhood 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.

RRCA STATEMENT OF BELIEFS

- 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).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). God has uniquely created each person to live their life as He created them, male or female, to serve and glorify God in their life.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality is against God's commands (Matt. 15:18-20; 1 Cor. 6:9-10).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of RRCA.

ROUND ROCK CHRISTIAN ACADEMY CORE VALUES

- Demonstrate the importance of salvation and a personal relationship with Christ.
- Create an atmosphere that affirms the value and worth of each child in Christ.
- Empower parents by partnering with them to help each student reach their full potential.
- Discipline in a way that demonstrates value for the child while dealing proactively with the behavior.
- Teach students to be discerning and to learn from a Christian worldview perspective.
- Equip students to develop the Christian character necessary to govern oneself in every aspect of life.
- Encourage purposeful programs that promote a life habit of missions and service work.
- Develop students to be positive, productive individuals who desire to spread God's Word to others.

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.

ACCREDITATION

Round Rock Christian Academy has dual accreditation through Association of Christian Schools International (ACSI), the largest Christian school association in the world, and through AdvancED. 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.

The Early Childhood program at RRCA is accredited by the Association of Christian Schools International (ACSI) and Advanced ED. As an accredited program, RRCA is exempt from obtaining state licensing. RRCA Administration and faculty are committed to monitoring the Early Childhood program to ensure that the program is in compliance with state accreditation standards. It is the responsibility of each employee to be compliant with all applicable state regulations. Additional information regarding state regulation for Early Childhood personnel can be found at http://www.daycare.com/texas/texas_centers_licensing.html.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Round Rock Christian Academy is open to anyone interested in 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. If at any time a student's conduct, academic progress or cooperation with RRCA administration is not in keeping with the school's policies and/or Statement of Faith, the school reserves the right to take disciplinary action, up to and including dismissal from RRCA.

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 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.

GENERAL ADMISSIONS POLICY

1. The student must express a desire to attend Round Rock Christian Academy.
2. 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 live with a parent/guardian as long as they are an enrolled student at RRCA (even after turning 18 years old).

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 Beliefs of the school.
3. Entrance testing may be administered for K-12 applicants to evaluate the academic potential of a student.

4. 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.
5. **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.
6. Round Rock Christian Academy reserves the right to remove a student if it becomes apparent that we will not be able to meet their needs. **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.
7. 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 church 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, discipline records, and relevant medical records, including any paperwork documenting emotional and behavioral issues, 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 the student is accepted as a student at RRCA, the Enrollment Contract and acceptance letter will be emailed or mailed to you within 3 business days.
5. To enroll your student, submit the signed contract within three days to the Business Office.
6. Parents will receive another packet of health forms to complete within 30 days.
7. If a student is not admitted to RRCA, parents 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 prorated based on the start date. 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.
- Tuition is due on the first of each month. When a payment is 7 days late, a late pay fee will be added to the tuition statement.
- When a payment is 15 days late, email reminders may be sent to the parent.

- When a payment is 30 days late, an email reminder will be sent and a phone call will be made. RenWeb access to homework, grades and report cards may be suspended.
- When a payment is 45 days late, the parents must provide their bank information for monthly automatic draft payments.
- When a payment is 60 days late, the Business Office will contact the parent via a phone call, email, and/or letter asking the parent to make arrangements for payment (promissory note, payment plan, etc.)
- When a payment is 90 days late, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn immediately. Collection efforts will continue for recovery and charge-off may be reported to credit bureaus.
- Unpaid tuition or unpaid fees by May 30 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 \$5.00 per half hour, per student, after 2:15 p.m. for pre-kindergarten; after 3:35 p.m. for kindergarten and elementary. Parents will pick up their children from the Extended Care program. For 6th-12th grade students whose parents are late, there is a \$5.00 per half hour charge for students in Hang Time.

CONTRACTUAL AGREEMENT

Enrollment, as specified within the Enrollment Contract, may be cancelled by the parents or guardians in writing, prior to July 1. **The Registration Fee and/or New Student Fees are non-refundable.** If enrollment is cancelled after July 1, the parents or guardians financially responsible for the student are obligated to pay a full month's tuition from the withdraw date in addition to a \$250 tuition insurance fee (and all fees are non-refundable). Please refer to the RRCA Enrollment Contract and the Tuition Collections Policy for specific details.

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 Administration. Test scores, grades, or transcripts may be held until these forms are completed, and all accounts are current. 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 begins in January of each year and there is a registration 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 addition to academic learning, students participate in enriching experiences in fine arts, physical education, foreign language, and extracurricular activities and competitions.

Before each new school year, we require 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.

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, 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.

SCHOOL SUPPLIES

School supplies are provided for preschool through 5th grade. A school supply list for 6th – 12th grade students is posted on the website. We ask that students be good stewards of their 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 for corporate worship. Chapel is held on Mondays for all elementary students. If a holiday falls on a Monday, then chapel is held on Tuesday. **Elementary chapel wear**, which consists of the navy school shirt with khaki colored bottoms is **required for elementary students on chapel days**. The elementary chapel dress code applies to every scheduled chapel including chapel dates that fall on Tuesday due to Monday holidays.

Secondary Chapel is held twice a month and the dates are published on the school calendar. Please see the Secondary Dress Code for specific dress requirements.

Please make sure your child is punctual for chapel services so there are no disruptions due to late arrivals. Guest speakers and special events for chapel are announced in the weekly newsletter, and parents are invited to attend whenever possible. We welcome suggestions for guest speakers for our chapel program.

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 enrichment program, there will be 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 available resources, outside tutoring will be required. **Teachers will have 2 weekly help classes available before or after school.** Every attempt will be made to have one before and one after school help class. Attendance in the weekly tutorials/help class is mandatory for students who fail a subject in a progress reporting period.

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 intentional intervention efforts, is essential in order to reduce the potential for retention. 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.

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 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) Failing academic average (69 or below) in one or more core subjects.
- 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.

ACADEMIC PROBATION

Students who receive failing grades at the end of any nine week reporting period 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.

Students are allowed one class 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. It is the teacher's responsibility to schedule the make-up test with the student. Missed tests must be made up during the student's free time or before or after school. **A student may not miss a class to make up a test.**

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. In order for us to have complete and accurate information, it is important that your child is present for the scheduled standardized testing.

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, which 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 RenWeb. Minor changes to assignments may be made to RenWeb throughout the week.
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 two weeks 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.

HOMWORK 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: If a teacher is presented with a documented homework concern from a parent (that has been logged over a week’s time), the teacher will set up a meeting with the parent to discuss the issue using the Matthew 18 principle. 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

Grade Level	Daily Homework	Daily Reading (M-F)
K – 1	15-20 minutes	20 minutes
2 – 3	20-30 minutes	30 minutes
4 – 5	45-55 minutes	30 minutes
6 – 8	60-75 minutes	30 minutes
9 – 12	75-90 minutes	Reading assigned novels

Time estimates are for the average student in regular academic coursework; time may increase for advanced classes and projects. The daily reading time listed above is in addition to the estimated daily homework time.

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. Students will be given 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 (3rd-5th grade):

Crusader Excellence Award—Students must have all A's.

Young Scholar Award—Students may only have one B and the rest A's.

Elementary students in 1st-5th grade are recognized for their accomplishments in a special awards assembly during May each year. The date will be posted in the monthly newsletter and parents are encouraged to attend.

Secondary Honor Roll:

Distinguished Honor Roll—grade average of 93 and above

Honor Roll—grade average of 85-92

For the Secondary Honor Roll, a student must have a passing grade in all core subjects to be eligible for the Honor Roll. At the end of the school year, Secondary students are recognized for their academic achievements in an awards ceremony.

GRADING SCALE

GRADING SCALE			Elementary Specials Grade
A+	99-100	4.0	E = Above Average
A	94-98	4.0	S = Satisfactory
A-	90-93	4.0	N = Needs Improvement
B+	88-89	3.75	U = Unsatisfactory
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		

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, generally not to exceed two weeks, 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) A minimum of two grades a week in each basic academic subject is required.
- 4) A reasonable academic penalty will be assessed for incomplete or late work.
- 5) Numeric averages are primarily used for grading core subjects. Letter grades are used for specials classes.
- 6) 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.
- 7) No more than three tests (including a Scripture memory test and the weekly spelling test) may be given in one day.
- 8) Only one long term academic project per nine weeks may be assigned for elementary students. A grading rubric must accompany the project.

SECONDARY GRADING POLICY

High School Courses Taken Prior to High School

RRCA presently offers Algebra I and Spanish I to middle school students for high school credit. 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. While enrolled in these advanced courses, it is recommended that the student maintain a solid “B” average in the course to continue the course on the advanced track.

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 toward 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 homeschool 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. Administration will procure the exam and the student will incur the cost of each exam and any shipping.

** 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 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 or be an accredited, RRCA-approved course. Seniors must finish all Independent Study courses at least one week 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 for students who have extenuating circumstances of prolonged illness or documented severe learning disabilities.

Online 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 online courses as dual credit provided that the course meets the requirements established in the Dual Credit Section of this document.

Online 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 online courses at least fifteen days prior to graduation. The student will incur all costs associated with the course.

Dual Credit Courses

Students who have completed their 8th grade year* may take courses at ACC through their ECS (Early College Start) program. Courses must be selected with the assistance of the Secondary Office and must work in conjunction with the normal school day at RRCA. Student may receive tuition waivers for 12 college courses. All other courses will incur a charge.

RRCA will evaluate a student's ability to take Dual Credit course based on the following criteria:

- Completion of RRCA Dual Credit Application
- Grades in Academic Classes at RRCA
- PSAT College Readiness Benchmarks/TSI Scores
- Maturity of Student
- Ability for student to take the class without interruption of their RRCA schedule.
- Level of Participation in Extracurricular Activities and the ability to manage an extremely heavy workload.
- Ability for student to take courses at the ACC campuses.

It is highly recommended that an RRCA Student have at least a 90 Numeric Average in Academic Classes in order to take Dual Credit Courses. Dual Credit courses are college level classes and are used to enhance the course offerings for students while also giving them the opportunity to gain college credit.

** ACC changed the policy to include 9th and 10th graders in 2016; however, 9th and 10th graders must take ACC classes that do not interfere with the RRCA school day.*

General ACC Dual Credit Considerations:

- Credit earned through dual credit courses may count towards high school requirements if the college course fulfills the required curriculum objectives and is approved by RRCA Administration. Although credit will be granted for the course, the grade will not be included in the GPA or Numeric Average for determining class rank.
- An ACC 3 credit hour course will be awarded .5 credit on the RRCA transcript. (beginning with the Class of 2019)
- When enrolled in this program, students and parents must realize that school days, holidays and requirements are set through ACC. Students must fulfill their school work and any other obligations directly with ACC. Parents and/or Administration of RRCA do not have the legal right to obtain any information for the students to assist them in their classes. All courses taken whether they are completed successfully or not will appear on the student's high school transcript at RRCA. RRCA is required to send these grades on to a student's prospective universities.
- Not all colleges/universities accept ACC courses for credit. It is the student's and parent's responsibility to investigate which courses will be accepted at potential colleges/universities they may attend.

Student Expectations:

- A senior enrolled in ACC classes who needs those courses to graduate will need to pass the ACC classes prior to graduation to remain on their graduation plan and to graduate. It is recommended that if a student needs a class to graduate that they do not wait until the second semester of their senior year to take that class.
- Students must take ACC courses at RRCA if they are offered on campus. The only exception will be if that course doesn't work in the student's schedule.
- It is the responsibility of the student to bring an unofficial grade report to the Secondary Office upon completion of the course and an official ACC transcript prior to graduation from RRCA.

