

HANDBOOK CONTENTS

Introduction and Welcome.....	1
History and Foundation.....	2
Statement of Beliefs.....	4
Administrative Structure	7
Employment Policies.....	9
Employment Status and Records	15
Employee Payroll and Benefits	20
General Policies and Information.....	28
Employee Conduct	35
Teacher Employment Policies.....	45
Classroom Policies and Procedures.....	50
Academic Policies and Procedures	60
Handbook Index	66
Acknowledgement and Compliance Form.....	67

Addendums

RRCA Organization Chart
 Social Media Policy (Employees)
 Faculty Dress Code Policy
 Faculty Extra Duties/Required Events
 Faculty Field Trip Policies
 Chaperone Guidelines (Employees)
 Classroom Décor Guidelines
 Faculty/Staff Parking Map
 Child Abuse Reporting
 Heat Index/Cold Weather Guidelines
 Allergy Management Plan
 Whistleblower Policy
 Workers' Comp

Parent/Student Handbook and Addendums

- Dress Code Handbook
- Athletic Handbook
- Discipline Handbook
- Plagiarism and AI Policy
- Technology Acceptable Use Policy
- Recording Policy
- Respectful Communication Policy
- Chaperone Guidelines (Parents)
- Field Trips/Overnight Trips Policy
- RRCA Harassment Policy
- Guidance Counseling
- Social Media Accounts Guidelines
- Secondary Course Catalog

Located on Staff Resources Webpage

- CHIP Notice
- COBRA FAQs
- FMLA and FERPA Notices
- FLSA Exchange notice
- Health Benefits Summary
- HIPAA Policies
- Field Trip Procedures and Approval Forms
- Professional Development Request Form
- Request for Reimbursement Form
- Check Request Form
- Paid Time Off (PTO Request link)
- Glossary of Educational Strategies
- Inclement Weather Policy

Introduction and Welcome

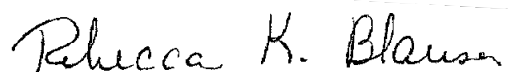
On behalf of your colleagues, welcome to Round Rock Christian Academy (RRCA). We wish you every success here as you embark on this journey with us. As a Christian employer, we believe that each employee contributes directly to our mission and success, and we hope you will take pride in being a member of our quality staff. One of our objectives is to provide each employee with a work environment that is conducive to both personal and professional growth. Ours is a Christian ministry into which God calls special people, yet it is also an educational program that gives us the opportunity to be Christians without apology and thoroughly professional in all we do.

I encourage you to familiarize yourself with the contents of this handbook as soon as possible, for it will answer many questions about employment at RRCA. This handbook is designed to not only acquaint you with RRCA as the employer, but will provide you with information about working expectations, employee benefits, and many of the policies affecting your employment. You should read, understand, and comply with all provisions of this handbook.

No employee handbook can anticipate every circumstance or answer all questions about policy. An orientation period should assist you in better understanding expectations and benefits. RRCA does reserve the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate and at its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

You joined RRCA after completing the application process to examine your qualifications, which were necessary for the position you now hold. Every position at RRCA is important, and each requires effort. All employees are expected to perform duties cheerfully, cooperatively, and in a manner that contributes to the growth and development of others as well as satisfying our mission. Although our primary task is education, demands at times can test our commitment to that mission.

Our desire is to provide you with a work environment, wages, and benefits that are competitive with those offered by similar employers in the area. The administrative team pledges to be supportive and available to you as we work together to serve students who make an impact for Christ. I hope that your RRCA employment experience will be rewarding as we educate the next generation.



Rebecca Blauser
Head of School

HISTORY AND FOUNDATION

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

The goal of accreditation is to help provide assurance to parents who choose Christian education for their children. RRCA is committed to meeting established standards, fulfilling its mission, and engaging in continuous improvement. RRCA has its primary accreditation through the Association of Christian Schools International (ACSI), the largest Christian school association in the world. RRCA also maintains a dual accreditation through Cognia, and 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 also accredited by the Association of Christian Schools International (ACSI) and Cognia. 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.

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.

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.

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 who choose education that is grounded in objective truth and Christian beliefs. 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.”

RRCA 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 of serving others.
- Develop students to be positive, productive individuals who desire to spread God’s Word to others.

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 condemnation (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 who indwells each Christian and enables us to live a godly life (Romans 8:13-24; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18). It is our privilege to choose to "walk by the Spirit" and to make choices that reflect submission to God's good design and will.
- We believe that our created sex and sexuality are good gifts from God. We are created in the image of God, male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Our gender is an inherent part of this good gift and defined by our biological sex. 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 exclusively in marriage between a man and a woman. (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that all believers abstain from any sexual activities outside of a one man, one women martial relationship. All human sexual union outside of marriage between one man and one woman is a distortion of God's good gift and against His commands. (Romans 1:24 -27).
- 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 not acceptable and are not in accord with Scripture nor the doctrines of RRCA.

STATEMENT ON CULTURE

Our culture today is often being impacted by ideological undercurrents. RRCA makes a distinction between legitimate, healthy, and biblically informed understandings of diversity and inclusion, and the more secular expressions. Our values and commitment to diversity and inclusion are rooted in two fundamental beliefs:

- Our belief in the value of Christian unity—the historical desire for unity as proclaimed in John 17 (“that they may all be one”).
- Our belief in the dignity of each human person as a unique individual.