- Students must be enrolled in at least 4 courses to be considered a full time RRCA student. TAPPS Rules state that at least 4 Academic classes must be taken on the RRCA campus for a student to be eligible to participate in TAPPS events. Off campus ACC classes will count towards RRCA graduation requirements but will not count towards the TAPPS 4 on campus Academic Class minimum.
- Students who take courses at ACC are still required to pay full tuition at RRCA.
- Students may not withdraw from an ACC class without the consent of the Secondary Principal prior to withdrawal. Once a student withdraws from an ACC course, the privilege to take ACC courses in the future may be suspended. If a student withdraws from an ACC course they will be assigned to a RRCA class period.
- Online courses may only be taken with the approval of RRCA administration. RRCA is not required to provide a location for these courses to be completed. If a student enrolls in an online course is signed up for, the course must be completed outside of RRCA school hours.
- Students must schedule ACC entrance testing outside of school hours. Please see administration if you have a scheduling conflict.
- ACC classes cannot interfere with RRCA school hours.
- Students may not miss any RRCA class time to take a test, complete a project, meet with a professor or take care of any ACC business.
- Students are required to “sign out” in the secondary office to attend ACC classes that are off-campus. If the off-campus class is not meeting, the student will be assigned to a study hall if they are remaining on the RRCA campus. Students must be supervised at all times that they are present on the RRCA campus.

The process for enrolling and registering at ACC is a multi-step process that must be completed by the student. RRCA administration will help guide the student through the process but ultimate responsibility falls to the student. ACC considers the student to be a college student and the parents understand that all communication goes through the student. ACC professors and Admission Counselors will not confer with the parents regarding the student’s admission, course schedule, grades or progress at ACC.

Summer School

Summer school opportunities are available for credit recovery and may be taken from RRISD, GISD, PISD, AISD, 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.

Grade Point Average (GPA) and Numeric Average

The student’s grade point and numeric average is calculated at the end of each semester grading period and is published on the student’s transcript. The averages are derived from all 9th-12th grade core subjects in which a student earned credit while attending Round Rock Christian Academy or transferred from an accredited high school.

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.

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 student's cumulative averages as well as the average earned for the repeated course.

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. Seniors are required to purchase their own graduation caps, gowns, and invitations. We will provide the contact information to the seniors and set up a meeting with a representative from this company. The date and time of this meeting for parents and students will be sent via email.

Seniors are also charged a graduation fee (billed in January) to cover the costs associated with the commencement ceremony. Graduation caps may not be decorated and worn during the graduation ceremony.

Determination of Valedictorian and Salutatorian

Round Rock Christian Academy names the positions of Valedictorian and Salutatorian based on overall Numeric Average. The announcement of Valedictorian and Salutatorian will be made based on the current numeric average in mid-May at least one week prior to graduation. However, since the numeric averages may change after exams are completed, the student who meets the State of Texas requirements for highest ranking graduate once the grades have been finalized will be issued the award from the state.

Students that meet the following criteria will be considered:

- attend RRCA their junior and senior year.
- complete the Distinguished Graduation Plan and fall in the top 20%.
- have not been on disciplinary probation during their senior year.

RRCA COURSEWORK STANDARDS (SECONDARY)

Graded Projects/Research Papers

Because these assignments are made weeks in advance, they must be turned in by the due date. If a student is absent and unable to turn in a project or major assignment, it must be brought to school by the parent. Such work should be turned in prior to the scheduled class, otherwise a grade penalty will be assessed from 20-100 points. In extreme situations, an appeal may be made to administration before the project is due.

Late Work

The consequences for late homework are 20% off for the first class meeting after the assignment was due, and a 0 the next day school is in session. For example, in a class that meets on Monday, Tuesday, and Thursday, if an assignment is due Tuesday, the student may bring it on Thursday for 20% off the earned grade.

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.** Secondary Teachers are to keep scheduled tests, quizzes and projects on the Secondary Test Calendar.

Middle School Semester Exams

1. Semester exams are required for all middle school academics.
2. The test will count for 10% of the semester grade in middle school.
3. Middle school semester exams will include cumulative material from the last nine weeks.

4. 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.

For middle school students, the average for each quarter counts 45% and the semester exam counts 10% of the semester average. At the end of the year, the first semester grade is averaged with the second semester grade equally. Each semester grade must be above a 60% in order to count in the yearly average. If a student's yearly average is below a 70, the student will be required to take summer school for one or both of the semesters.

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 – 89**, 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.

For high school students, the average for each quarter counts 40% of the semester grade and the semester exam counts 20% of the semester grade. At the end of the year, the first semester grade is averaged with the second semester grade equally. Each semester grade must be above a 60% in order to count in the yearly average. If a student's yearly average is below a 70, the student will be required to take summer school for one or both of the semesters.

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 the current school 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. Records will not be released for student's with past due accounts unless a promissory note has been signed and a payment plan has been established.

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 care begins at 7:30 a.m. The school offices will be open from 7:30 a.m. until 4:30 p.m.

CLASS TIMES

Early Childhood and PreK Program	8:30 am-2:00 pm
Kindergarten - Fifth grades	8:20 am-3:20 pm
Sixth - Twelfth grades	8:15 am-3:45 pm

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. A late fee will be charged when children are not picked up from early childhood classes by 2:15 pm and elementary students by 3:35 pm. These designated times reflect a fifteen minute grace period for emergencies. A late fee is also charged for students in extended care who are not picked up at the 6:00 pm designated closing time.

STAFF/CHILD RATIO

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

Preschool 3's	1:8
PreKindergarten	1:14
Kindergarten	1:18
First Grade	1:20
Second through Fifth Grade	1:22
Secondary Classes	1:24

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:

11:30 am	Secondary (6 th -12 th grade)
11:45 am	Elementary (K-5 th grade)
12:00 noon	Early Childhood (MDO, PS, PK)

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 school calendar, lunch menu, school news, athletic practice schedules, and more can all be found on the website.

School-wide Communication: In addition to the weekly newsletter sent via email, there are times that administration will send out school-wide communication via email and the postal service to RRCA families and students. RRCA also has a system in place to send out emails and/or texts in the event of extreme weather, a sudden change in extracurricular activities, or emergency so that we may provide brief, informative messages to parents. The school requests that the parents report any changes of address, telephone numbers or email addresses to the Student Registrar/Business Office.

Teacher Communication: Each teacher will communicate the best procedure for establishing communication at the beginning of the school year. Teachers prefer to conduct business with parents efficiently during the school day. If you have a quick question for a teacher, you may email them using the email addresses listed on the website, and teachers should respond 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 one business day (24 hours). Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to 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.

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. High School students may check their phones between classes; however, all other students must turn off their cell phones during school hours. Please do not call, text, tweet or Facebook your student during regular school hours.

SCHOOL DIRECTORY

The school directory is available online and is accessible only to school families through RenWeb. 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. The only exception to this policy is class lists are given to the preferred provider of class rings, senior portraits and graduation supplies for juniors and seniors. Parents have the option to

change their preferences settings within RenWeb if they choose to NOT share any of their family information in the online family directory.

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 (No School, Parent/Teacher Conference Day), Thanksgiving Thursday and Friday, Christmas Holidays, New Year's Eve and New Year's Day, MLK Day, Presidents' Day, Spring Break, Good Friday, and Memorial Day. Other days may be taken as deemed appropriate by administration. **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 at any age. Parents may provide a treat during lunch, recess, or snack time (after coordinating with the teacher). Be sure to check with your child's teacher for any food allergies in the classroom. 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.

ELECTRONIC DEVICES

Electronic tablets, readers and laptops may only be used in the classroom when permission is given by the teachers and should only be used for academic purposes. High School students will have a school issued Chromebook in which to complete their assignments. There will be consequences if students abuse these privileges.

PHONE AND CELL PHONE USAGE

Elementary Students: Students must get permission from their teacher to come to the Main Office to use the school telephone. Cell phones may not be used during the school day. Any cell phone which is used during the school day will be confiscated. Confiscated phones will not be released until the end of the school day and a \$10 fee is paid. If a student has a persistent problem with his/her 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, including lunchtime, in the restrooms, and the pick-up line.

Middle School Students: Students must get permission from their teacher to come to the Main Office or Secondary Office to use the school telephone. When students enter the classroom, students must place their cell phone in the cell phone storage bin located in each classroom. Cell phones may not be used during the school day. Any cell phone which is used during the school day will be confiscated. Confiscated phones will not be released until the end of the school day and a \$10 fee is paid. If a student has a persistent problem with his/her 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, including lunchtime, in the restrooms, and during class changes.

High School Students: Students must get permission from their teacher to come to the Main Office or Secondary Office to use the school telephone. When students enter the classroom, students must place their cell phone in the cell phone storage bin located in each classroom. High school students have the privilege of using their cell phone during class changing times and lunchtime. For their safety and others, students should not text at the same time they are walking between classes. If a student is using a cell phone during a non-permitted time, the cell phone will be confiscated and will not be released until the school day is over and a \$10 fee is paid. If a student has a persistent problem with his/her cell phone they will have other restrictions placed upon them and parents will be required to come in and pick up the phone.

FIELD TRIPS

RRCA teachers will decide which field trips will complement their academic programs and due to liability issues, are responsible for all field trip planning. **Only children with emergency information on file will be allowed to go on field trips.**

Teachers may request volunteers to drive and chaperone for field trips. We encourage parents to participate whenever possible, and require appropriate dress for parents, students, and guests. 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. Any parents who will be driving a school van or transporting students in their personal vehicle, must complete the driver information packet, which includes an official copy of their driving record obtained from the Texas Department of Motor Vehicles. This information must be turned into the office prior to the date of the trip.

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

1. We request that all dress meet our secondary dress code standards.
2. Please do not wear T-shirts with inappropriate slogans.
3. Use of tobacco or consumption of alcohol is not allowed during the entire field trip or school event.
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.

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.

PETS/ANIMALS

Due to health and safety concerns, pets may not be brought to the RRCA campus. At various times, there will be RRCA-sponsored events which may involve live animals, and prior notification will be given to those students involved.

PRAYER MEETINGS

Parents in Prayer: 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

- Students may bring a sack lunch or order from the contracted lunch provider.
- Both hot lunch and snack bar items can be purchased online in advance. The minimum order of \$9.00 can include multiple lunches in the same order.
- **Microwave use is not allowed for preschool or elementary students.**
- When parents drop off a lunch for a child, it should be left in the main school office with the child's name and grade clearly written on the lunch.
- If the lunch is not delivered by the parent in a timely manner, OR if a student forgets his/her lunch, the student will need to purchase a lunch from the contracted lunch provider and the parent's account will be billed.
- Food and beverages are not to be consumed in the classroom except at designated times.
- Healthy snacks are provided for the Early Childhood and Aftercare programs.
- Please ensure that **your child's medical information clearly indicates any food allergies he/she may have.**
- Parents are welcome to visit their children during lunch time. There are picnic tables in front of the school that you can use as an alternative to the lunchroom. We ask that parents only take their own children outside the lunchroom. Also, please be mindful of the time, as students need to join their class as soon as their lunch is over, so no academic time is lost.

VISITORS

Parent visitation is encouraged, but we ask that prior arrangements be made with administration if you wish to visit a class. **Please respect the learning environment by limiting interruptions and following proper procedures.** Parents and guardians will need to submit a pre-visit notification any time an individual will visit their child on campus. Using the online form, you may grant permission for a one time visit or for the entire school year. The notification form can

be found in RenWeb under School Information -> Resource Documents -> campus visitors. All visitors are required to check in at the main school office, secondary office, or preschool desk for a visitor's badge before visiting any room, student, or teacher.

YEARBOOK

Memories of the school year are captured in the RRCA yearbook. RRCA takes pride in publishing several quality full-color yearbooks which is partially subsidized by the sale of advertisements. Yearbooks are available for purchase at a reduced rate for elementary and secondary students.

FINANCIAL GIFTS TO THE SCHOOL

The Annual Fund enables RRCA to improve and expand academic and spiritual programs, offer scholarships to those in need, upgrade facilities, and attract and retain a talented faculty. The Building Future Leaders campaign began in 2016 to raise funds for the construction of the new RRCA campus on the back 9 acres adjacent to the existing campus. We encourage families and businesses to contribute to the campaign so that construction can begin on the new master planned campus.

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. If the record is still not submitted by the end of the 30 day grace period, the student may be asked to stay home until all paperwork is complete. 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
- All new students age 4 by September 1st through 4th grade must provide proof of Vision and Hearing Screening.
- All new students 5th grade – 12th grade must provide proof of Vision, Hearing, and Scoliosis Screening. If new students are unable to provide proof of the required screenings, or would prefer to be screened at RRCA, the screenings will be performed on campus in the Fall.