STATEMENT ON BIBLICAL SEXUALITY

As an ACSI member school, Round Rock Christian Academy, affirms that *every human person* is created in the image of God, and so deserves to be treated with dignity, respect, compassion, and justice. We affirm historic, orthodox Christian belief and teachings: that God created each person male or female. (Genesis 1:27); and that sexuality is a gift from God to be expressed exclusively in marriage between a man and a woman.

Teachers are asked to believe, model and instruct students on all matters of the faith, including its doctrines. Consequently, we find it reasonable to require teachers, of any faith, to model what they teach in their own lives. The Christian life is not simply a passing of knowledge from one generation to another; it is about a life lived in community and unity with God’s standards as well.

RRCA EXPECTED STUDENT OUTCOMES

Spiritual Discerner

As a spiritual discerner,

- Realize that all have sinned and are in need of developing a personal relationship with Christ.
- Grow beyond the initial steps of a personal relationship with Jesus, developing their faith and seeking His wisdom in their daily walk.
- Know biblical standards and be able to discern His truth.
- Recognize the prompting of the Holy Spirit, realize our lives are a reflection of Christ, and choose not to compromise on God's truth in times of uncertainty.
- Students will confidently share God's word and serve as spiritual leaders for others.

Rational and Critical Thinker

As a rational and critical thinker,

- Learn creative strategies for resourceful problem-solving.
- Pursue and apply knowledge using good judgement.
- Process information as global thinkers who evaluate situations with a Biblical perspective.
- Collaborate with others using critical thinking skills, displaying tenacity and work ethic, both individually and as a team member.
- Use evidence and reputable research sources to support and respectively defend their faith.

Effective Communicator

As an effective communicator,

- Communicate with others using positive verbal and nonverbal skills.
- Respectfully communicate ideas and opinions with empathy and compassion, considering the point of view of others.
- Use written, verbal, and technology skills to create an effective visual and verbal presentation.
- Be able to communicate God's Word and love to others.
- Become an effective, humble, trustworthy listener.
- Approach disagreements with humility and prayer.

Lifelong Learner

As a lifelong learner,

- Develop learning styles and strategies that work well in the pursuit of knowledge.
- Apply new information in all stages of life, cultivating their God-given passions and talents.
- Accept personal strengths and weaknesses; be comfortable with trial and error and constructive criticism.
- Be receptive to wise counsel, seeking quality mentors to help guide decision-making.
- Pursue a relationship with God by remaining in His Word, and share that knowledge with others.

Compassionate, Faithful Servant Leader

As a compassionate, faithful servant leader,

- Honor and respect others, as we are all created in God's image.
- Demonstrate good stewardship by providing care and respect for all of His creation.
- Discern the needs of others, and be willing to serve wherever God calls.

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.

RRCA 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 ensuring 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.

Alexis Michael, Chairperson

Felecia Clark

David Fenwick

Kristi Haag

Gregg Johnson

Allan Keith

Kristi Roark

Clint Sonnier

Todd Whitley

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 has 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 has 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.

Seleta Carter is the Elementary Principal at RRCA, providing leadership and oversight to the Elementary program. Mrs. Carter received her Bachelor of Science in Math from the University of Mary Hardin-Baylor and her Master's in Educational Administration from Lamar University. She began her teaching career in 1998 and taught math at both the middle and high school levels. In addition, she worked for 5 years at a local non-profit as a social worker for families in need. She joined the RRCA staff in 2022 as the Assistant Principal.

Kelly Counts is the Early Childhood Principal at RRCA, providing leadership and oversight to the Early Childhood program. 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 the 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.

Jason Rice is the Assistant Athletic Director at RRCA, providing aid and guidance to the Athletic Department. Coach Rice holds a Bachelor of Arts degree from Southwestern Assemblies of God University and holds a professional staff certificate from ACSI. Coach Rice began teaching and coaching in 2012, and joined the RRCA team in 2022. He has coached several sports throughout his career and is currently one of the junior high football coaches.

James Brenenstuhl is the Academic Advisor, providing academic and college/career guidance for Secondary students. Mr. Brenenstuhl received his Bachelor's Degree from Baldwin Wallace College and his Master's Degree from Kent State University. He also received a Bible Certificate from Moody Bible Institute. He has been teaching in public and private education since 1998. He joined the RRCA team in 2009 and has taught math, science, and Bible at RRCA.

Julie Grosser joined the RRCA staff in 2004 and is the Director of Operations. Julie is responsible for assisting administration with reports, publications, and communication needs. She also provides technology support for teachers, students, and parents. 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 service to you and your family.

EMPLOYMENT POLICIES

This handbook is intended to serve as the guide for the relationship between RRCA and its employees. The procedures, practices, policies, and benefits described may be modified or discontinued from time to time. RRCA will make every attempt to inform you of substantive changes as they occur.

AT-WILL EMPLOYER STATEMENT

Neither this handbook nor any other RRCA document confers any contractual right, either expressed or implied, to remain in the Academy's employ. Nor does it guarantee any fixed terms and conditions of your employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Academy or you may resign for any reason at any time. See "Separation of Employment" for terms of notice period requested. No supervisor or other representative of the Academy except the Head of School has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. All agreements between RRCA and its staff must be made in writing to be valid and binding on either party.

EQUAL OPPORTUNITY EMPLOYER

RRCA is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, national origin, disability, or age. Employment decisions such as recruitment, hiring, training, promotion, layoff, recall, compensation and benefits, discipline, termination, and professional development are subject to the mission of RRCA and are based on an individual's qualifications, merit, and performance. As a Christian school we reserve the right to prefer employees or prospective employees on the basis of religion. All employees must adhere to our Statement of Beliefs and support our mission, vision and values.