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, with or without medication)
- 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, without vomiting or 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. Parents/guardians will be notified if a student becomes ill at school.

First aid and care for minor injuries and ailments will be provided as described on the online medical permission form.

Medications will be administered by the nurse if the parent/guardian completes the appropriate 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 students to have any medications on their person 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. 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 or the screenings will be done at RRCA.

IMMUNIZATION RECORDS

All students must have a **complete immunization record** (per state requirements) on file within 30 days of enrollment. If a parent does not want to immunize their child for reasons of conscience, it is the **parents’ responsibility to apply to the State of Texas for a “Reasons of Conscience” Exemption form and provide the completed form to RRCA.** The form must be notarized and updated every 2 years (or the time table required by the state).

MEDICAL INSURANCE FOR STUDENTS

Medical treatment for injuries will be the responsibility of the parents. The law requires that all students be covered under a health care 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. RRCA provides a supplemental accidental insurance plan for students in the event of injury while at school or at a school-sponsored function. More information is available regarding this plan upon request.

CONCUSSION POLICY FOR ALL EXTRA-CURRICULAR ACTIVITIES

The academic management of a student with a concussion will be on a case by case basis. In all cases, school administration will err on the side of caution. If a medical professional places the student on concussion protocol, an individualized plan will be set up by administration. Students who are placed on modified attendance by a medical professional will be required to follow the specifics of the individualized plan. During recovery, rest is key. Some normal daily and school activities that may cause concussion symptoms to reappear or get worse are:

- exercising
- attending school events that can be loud (pep rallies, sporting events, fine arts events)

- driving a vehicle
- playing video games
- using a cell phone
- concentrating / studying
- working on a computer
- reading for extended periods.

Students who return to school after a concussion may need some or all of the following accommodations:

- spend fewer hours at school
- take rests breaks
- be provided extra help and time to complete schoolwork
- spend less continuous time reading and writing
- limit screen time (computer, tv, cell phone use).

The individualized plan will include the level of participation and attendance permitted at any school activities (academic or extra-curricular) until such time as the student is able to resume a normal full academic load with no re-occurring side effects.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

MORNING ROUTINES

Morning Drop-off: Supervised morning care for all preschool and elementary students begins at 7:30 am each morning in the school cafeteria. All preschool and young elementary students must be accompanied by a parent and signed in at the lunchroom in the main building. Preschool parents should refer to the Early Childhood Handbook for complete instructions on arrival / dismissal procedures.

Elementary Students: Kindergarten and first grade students may be dropped off in front of the main building any time **after 7:30 am**. Second through fifth grade students may be dropped off at the three-story building after 7:45 am. Please do not let your preschool or elementary child out of the car in any other location on campus. Students are required to walk with the teacher monitors. Students may not wait unattended in the classrooms or in the three-story building lobby.

From 7:45-8:10 am, elementary students will wait in their assigned morning care rooms until they are released to go to the classrooms at the 8:10 am 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 after 7:45 am. Secondary students will be released to the classrooms at 8:05 am. 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. Cell phone use is prohibited while operating a vehicle.

DISMISSAL ROUTINES

Students will sit under the front covered walkway and wait for their vehicles and names to be called for dismissal. **Kindergarten through 5th grade** and Aftercare students will dismiss through a drive through pick-up line at 3:20 pm. Dismissal procedures and specific routes will be discussed at Crusader Orientation and a flier will be provided with instructions for parent pickup.

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 and follow the established traffic flow pattern during dismissal or their driving privileges will be removed. Secondary students must be picked up by 4:05 pm 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 listed in RenWeb under the Emergency Contacts section.

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 and time of 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, he/she 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.

EXTENDED CARE SERVICES

RRCA offers 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.

Early Childhood Extended Care:	2:00 pm – 3:20 pm
Late Afternoon Care:	3:20 pm – 6:00 pm
Hang Time (Secondary students):	4:00 pm – 6:00 pm

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 is 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 Tammi Jacks (PK-5th) or call the Secondary Office (6th-12th) at 512-255-4491. For attendance records, **students returning after an absence must supply either a written note or an email from the parent to document the reason for the absence.** If an Elementary student is absent for 3 hours during the school day, it will be counted as a half-day absence. **Secondary attendance is taken per period; a student is considered absent after 20 minutes in the period.**

The only excusable reasons for absences are:

Documented illness	Bereavement
Approved college visits	Documented medical appointments
Approved school activities	Pre-approved absences

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 attending athletic events without approval** 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 make up hours after school to fulfill attendance requirements. A fee will be charged for any attendance make up hours. 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, elementary parents should 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.

TARDINESS

A tardy is recorded when a student is not in his/her assigned place when a class begins. Three tardies will result in **1 unexcused absence**. Students who arrive to class after the morning tardy bell rings are considered tardy. 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 may result in disciplinary action.**

In order to help 2nd-5th grade students get to class as quickly as possible, students who arrive *before* 8:45 am will no longer have to stop at the preschool foyer check-in desk for a tardy slip. Teachers will be recording these unexcused tardies (TU) in RenWeb, and also noting the time the student arrived at the classroom. *After* 8:45 am, the monitor at the preschool foyer check-in desk will record tardies. The monitor will also collect tardy/absence excuse notes for 2nd-5th grades. The monitor will give these slips to the Student Registrar daily.

K-1st grade students will continue to check in at the front desk with the receptionist when they are considered tardy after 8:20 am. All tardy/absence excuse notes will be given to her as well.

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 one week** 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 elementary parent or secondary student will take the form to the appropriate 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 of return.

NOTE: During the last two 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. Secondary Parents: **Please do not schedule family/mission trips during exam week. Exams may not be taken early to accommodate travel plans.**

High school juniors are allowed three pre-approved trips for college visits and high school seniors may take two pre-approved trips for college visits.

LATE RETURN FROM AWAY GAMES

The Athletic Department and Head Coaches take into consideration time and travel for away games. It is our intent to have teams back at a reasonable time; however, there are times when teams will return back to school late due to various circumstances. Communication needs to be made to the Athletic Director as soon as possible the circumstances surrounding a late return. In the event that a team returns after midnight, players may be allowed to come in the next day by 9 am. Head coaches should/will plan ahead to have food ordered so that it can be picked up on the way out after the game for players to eat on the bus (ex: pizza, sub sandwiches) when there is a late game time and/or the distance traveled to game pushes arrival time back to school.

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 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, debate and choir presentations 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 should 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 at the main school office, the Secondary office, or the preschool foyer desk.

INCLEMENT WEATHER

It may be necessary to close, dismiss early, or delay the start of school due to ice, snow, or other inclement weather. We inform families of school closings via Parent Alert, Facebook, the school website, and email. We will **monitor the announcements made by RRISD and other surrounding school districts when making decisions** for closing or modifying school hours due to inclement weather or dangerous road conditions. RRCA has families from many different areas so decisions must be made for the safety of all families. Always use your best judgement when determining if it is safe to travel from your home to school.

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 appropriate authorities. The school 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.

NON-CUSTODIAL PARENTS

- 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 non-custodial parent presents either a written court order or a notarized 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 the authority to grant consent is given to the non-

custodial parent by a court order, comparable legal document, or written notarized authorization signed by the custodial parent.

- 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 through the Secondary office by providing proof of insurance and signing, along with their parents, the RRCA Student Driver Agreement. **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 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 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, blaring music or dangerous maneuvers, including standing or sitting on the outside of moving vehicles.

SENIOR LUNCH PRIVILEGE

Seniors have the privilege of off-campus lunch; however, they must return 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

RRCA is a closed campus. Parents and guardians will need to submit a pre-visit notification any time an individual will visit their child on campus. Using the online form, you may grant permission for a one time visit or for the entire school year. The notification form can be found in RenWeb under School Information -> Resource Documents -> campus visitors. All visitors are required to check in at the main school office, secondary office, or preschool desk for a visitor's badge before visiting any room, student, or teacher.

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

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 may 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 and should not tamper with other students' locks or lockers.**
8. RRCA is not responsible for items left in lockers.

TEXTBOOKS/LIBRARY BOOKS/LOCKS

Round Rock Christian Academy may assign either an EBook or textbook to our students. Textbooks are the property of Round Rock Christian Academy and are issued to students at the beginning of the school year. Each student is responsible for all items that have been assigned to them such as textbooks, novels, lockers and locks. Physical **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 physical textbooks, novel, lockers or locks are lost or damaged, 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 may held 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 administration prior to posting. Any literature/letters distributed on school premises must be approved by administration 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 buildings, portables, or unauthorized areas.

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 should 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. Students who accidentally damage school property will also be responsible to pay for damages.

CRISIS RESPONSE PLAN

RRCA 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 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 administered by the school** to discipline students in our MDO, preschool, or prekindergarten program without written consent of the parents for each incident. Corporal discipline is **never** used in any situation without prior parental notice and consent.

VOLUNTEER POLICY

The impact that volunteers make upon RRCA is phenomenal, and we welcome and appreciate your time and support. For the safety of our students and to be compliant with accreditation standards, we require that volunteers who are on campus and have direct contact with children have completed the criminal background check process. Volunteers are also required to sign in and receive a name badge and sign out in the school office upon completion of the visit.

The 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 administration to enrich and extend current programs.

In addition to the volunteer hours listed above, the Athletic Booster club works diligently to support the Athletic Program of RRCA. Students may begin athletic participation in 5th grade and parents of student athletes are required to volunteer to help ensure that athletic events and booster club functions run smoothly. The Athletic office or the Booster club will notify parents of opportunities to serve.

STUDENT ACTIVITIES

The Student Activities programs at RRCA exist to provide opportunities for students to realize and build upon their talents and abilities, grow in their faith, and gain important leadership and organizational skills. Statistics show that overall success in school is closely related to a student's involvement in school activities.

Fellowship of Christian Athletes Athletics	Awards Banquet Spiritual Emphasis Week Fine Arts Events Homecoming Events PSIA Competitions	TAPPS Competitions ACSI Competitions NHS, NEHS, NJHS, and NAHS Speech and Debate Service Club
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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, Winter Formal and mission projects
NHS:	Plan service projects throughout the year

Following established tradition, the senior class may 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, students must meet the following requirements:

- 1) Must be a RRCA student for at least one full semester.
- 2) Have a grade level classification of sophomore, junior, or senior.
- 3) Have a GPA of at least 3.5.
- 4) Should be pursuing the Distinguished Graduation Plan.
- 5) Student should submit a thorough application documenting service.
- 6) Student's character and discipline records should reflect 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 notification. Students transferring in from other chapters of the National Honor Society need to see the NHS sponsor for entry requirements.

NATIONAL ELEMENTARY HONOR SOCIETY

National Elementary Honor Society (NEHS) applications and membership begins with 4th and 5th grade students. Listed below are the steps in the qualification and application process:

- 1) The student must be on the Crusader Excellence Honor Roll (All A's) or the Young Scholars Honor Roll (All A's / only one B) every quarter for their current grade level and the previous year's grade level. In other words, two years of honor roll history are considered. If a 4th grader is applying, both the 4th grade (current year) and 3rd grade honor rolls are considered. If a 5th grade student applies, both the 5th grade (current year) and the 4th grade honor rolls are considered. If the current quarter is not over, the student's current grades are taken into account.
- 2) The student must be in good standing regarding their behavior and conduct (check with classroom teachers and if necessary, the Elementary Principal).
- 3) If a student meets the first two criteria, the student is qualified to apply and will receive a letter of eligibility to apply.
- 4) Students must turn in the application by the due date and time specified.
- 5) The application must have at least 10 total qualifying entries in the sections of co-curricular activities, leadership, service, community, and recognition/awards. The completed application must include a qualifying handwritten essay on a separate sheet of paper on how the principles of academic excellence, leadership, service, citizenship, and outstanding character traits apply to the applicant.
- 6) When all of these criteria have been met, the student is invited to become a member of NEHS.