ETHICS AND CONDUCT

The successful operation and reputation of RRCA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence in education requires careful observance of all applicable laws and regulations, as well as a high regard for standards of conduct and personal integrity among our employees. Our continued success is dependent upon our reputation and we are dedicated to preserving that. Employees owe a duty to their employer, our students, their families, and our supporters to act in a way that will hold their trust and confidence. RRCA expects the Board, administrators, and employees to conduct business in accordance with the relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide RRCA. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Head of School for advice and consultation.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. The employment of relatives or the employment of individuals involved in a dating relationship may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. An employee cannot report directly to a family member as their supervisor. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a God-honoring relationship in accordance with our Statement of Beliefs.

OUTSIDE EMPLOYMENT

Employees may have employment other than their employment at RRCA as long as they meet the performance standards of their job with RRCA. Employees should consider the impact other employment might have on their health and physical well-being. All employees will be judged by the same performance standards and will be subject to RRCA's scheduling demands, regardless of any existing outside work commitments.

Employees are required **to disclose** to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of RRCA. If RRCA determines that an employee's outside work interferes with their performance or their abilities to meet the requirements of RRCA, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by RRCA. Any staff or faculty should disclose any employment, including consulting relationships outside of RRCA, and obtain written approval from the Head of School. If you are coaching for an outside sports club (AAU or select), it is imperative that you notify administration and the Athletic Director before taking on the position, due to potential violations of TAPPS bylaws.

If an employee questions whether an action or proposed employment would create a conflict of interest, he or she should immediately contact administration to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate corrective action, up to and including immediate termination.

DISCRIMINATION AND HARRASSMENT

Discrimination or harassment on the basis of race, color, sex, religion, national origin, age, disability status, citizenship status, or participation in protected activity as defined by applicable law will not be permitted or condoned. Slurs or insults related to those characteristics are wholly inappropriate and violate the Equal Employment Opportunity Policy, and may also violate Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Uniformed Services Employment and Reemployment Act of 1994, the Texas Commission on Human Rights Act, or other applicable laws.

Certain types of social exchanges might be perceived as offensive and may be used as a basis for a harassment claim on any of the above grounds. Such conduct does not necessarily violate the law or this policy. Rather, employees should be aware that certain conduct holds the potential for supporting claims of harassment even though no offense was intended. Comments (including through email) or conduct that might be perceived as offensive are to be strictly avoided.

Reporting an Incident of Harassment, Discrimination or Retaliation

RRCA strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's position. Individuals who believe they have experienced conduct that they believe is contrary to RRCA's policy or who have concerns about such matters should file their complaints with the Head of School before the conduct negatively impacts the workplace environment. RRCA will make every effort to stop alleged harassment before it becomes prevalent.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly following the Matthew 18 principle and advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

RRCA will not retaliate against any individual for filing a complaint or making a report (or for providing information in good faith) and will not knowingly permit retaliation by its employees. Any individual who feels he or she is being subjected to retaliation for making a harassment complaint or participating in a harassment investigation should report the matter as designated above.

Investigation of Harassment

Round Rock Christian Academy's policy is to investigate each complaint promptly and to keep complaints and the result of the investigation confidential to the fullest extent possible and consistent with an effective investigation. If an investigation confirms that a violation of this policy has occurred, the appropriate corrective action, including disciplinary measures, will be taken. In investigating complaints of harassment and retaliation under this policy, RRCA may impose corrective action for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and even if that conduct does not rise to the level of violation of this policy. RRCA will advise interested parties of the outcome of the investigation, although not necessarily provide all the details of the actions taken to maintain a harassment-free environment. If the employee is not satisfied with the results of the investigation or the response to the report of harassment or retaliation, the employee should make a full report of the concerns to the next higher level of administration. **No employee should ever be afraid to take good concerns about harassment, retaliation or failure to respond to any report to a higher level of school authority.**

FORMAL COMPLAINT

RRCA has a process that should be followed for make a formal complaint against another employee. To file a formal complaint, the employee would need to email their principal or the

Head of School, and include the name of the employee the complaint is about, the date of the incident(s), and a description of the complaint.

GRIEVANCE PROCESS

Complaints concerning any violation or possible violation of the RRCA discrimination or harassment policy should be reported to the appropriate supervisor following the Grievance Procedures Process detailed below.

RRCA encourages and supports parents and school staff in their efforts to reach a resolution when conflict arises. If informal means are not successful, you may initiate the formal process described below by the timely filing of a formal written complaint using the appropriate form. Any employee can ask Administration for the appropriate form to complete when following this process.

General Overview of Local Grievance Process

Level One: School Principal or Supervisor

In most instances, a formal grievance is first filed, in writing, with the school principal or supervisor. Other supporting documentation may be included that relates to the complaint.

Level Two: Head of School

If the relief requested has not occurred at Level One, or if the time for a response has expired, a conference may be requested with the Head of School or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by HR. The original complaint form should be included, as well as all other documents that have been submitted and received at Level One. Any other supporting documentation may also be included.

Level Three: RRCA Board of Directors

If relief requested has not occurred at Level Two, or if the time for response has expired, the decision may be appealed to the Board of Directors. The appeal notice must be filed in writing, on a form provided by HR. The original complaint form should be included, as well as all other documents that have been submitted and received at Level One and Level Two. Any other supporting documentation may also be included.