NATIONAL JUNIOR HONOR SOCIETY

Students who are currently in 7th or 8th grade are considered for membership in National Junior Honor Society (NJHS). Listed below are the steps in the qualification and application process:

- 1) The student must have a 90% or higher grade average for 6th, 7th and 8th grade (up to their currently enrolled grade level).
- 2) The student must be in good standing regarding their behavior and conduct (demerits report will be run by Administration).
- 3) If a student meets the first two criteria, the student is qualified to apply and will receive a letter of eligibility to apply.
- 4) Students must turn in the application by the due date and time specified.
- 5) There must be at least 20 total qualifying entries on the application in the sections of: co-curricular activities, leadership, service, community, and recognition/award. The completed application must include a qualifying handwritten essay on a separate sheet of paper on how the principles of academic excellence, leadership, service, citizenship, and outstanding character traits apply to the applicant.
- 6) When all of these criteria have been met, the student is invited to become a member of NJHS.

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. 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.

- Unity of the spirit is important among school relationships, so that we can enjoy God’s power and presence at work in the RRCA family.
- Discuss issues privately and discreetly on a one-to-one level only with those directly involved in the situation.
- Speak honestly and in a loving manner and draw conclusions only on what you have directly seen and heard, not relying on second-hand information or gossip.
- Attempt to work out a solution with the individual, escalating the situation to the next level of authority (principal, Head of School, then Education Committee) only if the matter is not resolved.
- Approach a situation with personal motives and attitudes in check in hopes of restoration, not accusation.
- Seek counsel from a neutral party with caution, protecting anonymity and not for the purpose of bolstering support for one’s own viewpoint.
- Encourage others to seek reconciliation by going to the person that has offended them since the goal is unity of all believers.

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 parents, go on field trips, 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. PST members can be parents, guardians, staff members, and grandparents at RRCA. Officers are nominated and elected by the PST in May, 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 CrusaderFest.

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.

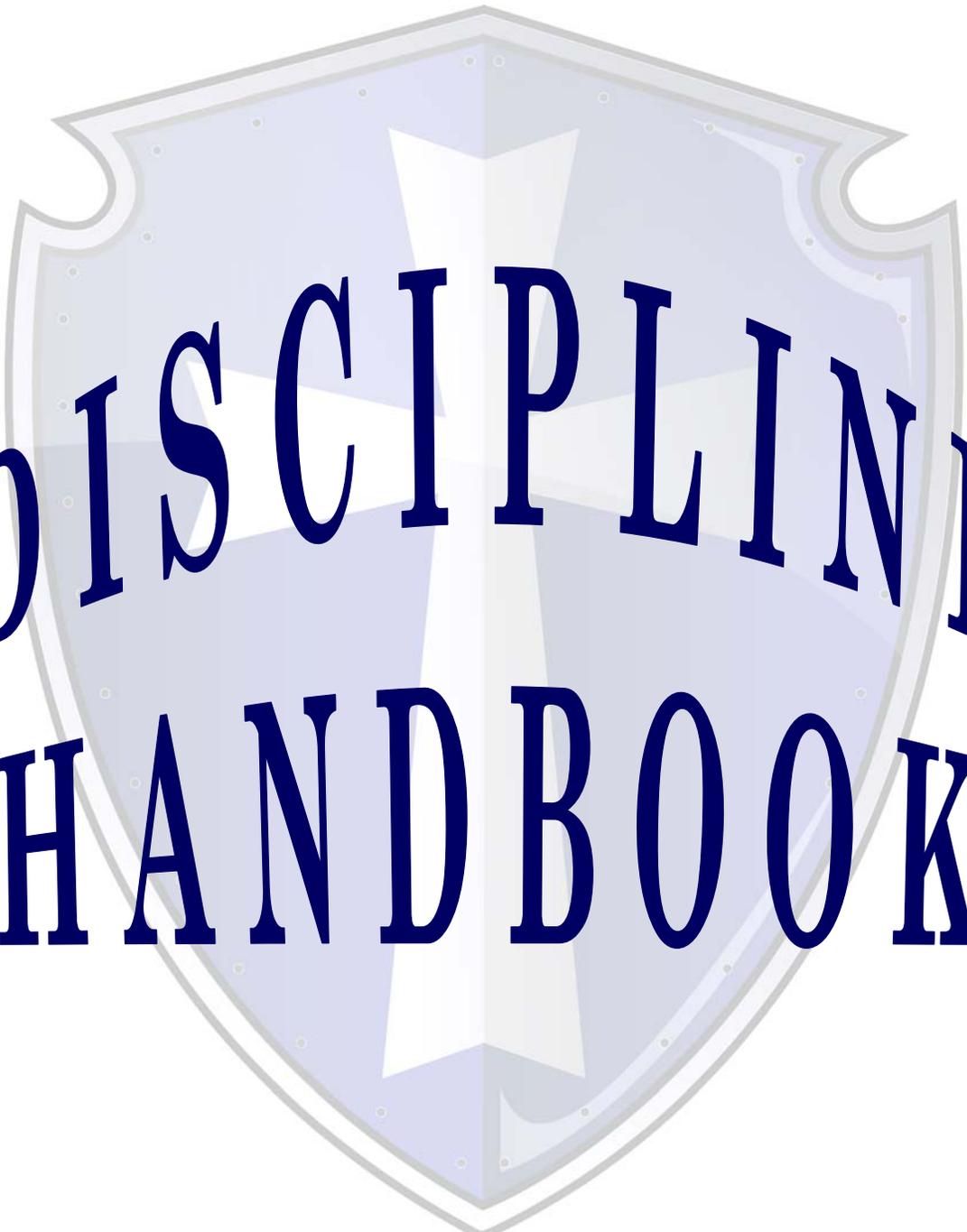
Vice-President: The Vice-President presides over officer and PST meetings when the President is not present. The Vice-President is also in charge of all the homeroom parents and homeroom information.

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
- Donuts with Dad
- Teacher Appreciation Week
- Teacher Treats
- Teacher Lunches
- CrusaderFest



**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 classroom management has been customized to meet the specific needs of RRCA and is 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 consistently.
- uses specific Scriptures that are appropriate to the offense and deals with the problem in a manner that reaches the student's heart.
- requests the assistance of administration only as a last resort.

No single strategy of discipline solves all behavior, attitude, and schoolwork related problems of students. In addition to the schools 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 correction by any teacher. Demerits will accrue and a consistent graduated plan of consequences will be implemented in accordance with the school-wide discipline plan.

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 may be assigned consequences such as Saturday detentions, in-school or out of school suspension, or corporal discipline. This type of repeated misbehavior will be documented 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 may 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** will be initiated by 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) may be expelled. The administrator is authorized to expel a student who is willful in disobedience, defiance, or violent. 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 also occur 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.

Elementary Classroom Management Policy

Minor Behaviors

Preschool and Kindergarten use the redemptive Color Chart System in their classrooms. All students begin each day in the middle of the chart. As students make good or bad behavior choices, they move up or down the chart. Students have opportunities to redeem themselves after moving down on the color chart by changing their behavior and making better choices and thus moving incrementally back up the chart.

At the beginning of the school year, the 1st-5th grade teachers will communicate four or five class rules to the students. Parents will receive a copy of these rules. Elementary classes will use a visualized discipline system for their classroom management with a graduated plan of consequences. Students begin each day with a clean slate. Every teacher will also have a positive reinforcement component in their classroom management system which will reward both corporately and individually. Teachers value the partnership between home and school and will communicate clearly to parents any behavior concerns regarding their child.

Major Behaviors

If a student should exhibit an extreme behavior that is contrary to RRCA's core values and/or is highly disruptive to the learning environment, the student will be sent to the Elementary Principal. The Elementary Principal will determine the most appropriate consequence for the incident and communicate with the student's parents. **In-School Suspension (ISS)** may be instituted at the discretion of administration for repeated or serious behavior issues (i.e. plagiarism, cheating, defiance, etc.). Parents are responsible for the cost of ISS.

Secondary Classroom Management Policy

Minor Behaviors

The demerit system is used as a tool to help Secondary students make good decisions in the classroom. Demerits are reported by teachers and are tracked cumulatively for each nine weeks. Parents and students have the ability to see demerits in RenWeb. RRCA exercises a Redemptive Approach to discipline. Students begin each nine-week grading period with a "clean slate" and previous demerits are not carried over to the next nine week grading period.

When a student reaches 5 demerits within a 9 week period, an email should be sent to the parents and secondary administration. Secondary administration will track and assign Lunch, Morning and Saturday Detentions.

5 Cumulative Demerits = 1 Lunch Detention
3 Lunch Detentions = 1 Morning Detention
3 Morning Detentions = 1 Saturday Detention

Per Nine Weeks Period:

1. **Lunch Detention** is assigned after student has received 5 demerits total. Assigned during the students lunch period.
2. **Morning Detention** is assigned after 3 lunch detentions have been served. Assigned from 7:30 am – 8:00 am on a school day.
3. **Saturday Detention** is assigned after 3 morning detentions have been served. Assigned on a Saturday and cost \$25.

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 during the school day.

Major Behaviors

If a student should exhibit an extreme behavior that is contrary to RRCA's core values and/or is highly disruptive to the learning environment, the student should be sent to the secondary principal. The teacher needs to send some form of communication to the principal detailing the student's behavior. The secondary principal will determine the most appropriate consequence for the incident. **In-School Suspension (ISS)** may be instituted at the discretion of administration for repeated or serious behavior issues (i.e. plagiarism, cheating, defiance, etc.). Parents are responsible for the cost of ISS.

CORPORAL DISCIPLINE

The Head of School or a grade level principal **will** call the parents to discuss the situation and to inform them of the recommended consequence. Corporal discipline will never be administered without parental consent, and it is preferred that the parent come to the school to administer corporal discipline. However, if that is not possible, the discipline will be administered by the Head of School or the grade level principal. 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 form of discipline, and the student will never be given more than **three** swats.

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. PDA is not appropriate for Elementary or Middle School students.

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. Administration strongly suggests that students be cautious of inappropriate activity on social networking sites, emails and through text messaging. All of these activities may lead to school issued consequences.

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.

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 8 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.

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 threats made even in jest.** If a threat is made to a student or teacher, the student may 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 may 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.

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, one that will result in school consequences 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.

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. A **redemptive approach** may be considered if a student and his/her family exhibit repentant and humble hearts.

and if administration determines 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 require specific items for accountability.
4. is willing to sign a contract 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 may 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.*

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.

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.

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.

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.

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.



Cheating, Plagiarism and Collusion

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Round Rock Christian Academy. Cheating is acting dishonestly or unfairly in order to gain an advantage. You are cheating if you do any of the following or an action similar:

1. Copy another person's test/assignment.
2. Allow student (s) to copy your work or exchange assignment, including electronically cutting, pasting, copying, and/or sharing documents online.
3. Share answers to test/quizzes/and homework assignments.
4. Have someone do your assignments.
5. Steal/take photographs of exams.
6. Photocopy, fax, email, text, or in any way duplicate assignments that are turned in.
7. Use any form of memory aid during tests or quizzes without the expressed permission of the instructor.
8. Use electronic device or other means to translate an assignment from one language into another language and submitting it as an original translation.
9. Use electronic device to distribute answers to tests, quizzes, and/or assignments.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. You commit plagiarism if you do any of the following:

1. Fail to acknowledge the source of any information in your paper which is not either common knowledge or personal knowledge.
2. Fail to acknowledge direct quotation either by using quotation marks (short passages) or indentation (longer passages).
3. Too closely paraphrase the original words of your source.
4. Borrow the ideas, examples, or structure of your source without acknowledging it.
5. Take, buy, or receive a paper written by someone else and present it as your own.
6. Use one paper for two different courses, or re-use a paper previously submitted for credit without prior approval of both instructors.

Collusion occurs when two or more parties agree to defraud, deceive, or mislead others to gain an advantage. You commit collusion if you do any of the following:

1. You allow someone else to write your paper.
2. You write a paper together with another student who has the same assignment, and both papers are identical in part, paraphrase one another, or are substantially similar in ideas, examples, or structure.

I have read and understand the above information regarding cheating, plagiarism, and collusion. I understand that I am subject to disciplinary action if I participate in any of the above actions.

Student Printed Name: _____ Date: _____

Student Signature: _____



RRCA 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. 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 or being unable to support the moral principles of the school. 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. **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. Clothing should meet the following standards: Honors God, promotes modesty, is professional, functional, is safe and is not a distraction.

HOURS OF ENFORCEMENT

The dress code will be observed from 7:00 am to 4:45pm each school day. 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 razor and shaving cream. No extremes in style or color are allowed, which will be determined by Administration.

For girls, hair should be clean and groomed in traditional styles and colors. No extremes in style or color are allowed, which will be determined by Administration. Hair accessories should not be a distraction to the learning environment.

COSMETICS

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. Young ladies in grades 7-12 may wear cosmetics to enhance the natural skin tones. Make-up, including nail polish, is to be applied at home and not at any time during the day at school. 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

EARLY CHILDHOOD AND KINDERGARTEN

Daily Wear

Children at this grade level may come to school comfortably dressed in washable play clothes. Shoes and socks must be worn on PE days, preferably athletic type shoes. Open-backed or slip-on shoes are not allowed. If students wear sandals, there must be a strap around the heel. **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.

For Early Childhood students, parents need to furnish a change of clothes to be kept in the child's backpack.

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

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 example, shorts cannot be shorter than the tip of the fingertips, and leggings may not be worn under shorts to make up for shorts that are not appropriate in length. A collared shirt is not limited to polo-style shirts--a nice long sleeve or short sleeve shirt with a distinctive collar is appropriate. 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, bare mid-riff shirts, spaghetti straps, and sheer blouses are NOT permitted. For 4th and 5th grades, leggings or tights may only be worn combined with skirts or dresses that meet the 2" rule. T-shirts with inappropriate slogans as well as muscle shirts are NOT permitted. Fad clothes (i.e. saggy jeans) or shorts/pants with lettering on the backside are not allowed. Clothing is not allowed that has characters that may be violent or inappropriate in nature that would be in contradiction with school values. Students may not wear oversized shirts as jackets. Closed toed shoes must be worn on PE days, preferably athletic type shoes. Open-backed or slip-on shoes are not allowed. If students wear sandals, there must have a strap around the heel.

Please, NO flip-flops.

** 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 on Mondays with khaki bottoms. 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.

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. Leggings or tights may be worn with skirts or dresses that meet the 2” rule. Fish net tights are not to be worn to school. 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. Pajamas type pants are not permitted. **Clothing with slogans, characters, and/or secular bands that are violent or inappropriate in nature that would be in contradiction with school values are not allowed.** Blouses or shirts must not show visible cleavage. No spaghetti straps or tank tops are allowed or shirts that expose the back, shoulders or midriff. Sleeveless shirts which come to the edge of the shoulders are permitted. The bare mid-riff must not be shown **at any time**. Sweatpants, compression shorts, or yoga pants are not permitted, but athletic pants are acceptable. Students are not allowed to wear hats, hoodies, or beanies in the classroom.

Young men must wear short or long sleeved collared shirts or appropriate T-shirts with slacks, cords, jeans, or shorts. Athletic pants/suits are acceptable as long as they are worn with a shirt under the jacket. **Pajama pants are not permitted.** Shorts must not be more than 4” above or below the knee. Belts are preferred but not required. All shirts with long tails or shirts that are below mid-hip **must be tucked in.** **Clothing with slogans, characters, and/or secular bands that are violent or inappropriate in nature that would be in contradiction with school values are not allowed.** Pants that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable. Students are not allowed to wear hats, hoodies, or beanies in the classroom.

Students inappropriately dressed will remain in the office until parents bring a change of clothes. If the student is 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.

Physical Education/Athletics

Students will be issued a school shirt and shorts to be worn during PE and Athletics. An addendum will be provided with more information regarding PE/Athletics wear.

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.**

Chapel Dress Code for Secondary Students

Permitted for Young ladies

Skirts or dresses (meet the 2" rule)
Shorts that meet the 4" rule and are not athletic or worn out
Slacks, pants, or jeans in good condition
Collared shirt, buttoned up shirt or blouse

Permitted for Gentlemen

Shorts that are not athletic or worn out
Slacks, pants or jeans in good condition
Collared or button-up shirt

Not Permitted for Anyone on Chapel Days

Athletic shorts or well-worn blue jean shorts
T-shirts
Flip-flops

MINOR DRESS CODE OFFENSES

The graduated consequences in a semester are as follows:

- 1) Dress code demerit and will be required to change into 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.

ELEMENTARY

PERMITTED	NOT PERMITTED
Jeans	Spaghetti straps, sheer tops, halter tops
Slacks	Sheer blouses
Overalls	Over-sized clothing
T-shirts	Clothing with inappropriate slogans
Coordinated sweatsuits	Muscle shirts
Dresses and skirts (2" rule)	Shorts or pants with lettering on backside
Shorts / Skorts (appropriate length)	Full military fatigues
Camouflage	Tank tops
Sleeveless shirts (which cover the entire shoulder)	4 th and 5 th grade: Leggings (unless worn with appropriate length skirt/dress)

SECONDARY

PERMITTED	NOT PERMITTED
Blouses	Body piercing or tattoos
Dresses (2" rule)	Clothing that is overly baggy or tight
Jeans	Earrings (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)	Spaghetti straps, sheer, halter, or tank tops
T-Shirts	Sunglasses or caps inside the classroom
Collared shirts*	Shirts with inappropriate slogans and/or secular bands
Opaque leggings with skirts or dresses that meet the 2" rule	Pants with lettering across the backside
	Sweatpants, yoga pants, compression shorts and pants
	Extremes determined by Administration

**Collared shirts are not limited to polo-style shirts. A nice long sleeve or short sleeve shirt with a distinctive collar is appropriate.*



**ATHLETIC
HANDBOOK**



To Parents and Student-Athletes,

Congratulations on your decision to become a part of Crusader Athletics at Round Rock Christian Academy. Crusader Athletics is a tradition rich program that offers competitive opportunities to 5th-12th grade students at RRCA. We are excited to have you as a part of this fine organization.

As an athletic department, we strive to help *“fulfill the mission of Round Rock Christian Academy by building champions for Christ through the development of character, athleticism, servant leadership, and competitive excellence.”* As staff members seek to accomplish this mission, student-athletes learn on multiple levels. In our mission statement, you may notice the word “champions” defined as “those who go to battle on behalf of another.” This element of our mission is what makes us unique. Not only are we striving to build great athletes, but also to develop Godly servant leaders who live for the purposes of Christ!

Young people experience many good things by participating in athletics. However, we would like to remind each of you that participating in an athletic environment is not always easy and can be frustrating. Student-athletes may experience great highs and extreme lows as they participate in sports. Young people may be frustrated by the amount of playing time they receive. Some will find the thrill of victory invigorating, but may also find the agony of defeat to be devastating. We would like to ask each family to use the challenges presented in athletics to help young people grow. Be encouragers and not complainers. Build relationships in the bleachers; use the time to speak positive things. Pray for your kids, their teams, and their coaches. If your family is able to manage the obstacles this environment presents, we welcome you. However, if the up and down nature of life in athletics will cause your family to experience great stress, we encourage you to seek programs or activities other than athletics that will be a better fit for your family.

This handbook contains the philosophies, policies and guidelines that govern Crusader Athletics. Although it is intended to be comprehensive in nature, situations will inevitably occur that are not outlined in this handbook. Having a common understanding of rules and regulations that govern athletics will assist in significantly reducing concerns and unforeseen problems.

We ask that you read this handbook thoroughly with your student-athlete(s). Each athlete must indicate their agreement to comply with the Athletics Handbook through the online google form before the student-athlete may participate in athletics.

We look forward to another great year in Crusader Athletics!

CRU for life!

Mrs. Becky Blausler
Head of School

Coach Dan Headley
Athletic Director

Coach Jeremy E. Wentreck
Asst. Athletic Director



MISSION STATEMENT

To fulfill the mission of RRCA by building champions for Christ through the **development** of character, athleticism, servant leadership, and competitive excellence.

ATHLETIC PHILOSOPHY

Colossians 3:23 states: *“in whatever you do, do your work heartily, as for the Lord rather than men.”* The first part of this verse asks us to do an activity *“heartily”*, which requires a complete commitment physically, mentally, emotionally, and spiritually. The second part of the verse, *“as to the Lord,”* provides motivation for the effort. An RRCA student-athlete should strive to honor God and not seek man’s praise.

ATHLETIC PROGRAM PROFILE

Mascot – Crusaders and Lady Crusaders Colors – Navy and White with Red

High School Boys: 6 man Football, Baseball, Basketball, Cheer, Cross-Country, Golf, Swimming, Tennis, Track and Field

High School Girls: Basketball, Cheer, Cross-Country, Golf, Swimming, Tennis, Track and Field, Volleyball

7th-8th Grade Boys: 6 man Football, Basketball, Cheer, Cross-Country, Soccer, Track and Field

7th-8th Grade Girls: Basketball, Cheer, Cross-Country, Soccer, Track and Field, Volleyball

5th-6th Grade Boys: Basketball, Flag Football, Soccer, Track and Field

5th-6th Grade Girls: Basketball, Soccer, Track and Field, Volleyball

ATHLETIC GOVERNANCE

Round Rock Christian Academy is a member of the Texas Association of Private and Parochial Schools (TAPPS) for high school sports. All of our team and individual sports compete for TAPPS championships. RRCA adheres to all policies, rules, regulations and bylaws established by TAPPS. All TAPPS policies can be found at www.tapps.biz. TAPPS re-aligns and re-districts its member schools on a two year cycle. Our district schools in high school relatively stay the same with an area that includes Austin, Temple, Waco, and New Braunfels. TAPPS classifies our school as a 3A school in a 6 division classification system.

At the Elementary School/Middle School level, RRCA is a member of the Austin Christian Athletic Association (ACAA). The ACAA 11-member schools consist of private and parochial schools in the Cedar Park, Georgetown, Killeen, Leander, Marble Falls, and Round Rock areas. All of our team and individual sports compete for ACAA championships with the exception of our Middle School 6man tackle football team which plays as an independent team, playing a choice selection of private, public, and charter schools in the area.



TAPPS Accomplishments*

State Accomplishments (Team)

STATE CHAMPIONS

Volleyball – 2012
Girls Basketball – 2000

STATE RUNNER-UP

Volleyball - 2016
Boys Basketball – 1999
Cheerleading - 2016

STATE FINAL 4

Girls Basketball – 2002, 2003, 2013
Boys Basketball – 2000
Cheerleading - 2015

REGIONAL FINALIST

Volleyball – 2014, 2015
6man Football - 2005
Girls Basketball – 2001, 2005, 2010
Boys Basketball – 2013

AREA FINALIST

Volleyball – 2001, 2009, 2010, 2011, 2013
6man Football – 2016
Girls Basketball – 2004, 2006, 2009, 2011
Boys Basketball – 2011
Baseball - 2006

Bi-District FINALIST

Volleyball – 2000, 2002, 2006, 2007, 2008
6man Football – 2004, 2013, 2014
Girls Basketball – 2012, 2014, 2016

Boys Basketball – 2014, 2016

Baseball – 2008, 2016

State Accomplishments (Individual)

STATE CHAMPIONS

Swim – 2005, 2012, 2013, 2015
Track – 1999, 2001, 2003, 2007, 2011, 2012, 2017

STATE RUNNER-UP

Swim – 2003, 2008, 2010, 2014, 2015
Track – 1999, 2002, 2007, 2010, 2012, 2015, 2017

STATE FINAL 4

Swim – 2003, 2010, 2012, 2013, 2014
Track – 1999, 2001, 2006, 2007, 2008, 2009, 2010

STATE QUALIFIER

Girls Golf – 2014, 2017
Boys Tennis – 2015, 2016, 2017

REGIONAL QUALIFIER

Boys Golf – 2015

CROSS COUNTRY TOP 10 IN STATE

Boys XC – 2014, 2015
Girls XC - 2016

***This list is being updated and revised and is a work in progress.**



CRUSADER ATHLETICS - PHILOSOPHY

TEAM LEVEL PHILOSOPHY

The scope of competitive philosophy of team sports at RRCA runs the gamut from an emphasis on instruction at the Elementary School level to striving to win championships at the varsity level, with an undergirding foundation of sportsmanship and Christ-like character at every level.