No employee who reports an alleged violation of this policy in an appropriate manner will be subject to an adverse employment action because of the complaint. The employer recognizes, however, that false accusations of harassment or other unlawful behavior can be damaging to an accused employee and disruptive to operations. Thus, knowingly made false accusations may constitute misconduct for which disciplinary action, up to, and including, termination of employment, may be imposed.

RRCA promptly and thoroughly investigates all complaints of harassment or other violations of this policy to determine whether improper conduct has occurred. All employees are expected to cooperate fully with and assist in any investigation. The confidentiality of all complaints will be

maintained to the extent possible while allowing a full and fair investigation. All reasonable steps will be taken during the investigation to protect the privacy of, and minimize suspicion toward, all parties concerned.

SEPARATION OF EMPLOYMENT AND REINSTATEMENT

It is the policy of RRCA to approach termination with fairness, both to the employee and the company. Employees of the Academy who leave in good standing may be eligible for re-employment. RRCA reserves the right not to rehire former employees, including those who resigned without adequate notice, or who were dismissed for unsatisfactory performance or conduct for any reason, or for any other reason or no reason at all. Below are examples of some of the most common circumstances under which employment is terminated:

- a. **Voluntary Termination** is an employment termination initiated by an employee who chooses to resign from or leave RRCA voluntarily. A two-week written notice is requested of the employee in the event of voluntary termination and a four weeks' notice is requested from those in administration.
- b. **Involuntary Termination** is an employment termination initiated by RRCA. The Academy reserves the right to terminate the employment of any employee for conduct that it deems to be detrimental to the productive, efficient, safe, and harmonious operations of the Academy.
- c. **Lay-off** is an involuntary termination initiated by RRCA for business reasons.
- d. **Retirement** is a voluntary resignation from active employment status initiated by the employee.

Exit Interview: An exit interview may be conducted by HR following termination of employment. Issues such as the reason for leaving, satisfaction with supervision, working conditions, and pay and benefits may be discussed during the exit interview.

Involuntary Termination: When administration believes that it is necessary to terminate the employment of an employee, the following procedures shall apply:

1. Administration must notify the Business Office that the employment of an employee has been terminated as soon as it is reasonably possible.
2. On the final day of employment, all keys, identification cards, and other school property must be submitted to the Business Office.
3. If an employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay is due within six (6) calendar days of discharge. In the event an employee is placed on leave with pay, pay continues on regularly schedule paydays through the completion of the contract year. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay is due on the next regularly-scheduled payday following the effective date of resignation.

CONFIDENTIALITY AND NON-DISCLOSURE

All RRCA records and information relating to RRCA, its students, student's families, faculty or staff are confidential and employees must, therefore, treat all matters accordingly. Employees must ensure that information about our students and operations is held in confidence to protect the

welfare and interests of students and/or employees or RRCA. No RRCA or RRCA-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of RRCA) may be removed from RRCA's premises without permission from the Head of School. Additionally, the contents of RRCA's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Academy. Employees who are unsure about the confidential nature of specific information must ask administration for clarification. Employees will be subject to appropriate correction action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Any and all inquiries by members of the media concerning RRCA, its students, or employees should be referred to the Head of School. Furthermore, except with permission from or upon instruction from the Head of School, employees may not initiate contact with the media concerning the Academy's operations (including its services, policies, and procedures), its students, or its employees. Distribution of information from the online family directory to persons not affiliated with the school is expressly prohibited.

HIPAA

The separate HIPAA compliance and notice of privacy practices policy can be found on the Faculty/Staff page on the website with all the employee benefits documentation (<http://www.rrca-tx.org/login>).

WHISTLEBLOWER POLICY

The Whistleblower Policy can be found as an addendum to this Faculty/Staff Handbook.

EMPLOYMENT STATUS AND RECORDS

JOB DESCRIPTIONS

RRCA makes every effort to create and maintain accurate job descriptions for all positions. RRCA maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, and setting standards for performance evaluations. Existing job descriptions are reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. The Head of School approves job descriptions or revisions.

All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. If there is something in a job description that employees do not understand, they should call it to the attention of their immediate supervisor. If parts of the job are not explained in the description, that should also be reported to a supervisor.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

EMPLOYEE CATEGORIES

It is the intent of RRCA to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time unless bound by contract. Accordingly, the right to terminate the employment relationship at any time is retained by both the employees and the employer. Each position is designated as either **Non-Exempt** or **Exempt** according to the federal (Fair Labor Standards Act) and state wage and hour laws.

Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. **Employees working overtime must have approval prior to working those hours.** Depending on the area of service, the hours of work for non-exempt employees depend on the job description. Meal periods of 30 minutes are provided for each non-exempt employee and must be taken no more than five hours after the beginning of the employee's shift. Employees are not required to remain on campus for lunch. **Accurate records of time are required for non-exempt employees.**

Exempt employees are excluded from specific provisions of federal and state wage and hour laws including overtime pay. In addition to the above categories, each employee will belong to one other employment category:

- **Full-time:** This classification applies to faculty members who are hired for an academic year. The specifics of a faculty member's position are set forth in a written document between the Academy and that faculty member. The Full-time classification also applies

to all administrative, hourly, and salaried staff members who work at least an average of thirty (30) hours per week. Full-time staff employees are employed on an at will basis.