The Elementary School athletic program (5th grade) encourages participation and experimentation while fostering a love for the game. The fundamentals of the game will be strongly emphasized. If needed, try-outs are for the purpose of team placement based on skill and ability. Cuts are highly discouraged but permissible if based on facility or resource issues. In these cases, every attempt will be made to add an additional team. *Equal playing time is neither a requirement nor a goal.* Coaches will do their best to provide quality playing time. Elementary School athletics will work to develop skills and technique as well as introduce the concept and critical need of “teamwork.” And finally, athletics at this stage provides the first time excitement and pride of wearing a Crusader uniform.

The Middle School athletic program (6th-8th grade) strives to further a love for the game, continue to develop fundamental skills, and help athletes begin to understand and execute more advanced level strategies. If needed, try-outs are for the purpose of team placement based on skill and ability. Cuts are discouraged but permissible if based on facility or resource issues. In these cases, every attempt will be made to add an additional team. *Equal playing time is neither a requirement nor a goal.* Coaches will do their best to provide quality playing time for the student-athlete.

The High School athletic program (9th-12th grades) strives to encourage student-athletes to be the best they can be with a focus on excellence in execution. Players are put in positions to get the most out of their athletic talent, cultivate leadership skills and understand “team-first” responsibility. Each head coach will put the collective efforts of the team ahead of individual achievement and will take knowledge, ability to execute, attitude, conduct and safety into consideration when it comes to playing time. Athletes should not assume that they are guaranteed a spot on a varsity team simply because they participated on the same team in previous years. Playing time on a Junior Varsity or Varsity team is not guaranteed.

Creation and size of teams is determined by many factors including but not limited to the number of participants interested in a sport, facility availability, safety and coaching resources. Whatever we do, we want to do it well. Decisions will be made on a season-by-season, team-by-team basis to provide a healthy experience for all parties involved.

COMMITMENT TO ATHLETICS

Because so many people—coaches, teammates, officials, and even our opponents—are depending on us in the world of athletics, a high level of commitment is expected from anyone who agrees to be a part of an athletic team at Round Rock Christian Academy. This includes a commitment



to be at ALL practices and games during the season, except in dire circumstances. Family vacations, doctor appointments, and other activities should be planned around all in-season schedules to which a student-athlete has committed. Nearly everyone will have to miss a practice or a game at some point for one reason or another. However, these absences should be kept to a minimum; any time an athlete needs to miss a practice or game, the head coach should be notified as far in advance as possible.

Student-athletes involved in Elementary School, Middle School and High School athletics should expect to be participating in a game or practice every day of the school week as well as some Saturdays during the season. Elementary School practices will predominately be during their scheduled PE time during the course of their school day (except for Flag football, track, and co-ed soccer). Practices will last up to an hour and half. Middle School practices will predominately be during their scheduled PE time during the course of their school day (except for 6 man football, track, and co-ed soccer). Practice will last up to 2 hours. High school practices will start during their scheduled athletic period of strength and conditioning and will continue after school lasting up to 2 hours. Some off days from practices may be declared at the coach's discretion. RRCA athletic teams take full advantage of school holidays/off days to get extra gym time for practicing. Though these are not mandatory for Elementary School and Middle School, student-athletes are highly encouraged to attend.

Typical Elementary School and Middle School game schedules, other than football, will feature one or two games per week, plus a post season tournament. When possible, these teams may get invited to play in an in-season tournament. High school game schedules, other than football, will consist of two or three games per week (with the exception of tournaments, which typically run Thursday through Saturday), including some Saturday games.

The start of the fall sports practice at the high school level begins before the first day of school. The TAPPS calendar puts the first day of fall sport practices on the first Monday in August. Student-athletes are expected to be at the first practice. Middle School fall sport practices begin the second week of August. Families are highly encouraged to have all their vacations completed so teams can begin preparing for the upcoming season. High school volleyball and football teams will have scheduled games, scrimmages and/or tournaments that we have committed to before the start of school.

CODE OF CONDUCT

The overall behavior of a Round Rock Christian Academy student-athlete should model Jesus Christ both on and off the field or court of athletic competition. Scripture commands us to love the Lord with all of our heart, soul, mind, and strength, and to love our neighbors as ourselves.

Coaches, parents, and student-athletes are expected to demonstrate and foster an environment of respect for authority, for others, and for the rules and standards of God's Word, the school, and of athletic competition.

These expectations extend into the totality of our lifestyles and do not apply just in the context of school and athletics. Keep in mind that we are guest at every road game and in every restaurant



and hotel. At all times we should demonstrate the utmost respect for those around us.

In the event that a student-athlete is disciplined for behavior issues at school, his/her athletic participation does not supersede his/her obligation to fulfill the assigned disciplinary action. The Athletic Director and/or Head Coach may dispense additional consequences to the student-athlete such as (and not limited to) losing starting position or sitting for a half before playing in a game.

ELIGIBILITY REQUIREMENTS AND FEES

ACADEMIC ELIGIBILITY

The Athletic Department at RRCA firmly believes that education takes priority over athletics and will strictly adhere to all eligibility requirements. Progress of every student-athlete will be evaluated every 3 weeks and player's parents and coach will be notified. Any student failing 1 or more classes at the end of a 9-week grading period will be ineligible for the next 3 week period. Ineligibility is based on 9-week grades not semester grades. Ineligible players are not allowed to travel with the team or miss school to attend games. During home games, ineligible players are not to dress out, but may sit on the bench with the team. An ineligible player is still expected to practice with the team once they have attended the mandatory help class in the subject they are not passing. 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.

CLASS ATTENDANCE AND ELIGIBILITY

On school days, student-athletes must be in attendance for at least half of the regularly scheduled school day to be considered eligible for competition.

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, equipment, and more. The fees for each school year are listed on the annual tuition and fees rate sheet. Athletic fees must be paid by the first game of the season. Athletes who do not have fees paid in advance may not be eligible to play.

LETTERING POLICY

See official school policy on lettering.



GUIDELINES AND INFO FOR ATHLETES

PRACTICE

Practice is the primary mode of preparation for athletes in a sport. Practice is **MANDATORY!** Student-athletes must manage his/her schedule in such a way as to allow him/her to fulfill all responsibilities to schoolwork and athletics. We all understand that academics are the first priority at RRCA; however, missing team functions for the sake of academic work is frowned upon. Part of the maturation process is finding ways to balance sports with academics. RRCA athletes are expected to sacrifice more personal time for academic study than non-athletes. Student-athletes may struggle at times and parents are encouraged to guide their students through difficult periods.

COMMUNICATION WITH COACHES

Direct communication between the coach and student-athlete is very important, and is usually the best way for any questions to be answered or conflicts to be worked through. If after a coach and student-athlete have met and it is deemed necessary for an additional meeting, the next meeting should include the parent of the student-athlete. Inevitably, there may be times when a meeting between a parent and coach is warranted. Please call or e-mail the coach to arrange a convenient time for a phone conversation or meeting. Try to exercise the 24-hour rule – wait 24 hours before placing that call or sending that email. Too often our emotions get the best of us. And remember, before or after practices or games is never an appropriate time to approach a coach. Coaches will be happy to meet with you, but it may be a few days before a convenient time can be arranged.

A meeting with the coach is an opportunity to exchange information and respectfully discuss any concerns or questions that you may have. Hopefully the meeting will promote better understanding and communication, but the meeting should not be viewed as an opportunity to convince the coach that your child should be playing more, playing a different position, or that the coach should be employing a different strategy. After the meeting, just as before the meeting, your support of the team and the coach is expected. If there is a significant issue that you believe requires additional discussion, then the Athletic Director, coach, student-athlete and parent can meet together to resolve the issue. If issues cannot be resolved after meeting with the Athletic Director, then a meeting involving the Head of School, along with the Athletic Director, coach, student-athlete and parent should take place.

PLAYING TIME

At all levels of athletics, a winning competitive spirit is expected of our athletes, coaches and parents. However, winning is secondary to many different levels of athletic department goals and objectives. Playing time is determined by many different criteria – ex: lack of attendance at practices will have an effect on playing time. It is the goal of our coaches to allow every athlete to participate in games. We recognize that there are different skill levels and equal playing time **is not** promised to any athlete. In reality, not all situations are appropriate for allowing every athlete to play. In Elementary School and Middle School, athletes will play in every game/match. The amount of playing time is determined by the head coach of that team. There is no guarantee of playing time at the junior varsity and varsity level. 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.

SCHEDULING

The Athletic Department does its best to schedule games and practices well in advance of the season. Because we cannot control league changes or changes made by an opponent when we travel to their home court/field, changes to schedules will inevitably occur. Additionally, a few changes will most likely take place throughout the season. We appreciate your patience as these things arise.

WEDNESDAY PRACTICES

RRCA Athletic Department understands the eternal value that Wednesday night church activities afford student-athletes. Practices on Wednesdays must be completed by 5:15 pm. This also gives families a night in the middle of the week that they can gather around the table and eat together and enjoy family time.

STEWARDSHIP AND RESPONSIBILITY

Operating on the biblical principle that everything we have and everything we use belongs to God, it is our responsibility to take care of it all. Our athletic teams are privileged to have the use of the facilities of Central Baptist Church extended to them, and that privilege will continue only as long as RRCA teams show appreciation of and care for those facilities.

Each team is responsible for cleaning up whatever facility it uses after each event or practice. All trash should be thrown away, all tables and chairs restored to their normal place and order and all equipment properly stored. At road games, bench and team areas will be clean before our teams depart. Players, parents, and coaches work together to accomplish this task. We leave every facility cleaner than we find it.

Whatever team or group is the last to use the gym or other facility should turn out all the lights and make sure the doors are locked and tables and chairs stored properly. No students are allowed to use the gym without adult supervision, and the last coach to leave should see that all equipment is stored and all students leave the facility before he or she locks up.

ATHLETIC UNIFORM AND DRESS CODE

Student-athletes are issued team uniforms and equipment. Student-athletes are expected to take great care of the uniforms and will take responsibility for any equipment issued. This includes making sure that all issued equipment is cleaned on a routine basis. Proper sanitizing of uniforms and equipment should occur routinely to combat any bacterial collections as well as to protect the integrity of the equipment and the life of the uniform. The following guidelines should be used for cleaning and caring for uniforms issued:

- Wash separately in COLD WATER only, immediately after games
- Line/Hang dry – DO NOT TUMBLE DRY!



If at any time the equipment and/or uniform become damaged/lost/left in opponents gym, it is imperative that the player let the head coach and/or Athletic Office know immediately. If a uniform is lost and cannot be found, another uniform will be issued out (if available) once the lost uniform has been paid for in full. Damaged, lost or stolen equipment and/or uniform pieces will need to be replaced at the expense of the student-athlete.

Coaches will communicate team dress code when traveling to an away game. Student-athletes may be required to wear sport-specific athletic apparel at all practices that will be designated by the coaches. An addendum will be provided with more information regarding specific clothing requirements for PE/Athletics wear.

PARTICIPATION IN MULTIPLE SPORTS AND EXTRACURRICULAR ACTIVITIES

We encourage athletes to be well-rounded, participating in different activities both athletically and otherwise. Different sports challenge athletes in different ways and the skills developed through the training methods used in one sport will often help the athlete in another sport.

Regarding multiple sport participation, student-athletes may not participate in multiple TEAM sports at the same time. Student-athletes may, however, participate in INDIVIDUAL sports (cross country, golf, tennis, swimming and track) or cheerleading and a team sport at the same time if agreed upon by coaches of both sports. Frequent, open communication between student-athlete, his/her parents, and the two coaches involved are tantamount since it is inevitable that scheduling conflicts will arise and a priority must be declared and agreed upon by the coaches. When conflicts arise with participation in multiple sports, coaches will work together to manage the time commitments of athletes so as to honor the commitment to multi-sport athletes. As a general rule, all sports in district play or playoff competition will have priority over other sports and practices.

Regarding multiple activity participation, student-athletes may participate in a non-athletic department (fine arts, debate, etc.) program and on an athletic team at the same time. Leadership from both activities will work closely together to minimize conflict and on a rare occasion may reserve the right to require sole commitment to their activity depending on the event coming up or the numbers needed to keep the team competitive in their activity.

Coaches will, under no circumstances, discourage students from participating in one sport or activity for another. This includes verbal warnings and/or using playing time as leverage. Coaches should work to ensure that students do not discourage one another from playing other sports. We expect all programs to be supportive of other programs on campus. At no time should an RRCA coach encourage an RRCA athlete to specialize in one sport or more specific programs; the coach should do his/her best to support the multi-program concept.

BACK TO BACK SEASONS

An athlete, who is ending one season and immediately starting another sport, may need to take a few days off to recuperate (rule of thumb: up to 3 days - a weekend counts as two days). It is the responsibility of the athlete to see the coach whose season he/she is starting and confirm how



many days he/she can take off. Quitting one sport to begin another sport is not ethical and is highly discouraged.

NO QUIT POLICY

Round Rock Christian follows a no quit policy. Quitting a sport may adversely affect the team and school in the future. Schedules, equipment, uniforms, and team personnel choices are made before the season and are based on participation levels. Quitting dramatically hurts the ability of the program to plan for the future.

Student-athletes will have up to 10 practice days from the beginning of practice to stay in the sport or leave. Between the 9th or 10th practice day, he/she must make the commitment to finish the season with the program. The consequences for not completing a season could range from not being able to start practicing for the next sport season to being suspended from all sports for one calendar year from the start of the season.

Quitting is defined as the student's or family's decision to stop participating at practice, games, or team functions. The only exception to this rule is when the head coach, athletic director, and parent all agree that the student's participation would not be beneficial to the player and team.

PLAYER EJECTIONS

Any time a player is ejected from a contest, that player/family is responsible for payment of the TAPPS fees associated with the ejection (at least a \$50 fine) before that player will be allowed to compete in future contests. Additionally, any player ejected will be ineligible for the next scheduled contest (single game or tournament game and football would be 1st half). Ejections from any activity may result in further sanctions by the school, athletic department, and/or TAPPS, depending on the nature of the offense. A coach or player deliberately coming into physical contact with, or threatening to harm an official, shall receive a minimum five (5) game suspension. (<https://tapps.biz/removal-from-contest/>)

OFF SEASON GUIDELINES AND EXPECTATIONS

YEAR-ROUND STRENGTH AND CONDITIONING TRAINING

We cannot have successful athletic programs without a strong commitment to strength and speed training. High school student-athletes are expected to work hard on improving strength and speed throughout the school year, whether they are in or out of season. The Athletic Director along with the coaches will, in accordance with league rules, provide both voluntary and/or mandatory opportunities to student-athletes to train in the weight room, gym, and on the fields throughout the year.

SEASON EXPECTATIONS

During the school year, student-athletes are expected to give the in-season sport in which they are participating first priority, and are not expected to train for another school sport during that time period. Any organized training for another sport during the season in which an athlete is participating should be cleared with the current in-season Head Coach or Athletic Director.



Regardless of in-season versus out-of-season status, an emphasis will be placed on strength and speed training, both of which will be required of all 9th-12th grade student-athletes throughout the school year.

During the summer, all student-athletes are expected to work on and develop their athletic abilities. Understanding that family and personal time take first priority during the summer, various opportunities (at school and outside of school) exist for student-athletes to train when they can. If a student-athlete is in town and not committed to a family activity, it is assumed that he/she will be engage in some sort of personal strength and speed development program.

SUMMER CAMPS AND CLUB TEAMS

RRCA Athletes are encouraged to attend “Cru Camps” each summer. Cru Camps are designed to increase general athletic ability used in both boys and girls sports. Participants in Cru Camps are monitored and trained by RRCA coaches.

Participating on club/select teams to continue developing skills and understanding of specific sports is a family’s decision. RRCA Athletic Department and coaches will help promote school sponsored summer camps (called “Cru Camps”) as well as provide information to athletes looking at different opportunities to continue their skill development during the summer months and season.

RECRUITING POLICY

Students and families must follow the admissions procedures established by the school. No student, regardless of intended athletic participation, will be given preferential treatment for admission status. All TAPPS rules regarding transfer students must be followed. Please refer to the TAPPS Constitution and Bylaws regarding rules for transfer students. This includes solicitation, enticement and inducements. RRCA will not offer or support any form of enticements or inducements, including athletic scholarships, by the Athletic Department or anyone associated with Round Rock Christian Academy.

PARENT GUIDELINES AND INFO

FAN BEHAVIOR

All participants, coaches, players, teachers, and spectators are representatives of Round Rock Christian Academy. During each competition, the behavior of our athletes, coaches, teachers, and fans should express our objective to honor God. Cheering **will** be with the intention to motivate our team and always be done in a positive manner. Fans of Round Rock Christian Academy will never 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 by the game administrator. Fans should never approach officials and/or opposing coaches after games, whether courtside or in the parking lot, to discuss aspects of the game.



SPORTSMANSHIP

During home contests, we serve as hosts to the visiting team, its students, and spectators. They are our guests, and they should be treated accordingly. At away contests, we are expected to act as invited guests. We will treat the home school's personnel and facilities with care and respect.

As participants and spectators, we want to cheer for our team, not against the opponent; modest in victory and gracious in defeat. Additionally, we will regard the rules of the game as an agreement, the spirit and letter of which we should not break. Players play the game, coaches coach the game... no official has ever "lost" a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect and we will accept absolutely and without quarrel the final decision of any official.

Any member of the RRCA community who is a participant or spectator at an event, who uses profanity, engages in inappropriate behaviors such as fighting or similar misconduct, will be dismissed from the event and is subject to disciplinary action by the school.

PRESENCE AT GAMES AND PRACTICES

The coach's classroom is the court or field, usually with undefined walls, making it easy for parents to naturally move close to the action. Parents should be interested, supportive observers **from a distance**. The coach needs room to be able to instruct and the player to perform without distraction from the stands. Distraction only yields poor results. Cheer them on, yes! Coach or yell at them, no!

It is important to student-athletes that, if possible, parents are present at games, both home and away. A parent's attendance tells the child that he/she cares and that they want to share in the joys and frustrations that are a part of competition. It also gives parents an opportunity to develop a bond with their child and other parents, and to observe the progress made throughout the season.

Practices, which are considered valuable instructional and evaluation time, are open to all non-team or program personnel, but must be previously approved by the Head Coach. Invited guests are expected to refrain from disrupting practice sessions, and from interacting with players and/or coaches. There may be times when coaches ask to have a closed practice session and in such cases we ask parents to respect the instructional methodology the coach employs.

PARENT VOLUNTEERS

All parents of student-athletes will be called upon at various times to help out with such things as concessions (hosted by RRCA Booster Club), performing official contest related duties such as first down markers at football games, and clock/scoreboard or scorebook keeping at volleyball and basketball games. All parents are asked to help with the cleanup process after each sporting event.



COMMUNICATION WITH PRESS, PUBLIC, AND OPPOSING TEAM

All press releases must be approved by the Athletic Director (calling in box scores to the local newspaper is not considered a press release and should be the responsibility of the Head Coach or his/her appointed contact person). Please do not damage the relationship our school has with media outlets by harassing them for lack of press coverage of our athletic events.

Parents should never contact opposing schools, officials, or the TAPPS office to voice complaints over athletic contests, opposing players, coaches or fans, or officials. All concerns and/or opinions should be communicated directly with RRCA's Athletic Director.

SAFETY, FIRST AID, AND TRAVEL TO GAMES

STUDENT ACCIDENT INSURANCE

RRCA provides a supplemental Student Accident Insurance for each student enrolled at RRCA through QBE Insurance Corporation. The accident insurance plan is designed to cover students while they are participating in a school sponsored or supervised activity. The plan will consider reimbursing eligible expenses that are not covered by the parent's healthcare plan for medical expenses. Therefore, prior to filing a claim with QBE, the parent must first file with their healthcare plan.

HEALTH and SAFETY STANDARDS

Parents and athletes are responsible for being up-to-date on the educational material on the TAPPS website concerning Concussions, Sudden Cardiac Arrest, Steroid Abuse, Heat Stress, and Dehydration. Go to www.tapps.biz and find materials under Health and Safety/Educational Materials and Parent/Student Safety.

FIRST AID/CPR/CONCUSSIONS

All RRCA coaches receive regular first aid and CPR training. All high school coaches annually meet TAPPS training standards for health and safety, first aid, and dealing with concussions.

CONCUSSION POLICY FOR ALL EXTRA-CURRICULAR ACTIVITIES

The academic management of a student with a concussion will be on a case by case basis. In all cases, school administration will err on the side of caution. If a medical professional places the student on concussion protocol, an individualized plan will be set up by administration. Students who are placed on modified attendance by a medical professional will be required to follow the specifics of the individualized plan. During recovery, rest is key. Some normal daily and school activities that may cause concussion symptoms to reappear or get worse are:

- exercising
- attending school events that can be loud (pep rallies, sporting events, fine arts events)
- driving a vehicle



- playing video games
- using a cell phone
- concentrating / studying
- working on a computer
- reading for extended periods.

Students who return to school after a concussion may need some or all of the following accommodations:

- spend fewer hours at school
- take rests breaks
- be provided extra help and time to complete schoolwork
- spend less continuous time reading and writing
- limit screen time (computer, tv, cell phone use).

The individualized plan will include the level of participation and attendance permitted at any school activities (academic or extra-curricular) until such time as the student is able to resume a normal full academic load with no re-occurring side effects.

DEALING WITH HEAT

Dealing with the Texas heat, particularly during the late summer in outdoor sports like football and cross country, is something that cannot be avoided. The responsibility of the coaches is to train and prepare student-athletes for safely competing in hot conditions. Common sense is the rule of the day. Hydration is the most important factor in being prepared for the heat; student-athletes should be taking care of themselves by staying constantly hydrated – not just hydrating during practices and games. (see School policy on heat guidelines)

ATHLETIC PHYSICALS AND TAPPS FORMS

All student-athletes must have on file an annual pre-participation physical with the Athletic Director. The annual physical must be completed by an appropriate licensed medical professional prior to participation in any practice or event. Additionally, all student-athletes must have a pre-participation medical history form completed and signed by the student-athlete and a parent.

TAPPS requires all member schools to educate parents and students. TAPPS has created a portion of their website for parent and student review and education. You will find information and links on the TAPPS website: www.TAPPS.biz/athletics that will support you in your knowledge of the areas outlined below. You will find the following electronic forms link to RankOne sports on the RRCA athletic website:

- **ANNUAL Physical Examination: for ALL Athletes: 5th-12th grade**
- **Medical History: parent and student signature required**
- **TAPPS Student Acknowledgment of Rules (9th-12th graders only): parent and student signature required**
- **Intent to Participate Form: parent and student signature required**



- Release and Indemnity Agreement (included on form is Athletics Authorization for Medical Care and Permission/Waiver for Activities On and Off School Grounds: **parent signature required**)
- Sudden Cardiac Arrest: **parent and student signature required**
- Concussion and Traumatic Brain Injury: **parent and student signature required**
- Steroid Use Agreement Form: **parent and student signature required**

It is important that you take time to read all the material in the packet and pay close attention to the signatures required. If any of the signatures are not completed, the packet will be returned for you to complete. It is our recommendation that you as a parent make a copy of the packet and retain it for your records.

INCLEMENT WEATHER/EMERGENCY SITUATIONS

The Athletic Department at RRCA will carefully monitor the weather status on practice and competition days. Decisions regarding the safety of players, fans, and coaches will be made by the Athletic Director, Head of School, head coach, game administrator, and/or sport official. In the event of inclement weather, every effort will be made to notify parents by 1:30 pm if a practice and/or game will be canceled. If severe weather occurs after 1:30 pm, parents will be notified by the athletic office or coach. The Renweb Parent Alert text system and email addresses in Renweb will be used for communication.