- **Part-Time:** Any employee who is hired for a period of time and who works less than an average of thirty (30) hours per week is considered to be a Part-time employee. Part-time employees are employed on an at will basis.
- **Temporary:** For some functions and during certain seasons, RRCA may hire temporary employees. A temporary employee is one who is hired to fill a position for only a specific, known duration.
- **Independent Contractors:** For specific and specialized services, RRCA may contract with independent contractors. These are individuals or entities that perform certain services for the company on an as needed basis and who, among other things, exercise control over the services performed and the manner in which those services are performed. Independent contractors are not employees of the school. Independent contractors must meet IRS definitions.

JOB CLASSIFICATIONS

The following job classifications have been identified for the purpose of Round Rock Christian Academy job position assignment.

Administration: Administrators are employees that are exempt due to the nature of their job. The duties of Administration focus on both the operational and educational needs at RRCA.

Administrative Support Staff: Administrative Support Staff are employees that report directly to Administration. The duties of Administrative Support Staff focus on the operational needs of RRCA. They may be exempt due to the administrative duties of their job position or paid hourly based on schedule.

Teacher: Teachers are employees that are certified to teach either by the State of Texas and/or by ACSI. The duties of Teachers focus on the educational needs of the Academy students. They are exempt employees by the professional exemption.

Teacher Aide I: Teacher Aide I are employees that perform duties that directly support a classroom teacher. They are identified by their additional years of experience and ability to manage students if a teacher must be absent for a period of time during the school day.

Teacher Aide II: Teacher Aide II are employees that perform various duties to support either a classroom teacher or general campus needs. They may be identified Teacher Aide II due to limited classroom experience, therefore they are not required to oversee students alone.

Substitute Teacher: Substitutes are employees that are not employed based on a set schedule. These employees are called in on an intermittent based and may accept or decline the assignment on a day to day basis.

Seasonal/Coach: Employees that are hired for a specific season that is dictated by the months of the year a sport is played or a specific time of year that a short term job must be accomplished.

Extended Care Staff: Extended Care Staff are those employees that are hired specifically to oversee students before or after the school day and in certain instances provide support to Teacher Aides.

RECRUITMENT AND SELECTION

Round Rock Christian Academy's leadership position in the community demands that recruitment be conducted in a manner to attract top caliber faculty and staff to fill positions at all levels of the organization. Some positions may be filled by employee transfer or promotion within the Academy while other positions will be assigned to new employees who are recruited or who apply directly to the Academy. Recruitment will be conducted through a variety of methods, including, but not limited to, online notifications of available positions and soliciting employee referrals. All recruitment will be conducted in an ethical, professional, and non-discriminatory manner.

It is RRCA's policy to check applicant references, including a reference from a current employer, before extending an offer of employment to an applicant. The Academy seeks authorization from all applicants prior to performing such reference checks. Information provided by an applicant's references is used as supplemental information during the hiring decision. Following the termination of employment, the information will be retained for seven years post separation.

An offer will be made in writing and upon acceptance, the letter should be signed and returned to RRCA. Offer letters will include, but are not limited to the title, compensation, start date, general information about benefits, and at-will language.

Once an applicant has accepted the employment offer from the Academy, he or she will be required to provide documentation establishing identity and employment eligibility in accordance with federal law including completion of an I-9 form within the first three days on the job showing proof of eligibility to work in the United States.

The Business Office is responsible for obtaining completed pre-employment forms from all new hires, and for providing benefit information and enrollment forms to all employees.

VERIFICATION OF LICENSES AND CREDENTIALS

All teachers must provide copies of all applicable credentials prior to finalization of employment. Official copies of transcripts or originals must be provided within two weeks of employment and will be kept in the personnel files in the Business Office.

EMPLOYMENT EXPECTATIONS

The RRCA Faculty/Staff Handbook details the expectations of faculty and staff at RRCA. All faculty and staff are subject to criminal background checks upon employment with RRCA. New employees must also complete a Form I-9 and provide the necessary corresponding

documentation. Faculty and staff may be employed, from time to time, on a part-time, temporary, or substitute basis, at the discretion of the Academy on a day-to-day or interim basis. Part-time, temporary, or substitute faculty and staff shall have no expectations of continued employment, stated, or implied beyond the terms of their specific day-to-day or interim assignments.

REFERENCE REQUESTS

All inquiries regarding a current or former RRCA employee must be referred to the Head of School. In response to an outside request for information regarding any current or former RRCA employee, the administrator will verify the employee's name, dates of employment, and job title. No other data or information regarding any current or former RRCA employee, or his/her employment with RRCA, will be given unless the employee authorizes RRCA to furnish this information or RRCA is required by law to provide information. RRCA is released from any liability in connection with any information provided regarding past employment. If an employee lists RRCA administration as a reference for future employment, the employee must notify administration in advance.

PERFORMANCE MANAGEMENT AND CORRECTIVE ACTION

In order to attract and retain a highly qualified and competent work force, RRCA has instituted a performance management program to manage employees in a fair and equitable manner based upon demonstrated job performance.

Employees will receive a performance review annually. If an employee's job responsibilities change substantially at any time after the performance work review, another review may be performed before the next annual review, after the new assignment has begun. If an employee has an issue with their summative review, they should follow the steps in the review process to make note of their concerns.

Corrective Action: All employees are expected to meet Academy expectations and standards in the performance of all aspects of their job duties. If an employee's performance or conduct does not meet Academy expectations and standards, RRCA will use a positive performance management and progressive corrective action approach whenever possible to motivate employees to participate directly in the resolution of such situations. When circumstances warrant, administration may decide, in its sole discretion, that some or all of the steps in the performance management process may not be followed and that immediate corrective action, including termination of employment is necessary based on the totality of circumstances. Employment with RRCA is at will, and either the employee or the Academy may terminate the employment relationship at any time, with or without notice.

The intent of corrective action is to formally document concerns while providing the employee with a reasonable timeline to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Academy's policies and procedures and/or other corrective problems.

- The Performance Management process may start with a **verbal warning** or conversation about needed improvement and is generally followed by a **written notice to provide areas of concern and suggestions for improvement**. The employee may be asked to sign a **Performance Improvement Plan (PIP)**.
- In addition to signing the form, the employee will be allowed to add his/her comments to the PIP form for inclusion in the employee's Personnel file, with a copy to the supervisor conducting the counseling.
- If the employee refuses to sign the form, a follow up email with written documentation will be sent to confirm the employee's refusal to sign. The employee should be given the opportunity to note his/her perspective regardless of whether or not the employee signs the Improvement Plan.
- If after written notice the employee does not make satisfactory improvement, administration may begin termination proceedings.

PERSONAL DATA

The Business Office maintains the personnel files, including employment applications, contracts, credentials and certifications, W-4, I-9 and other required payroll paperwork. To keep personnel records up to date, it is extremely important that you notify the Business Office of any changes in personal information such as:

- Name and/or marital status
- Address, telephone number, or email address
- Number of eligible dependents
- W-4 Deductions
- Person to contact in case of emergency

Performance Evaluations, Performance Improvement Plans, and parent feedback may be stored in the Business office, the office of the grade level principal, or Head of School.

EMPLOYEE PAYROLL AND BENEFITS

This section of the handbook provides all employees of Round Rock Christian Academy (RRCA) an overview of basic policies, practices, and benefits. It is not intended to address all the possible applications of or exceptions to the general policies and procedures described. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Head of School. **Please remember that this handbook is not a contract of employment.**

ANNIVERSARY DATE

The anniversary date for all employees is listed in RenWeb.

PAID TIME OFF

All employees are provided with Paid Time Off (PTO) to be used for illness, medical or other personal appointments, or vacation time. PTO requests need prior approval from administration, and may not be granted the first two weeks of school, the last two weeks of school, or the week before or after an extended school break. Please see the Faculty Absence Notification on page 34 for guidelines on requesting leave. Part-time employees are eligible for PTO benefits on a prorated basis (see below).

Employee PTO can be requested for a full day or any part of a day in hourly increments. It is strongly suggested that short appointments be taken at the beginning or end of the day, to help in obtaining a substitute. Full day leave is as follows:

Early Childhood	7:30 am – 2:30 pm
Elementary School	7:30 am – 4:30 pm
Secondary School	7:30 am – 4:30 pm

Full time 10 month employees (40 hours per week) receive 64 hours of PTO annually. PTO will be prorated for employees who work less than 40 hours per week. 5 days of PTO may be carried over; however, the amount of PTO accrued and received annually may not exceed 13 days.

Full time 11 month employees receive 80 hours of PTO annually. 5 days of PTO may be carried over; however, the amount of PTO accrued and received annually may not exceed 14 days.

Part Time Employees receive a prorated leave amount based on their employment contract and will be able to carry over hours equivalent to 5 days of their work typical work day.

Nondiscretionary Leave

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any advance planning.

Discretionary Leave

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary leave must submit a request to his or her principal or supervisor at least a week in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

The restricted days that are unavailable for Discretionary Leave are:

- Scheduled Staff Preparation Days
- Professional Development/Early Release Days
- The first two weeks of school and the last two weeks of school
- The first five days and last five days of any semester
- The day immediately preceding or following a School Holiday
- The week before or after an extended School Holiday
- Days scheduled for Annual Achievement Testing

Discretionary Leave may not be taken for more than 5 consecutive workdays except in extenuating circumstances as determined by the Head of School.

Leave Proration

Leave does not accrue while an employee is on unpaid leave to include disability leave that they are not in paid status from RRCA.

If an employee separates from employment with RRCA before his or her last duty day of the year, or begins employment after the first duty day, PTO will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of PTO used beyond his or her pro rata entitlement for the school year.

Use of Leave in Excess of Available

If an employee takes PTO in excess of the amount earned, the employee's pay will be deducted for the time missed based on their per hour rate.

HOLIDAYS FOR FULL-TIME EMPLOYEES

Labor Day	Good Friday
Thanksgiving Day	Memorial Day (not 10 month employees)
Friday after Thanksgiving Day	July 4 th (12 month employees only)
Christmas Eve and Christmas Day	
New Year's Day	

From time to time, administration may designate other days as paid days off in any given year. Those additional days are valid only in the year issued and are separate and distinct from the above holiday list.

BEREAVEMENT LEAVE

In the event of a death in the immediate family, a leave of absence of three (3) working days with pay will be granted (additional days may be granted under extenuating circumstances). The days should be taken consecutively within a reasonable time period.

For this purpose, immediate family is defined as: spouse, child, parents (including in-laws), grandparents, or siblings. Additional time may be granted at the discretion of the Head of School, if warranted by unusual circumstances. An employee may also use personal leave for this purpose.

JURY DUTY

To fulfill civic obligations, a leave of absence for jury duty will be granted to any full-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to their regular salary. An employee on jury duty is expected to report to work on the day he/she is excused from jury duty. Jury duty pay may be limited to a maximum of 40 hours.

Upon the employee's return, the employee should provide a signed Certificate of Jury Service indicating the number of days served with their attendance record.