LIGHTNING

Whenever lightning is observed in the immediate area, anyone participating in an outdoor sport will immediately seek shelter inside a building or automobile and remain under shelter until no lightning has been observed for 30 minutes. During games, the decision to play or not play is in the hands of the officials once a contest has started.

TRANSPORTATION AND TRAVEL

When available, athletic buses will be used to transport teams. All student-athletes are required to use seatbelts while traveling in athletic buses. All student-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. All student-athletes must travel as a team to practices and games requiring them to leave during school hours. The following exceptions will be considered on a case-by-case basis and require a signed parental waiver for student-athletes who:

- Drive themselves, by themselves,
- Drive themselves and other student-athletes who are not siblings to the driver (this exception requires parental approval from both sets of parents of the student-athletes), or
- Ride with an adult that is not the student-athlete's parent.

Athletes may not travel alone with coaches of the opposite sex. The driver must be accompanied by at least one adult when traveling to any game/practice. 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.



LATE RETURN FROM AWAY GAMES

The Athletic Department and Head Coaches take into consideration time and travel for away games. It is our intent to have teams back at a reasonable time; however, there are times when teams will return back to school late due to various circumstances. Communication needs to be made to the Athletic Director as soon as possible the circumstances surrounding a late return. In the event that a team returns after midnight, players may be allowed to come in the next day by 9 am. Head coaches should/will plan ahead to have food ordered so that it can be picked up on the way out after the game for players to eat on the bus (ex: pizza, sub sandwiches) when there is a late game time and/or the distance traveled to game pushes arrival time back to school.

MINISTERING TO OTHER SCHOOLS

Crusader athletics recognizes that our coaches, athletes, and families are to be active participants in the body of Christ. To that end, we understand that athletics can be a tremendously effective vehicle to build relationships with other schools and communities. Through the years, Round Rock Christian teams have engaged several public schools in competition and will continue to do so. These schools range from 1A to 5A in UIL. In addition, RRCA also plays a number of secular private schools as well as parochial schools that do not necessarily share RRCA's theology, worldview, or priorities toward competition.

All RRCA players, coaches, fans, and parents should regard these interactions as ministry opportunities regardless of the school we are playing. We should always seek to interact with our opponents, their coaches, and fans – win or lose – with an attitude of love, respect, and graciousness that points others toward Jesus Christ. Please remember that they will associate our attitudes and actions with the God we serve. The administration of Crusader Athletics would like to charge each family to be the body of Christ to our opposing teams, fans, and coaches as well as the officials.





**TECHNOLOGY USE
POLICIES**



Round Rock Christian Academy Chromebook Policies and Procedures

Device Purpose

Round Rock Christian Academy is providing students in 9-12th grades with a Chromebook. In addition, Middle School students will have access to 2 classroom sets of Chromebooks, and Elementary students will use Chromebooks within their homerooms. The purpose of this program is to create a collaborative learning environment for our students. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and not intended for social networking or gaming.

Issuing Chromebooks to High School Students

Chromebooks will be distributed within the first few weeks of school to high school students on a roll out schedule. Parents and students are required to read and sign the Chromebook Agreement, purchase the annual insurance and protective case before the Chromebook can be issued to their child. The Chromebook Policy outlines the procedures and policies for student use to protect the Chromebook investment for Round Rock Christian Academy.

Returning Issued Chromebooks

Chromebooks may be collected at the end of each school year and students will be reissued the same Chromebook every year while they are enrolled at RRCA. Students leaving Round Rock Christian Academy must return the school owned Chromebook. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Students who lose a school issued Chromebook will be required to pay \$300 for its replacement and a \$26 relicensing fee to connect the Chromebook to the school's google network. Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the school office so that they can be repaired and taken care of properly. ***Do not take school owned Chromebooks to an outside computer service for any types of repairs or maintenance.***

General Guidelines

- Chromebooks must have the RRCA Asset label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near your Chromebook.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.

- Never transport your Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or unapproved stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or left unsupervised.
- **Students are responsible for bringing completely charged Chromebooks for use each day.**

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- The case is required to be on the Chromebook at all times, especially when transporting the Chromebook to and from school and from classroom to classroom.

Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid. (pens, pencils, papers)
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place the device near magnets or anything with a high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

Using Your Chromebook at School

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.
- Students must adhere to teacher expectations and rules for Chromebook use in the classroom.

Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to call their parent/guardian to bring it to school. This should occur before the school day starts, between classes or at lunch time to reduce distractions during the school day.
- Students who do not have their Chromebook at school must comply with teacher-specific procedures for completion of assignments.
- Repeat violations of this policy could result in disciplinary action.

Chromebooks Needing Repair

- Chromebooks needing repair will need to be taken to the office to have a support ticket created.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook. This will void the warranty and negate the purchased insurance.
- Loaner Chromebooks may be issued if available to students when their Chromebook is out for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

Charging Chromebooks

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- The classrooms are not equipped for Chromebook charging.

Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be requested by submitting a trouble ticket.
- Inappropriate media may not be used as a screensaver or background.
- Information/pictures referencing guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or anything else deemed inappropriate by RRCA staff will result in disciplinary action.

Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used for educational purposes at the discretion of the teacher. Students should bring their own headphones/earbuds for personal use.

Printing from your Chromebook

- RRCA is encouraging digital transfer of information by sharing and/or emailing papers, information, assignments etc.
- Printing on the RRCA network will be available after the roll out of Chromebooks is completed each year. Students will be given information and instructions on printing with their Chromebook at school.
- Students may also print in the computer lab or library by using a flash drive if needed.

Account Access

- Students will only be able to login using their *@rrcastudents.com account.
- To ensure the safety of your Google account, students must log out of their Chromebook when it is not in use. Students should also log out of their Google account on other devices when not in use.
- Students should not be in guest mode or you will not be able to access your Chrome extensions or apps.
- Account login information can be supplied to a student by the staff. The staff can do this directly or the student can request login information using the help desk system.

At Home Use and Internet Access

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school. Please refer to the care section.
- Transport your Chromebook in the case provided at all times.
- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to access and retrieve educational content used in classes and/or complete assignments with the Chromebook successfully.
- Student may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

Managing and Saving Digital Work with a Chromebook

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different types of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Please note that the school will not back up your data for you. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Prior to leaving the school, or graduating, students that want to save any work need to use Google Takeout to transfer any work to their personal Gmail account.
- Since all of the student's work will be saved to Google Drive, Chromebook malfunctions are not an acceptable excuse for not submitting work.

Operating System of Your Chromebook

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. **It does not run Microsoft/Windows application software or Mac application software.**

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operation system.

Virus Protection & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

Acceptable Use Guidelines

The school's Acceptable Use Policy applies to all student use of Chromebook devices.

Google Apps for Education Account

Google Apps for Education accounts (including Gmail) will be given to all high school students in the private RRCA Google Apps for Education domain. The only identifiable information provided to Google will be the student's name and the school provided email address. This is necessary to permit students with access to a Chromebook and additionally give students the ability to participate in communication with peers and staff for educational use.

Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure the appropriate use.

Protecting and Storing Your Chromebook

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of school asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook

Account Security

- Students are required to use their *@rrcastudents.com domain user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- Use of the case is encouraged to prevent damage.
- Nothing should be placed on top of the Chromebook.

- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.
- Under no circumstances should Chromebooks be left in an unsupervised area.

Repairing and Replacing Your Chromebook

Students should submit Chromebooks that need repair, with the protective case, to the office staff. The office should be notified of any damage or issue to a student's Chromebook.

Claims

- All insurance claims must be reported to and processed by RRCA. Students or parents must provide a report in instances of theft, vandalism or fire-related damage. (Theft and Vandalism require a police report.)

Legal Property

- Students need to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not a defense. If you are unsure, ask a teacher or your parent.
- Plagiarism is a violation of the student code of conduct. The student should cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Please refer to the complete Cheating/Plagiarism Policy located in the Student Discipline Handbook.



Round Rock Christian Academy Acceptable Use Policy (AUP) for Technology

Round Rock Christian Academy is committed to its mission to be 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. RRCA recognizes that the use of instructional technology is one way of meeting the school's vision and equipping students with the necessary skills to be responsible and productive citizens.

This policy applies to all technology resources in use by RRCA students, whether student-owned or school issued. It includes but is not limited to computers, phones, video equipment, copiers, printers, email addresses and information storage devices. The use of these resources is a privilege and must be treated as such by all students. RRCA provides students with access to its technology resources for academic purposes only. RRCA reserves the right to access and monitor all aspects of its technology systems and devices, and students should not expect any information stored on RRCA equipment or systems to be private.

Any failure to follow the guidelines and rules that are listed below is a violation of the school's Acceptable Use Policy. The consequences of violating these policies will be consistent with the school's discipline policy. For violations, access to technology may be revoked for a period of time in addition to probation, detention, suspension, or expulsion from school.

General Guidelines

- Each teacher has the discretion to allow and regulate the use of technology devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during class time, unless otherwise allowed by a teacher.
- Devices may only be used to access data or internet sites which are relevant to the classroom curriculum.

Bring Your Own Technology (BYOT Guidelines)

- RRCA will allow personal devices on the public network when specifically permitted by the teacher to enhance classroom instruction. Acceptable personal devices include electronic tablets, laptops, e-readers, smartphones, and Ipods. Handheld devices such as MP3/4 players and video game playing devices are NOT identified as approved learning tools and are not permitted for instructional use.
- Bringing a device on premises that infects the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is prohibited.

- Processing or accessing information on school property related to hacking, altering or bypassing network security policies is prohibited.
- Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices is not permitted at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at RRCA.
- **Lost, Stolen, or Damaged Devices:** Each user is responsible for his/her own device and should use it responsibly and appropriately. Round Rock Christian Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Technology Usage Guidelines

1. Students are to use on campus internet access for strictly academic purposes. Examples of websites or images that may not be viewed at RRCA include but are not limited to the following:
 - recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc.
 - gaming or gambling sites
 - pornographic or otherwise sexually explicit sites
 - sites promoting "how to" documents encouraging violence or illegal acts
 - sites that promote racism or hate speech
2. Students may not use technological tools with malicious intent, for example, to bully or harass others, including creating false accounts to embarrass, harass, or intimidate others. Students may not knowingly post information that could cause damage or the danger of disruption to RRCA or any other organization or person.
3. All students must respect the privacy of others. Any attempt to access private electronic files, phone, or email messages is considered theft.
4. Students may not in any way vandalize equipment or software that belongs to RRCA or any other organization to which RRCA has access. Examples of unacceptable behavior include but are not limited to the following:
 - damaging, hacking, or destroying networks, computer hardware or software
 - physical abuse to equipment
 - the creation or intentional use of malicious programs
5. If damage occurs to any RRCA technology equipment, devices, or software, whether accidentally or with intent, the damage should be reported to a teacher or administrator. Students should not attempt to self-repair or troubleshoot technology problems. Students or responsible party may be held responsible for the cost of repairing devices or equipment.

6. Students who are issued an RRCA email are expected to check and read their RRCA email daily. Faculty and administrators use email to communicate with students and for official notices.
7. Students may never share their RRCA email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the school.
8. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.
9. Students may not use RRCA technological systems for any purpose that is illegal and/or violates school rules.
10. Students may not misuse RRCA or personal distribution lists or discussion groups for sending irrelevant messages.
11. Students may not use RRCA technology systems or devices for private gain or any commercial purpose.
12. Students must adhere to the license agreements for installing/copying software that is purchased by the school.

Student Agreement and Compliance

I accept and agree to abide by the guidelines and rules in the RRCA Acceptable Usage Policy for Technology. I realize that the use of technology at RRCA is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my use of technology, disciplinary action, and/or expulsion from school. I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations.

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.

Printed Student Name: _____ Date: _____

Student Signature: _____

Adapted from John Burroughs school
<http://jburroughs.org/acceptable-use-policy>

ROUND ROCK CHRISTIAN ACADEMY
 Elementary and Secondary
 Drop-Off and Pick-up Locations