If the jury falls at a time when the employee cannot be away from work, the Academy may request that the employee request from the court a postponement or rescheduling of jury duty.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

For the purposes of FMLA, RRCA uses the fiscal year (July-June) to measure the 12 month period. Employees can contact the HR Department with any questions.

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*.

Basic Leave Entitlement: The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying circumstances. Qualifying circumstances may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration

briefings. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Benefits and Protections. During FML, the employer must maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. *FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

MILITARY LEAVE

Those who have a job and serve in the military are entitled to a leave from their job in order to **perform** their military duties under the 1994 Uniformed Services Employment and Reemployment Act (USERA). This law outlines the employment and reemployment rights of those who serve in the military and must take time off from their job in order to do so. The USERA covers those who serve in the Army, Navy, Air Force, Marines and Coast Guard. The act also covers those who serve in the reserve arms of these military branches, along with those who serve in the Army National Guard or Air National Guard. USERA allows those who serve in the military to retain their employment rights for a period of five years while on active duty. The employee is allowed to return to his job at the same seniority and pay as he had when his military service began.

LEAVE OF ABSENCE

Any request for a personal leave of absence must be submitted in writing as far in advance as possible. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department, and the expectation that the employee will return to work when the leave expires.

Due to the nature of our business, RRCA cannot guarantee either that an employee's job will remain available or that a comparable position will exist when an employee returns from a personal or general leave. When an employee is ready to return from a leave of absence, RRCA will attempt to reinstate the employee to his/her former position or to one with similar responsibilities.

If the position or a similar position is not available, the Academy will search for a suitable position for 30 days from the date the unpaid leave was to officially end. The employee will not be paid for this time. If the employee has not been placed by the end of this period, he/she will be terminated.

EMPLOYEE BENEFITS

Medical Insurance Plan: RRCA offers a Health Plan to full-time employees. The employer pays a predetermined amount of the monthly premiums and the employee is responsible for the remaining portion of the premium.

COBRA: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives RRCA employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the RRCA health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at RRCA group rates plus an administration fee. COBRA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under our health insurance plan. The notice contains important information about the employee's rights and obligations. For complete information, refer to the COBRA documentation in the addendum.

Retirement Plan: RRCA has arrangements for employees to be able to contribute to a tax-deferred retirement plan. Under the plan, both the employer and each participating employee contribute to the RRCA's 401(k) authorized provider as noted in the plan adoption agreement. To participate, the employee must complete the Principal Enrollment Form and submit to Human Resources or enroll online. Online enrollment will result in Human Resources receiving a confirmation email from Principal. Enrollment in the retirement plan authorizes the retirement contribution to be payroll deducted. The employer (RRCA) currently contributes an amount equal to .5% for each 1% contributed by the employee, up to a maximum of 2% of the employee's salary on a predetermined vesting schedule. This amount is subject to change. All employees who meet the job classification criteria and are working a minimum of 1000 hours during the plan year are eligible to participate, effective the date of employment.

Workers' Compensation: Employees are covered by the Workers' Compensation Insurance Program. This program provides medical and salary contribution payments to employees and/or qualified volunteers who receive bona fide, on-the-job, work-related injuries. In the event that an employee is not released to return to work and is considered to be in an off work status, the workers compensation insurance company will begin weekly salary benefit payments as of the 8th calendar day. The rate of income benefit payment is designated in the policy. RRCA has the option to supplement the income benefit through regular payroll for the remaining percentage not to exceed the 100% of regular pay. The length of insurance income benefit is determined by the case manager and the supplement benefit paid by RRCA is optional. The State of Texas allows employers to define Workers' Compensation benefits.

Cafeteria Plan (Section 125): RRCA offers the opportunity for an employee to purchase voluntary supplemental insurance (dental, vision, accident, cancer, additional life insurance, etc.) coverage through Colonial Life and Principal Life insurance companies.

Social Security: Employees are covered under Old Age, Survivors and Disability Insurance.

Short Term Disability (STD) is supplied by RRCA to each full time employee. STD goes into effect of the 7th consecutive day that an employee is disabled and may continue for 11 weeks. The Short Term Disability provider issues prorated pay to the employee during this time.

Long Term Disability (LTD) is supplied by RRCA to each full time employee. LTD goes into effect on the 12th consecutive week that an employee is disabled. The Long Term Disability provider issues prorated pay to the employee during this time.

Life Insurance: Round Rock Christian Academy provides a minimum of **\$50,000** life insurance policy to each full time employee. Supplemental insurance is available if desired.

Unemployment: In accordance with the law, RRCA has unemployment coverage.

Tuition Discounts: Employees shall receive tuition discounts for their enrolled children as approved by the board. If the employee receives this benefit for their child(ren), they are not also eligible for a tuition discount for their grandchild(ren).

PAYROLL PROCEDURES

Payroll is twice a month for the duration of each employee's contract or employment letter, normally on the 15th and the last day of the month. If eligible, an employee may elect in writing on their contract the option to be paid over 12 months. If an employee chooses the 12 month option, the first pay period begins on July 1. In the event that an employee does not meet the contractual date range of the annual contract, the employee will be required to reimburse the school for any pre-paid salary. If payday falls on a weekend or holiday, every attempt will be made to precede the date, if possible. Direct deposit is available and encouraged. Please see the Business Office for information or questions about payroll.

Employees may request to have their children's tuition payroll deducted. Please contact Human Resources in writing to have this set up. In addition, registration fees for each upcoming school year may be payroll deducted and divided over the February, March, April, and May pay periods. If you would like to have registration fees payroll deducted, please indicate that in writing when you complete your children(s) re-enrollment forms each spring.

In the event of a lost paycheck, the Business Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Academy identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Academy within 24 hours of the time it is demanded.

PAYROLL DEDUCTIONS AND WITHHOLDING

Every employee must fill out and sign an IRS W-4 on or before his or her first day on the job at RRCA. This form must be completed in accordance with federal regulations. An employee may fill out a new W-4 form annually. Every employee will receive an annual Wage and Tax Statement (W-2) for the preceding year on or before January 31.

The Academy withholds amounts from an employee's paycheck to comply with the federal, state, and local law. Mandatory deductions will be made from every employee's gross wages for items such as federal income tax, social security tax (FICA), and all applicable local taxes. In addition, when an employee authorizes the Academy to do so, voluntary deductions will be made from paychecks for items elected by the employee and approved by the Business Office

If you feel there is a discrepancy on your paycheck, you may submit a written request to the Business Office and request a detailed explanation of your salary and deductions. The Business Office will make every effort to respond within 48 hours.

GENERAL POLICIES AND INFORMATION

WORKPLACE PROFESSIONALISM

The school offices are the hub of RRCA and are to be professional at all times. There should not be any loitering or loud talking in the office areas. Please refrain from discussing students, families, and personal problems in this area or in other high traffic areas (hallways, common areas). All interactions, whether over the phone or in person, should be courteous, friendly, and welcoming for fellow staff members, students, teachers, and parents. Any workplace disagreements or conflicts should not be seen or heard in high traffic, public areas. Please take the opportunity to find a quiet office to constructively work out any issues or disagreements. Employees not assigned to the main office should not congregate or “hang out” there when they are on break.

The main office is a high traffic area, and it is critical that we reflect Christian professionalism, including greeting guests as they arrive. The office makes the first impression on our constituency, and we need to make sure the impression we strive for is one of respect and service to the public. Due to confidentiality issues and Family Education Rights and Privacy Act (FERPA) regulations, parents are asked to complete office business visits quickly.

Work projects that need a large area to complete must be completed outside of view of the reception area. In addition, employees must set a good example for our students in dress code, conduct and abiding by school rules. Earbuds or airpods should not be worn when an employee is walking around the school. They may be used when an employee is in their office space.

ACCESS TO SCHOOL FACILITIES

The campus building is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Most Saturdays there is access between 8 a.m. and 8 p.m., and Sundays from 1-8 p.m. The Athletic Facility can be accessed from 6:30 a.m. – 6:00 p.m. Monday through Friday and cannot be used without prior approval and reservation. All access outside of these hours must be previously reserved and approved by administration.

ISSUANCE OF KEYS

Building and/or classroom keys are issued by RRCA. If a key is authorized for your use, you will be asked to sign a form stating that you will be responsible to protect the integrity of the buildings/classrooms by guarding the use of your key. Building/classroom keys are returned at the end of year and re-issued at the beginning of each year. Keys to desks and filing cabinets are issued and returned to the office each school year. If you should lose or forget your key, please contact the office.

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The Academy strongly encourages employees to communicate with fellow employees and administration regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on RRCA's premises. Employees should contact administration and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, RRCA provides coverage and protection in accordance with Worker's Compensation Law. **If an injury is sustained while at work, the employee must report it immediately to administration, who in turn will notify the school nurse.**

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

EMERGENCY CLOSING

In the event of an emergency or weather-related closing, administration will inform faculty, staff, and students of school closings via Parent Alert, social media, and email. Administration will closely monitor RRISD and surrounding districts and make the best informed decision for closing or modifying school hours due to inclement weather or dangerous road conditions. Each family should also use their best judgment to determine if it is safe to travel to and from school from their location.

PERSONAL PHONE USE

While we understand that family obligations make personal cell phones a necessity, we ask that you not receive and make personal calls or texts in front of students or during class time. Planning periods are a better time to make and return phone calls as needed. Please check your email for phone messages, as all voicemails are electronically stored as emails.

EMAIL AND COMPUTER USAGE

Every RRCA employee is responsible for using the electronic mail (email) system properly and in accordance with this policy. The email system is the property of RRCA. It has been provided by RRCA for use in conducting Academy business. All communication and information transmitted by, received from, or stored in this system are Academy records and property of RRCA. As the owner of the email system, RRCA reserves and may exercise the right to monitor, access, retrieve, and delete any information stored in, created, received, or sent over the email system, for any reason and without the permission of any employee.

Employees should be aware that deletion of any email messages or files would not truly eliminate the messages from the system. All email messages are stored on a central backup system in the normal course of data management.

RRCA's policies against sexual or other harassment also apply to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by the law.

In addition to email policies, all content that employees create, use, download, and/or store on their RRCA issued devices (laptop, Chromebook, or desktop) is the property of RRCA. As the owner of the technology, RRCA reserves and may exercise the right to monitor, access, retrieve, and delete any information stored in, created, received, or used on the RRCA device, for any reason and without the permission of any employee. This also applies to content created, used, and stored within GSuite, Canvas, SeeSaw, Viewsonic, Teachers Pay Teachers, etc.

STAFF MEETINGS

Administration may schedule monthly All Faculty/Staff meetings. Elementary and Secondary team meetings will be called as needed. Please be present, prompt, and positive at these meetings. We need this time for communication, brainstorming, and problem solving. Please show your professional courtesy by silencing your cell phones, not taking personal calls, texting, grading papers, or holding side conversations during these meetings.

CALENDAR ACTIVITIES / PROCEDURES

Timely and effective communication is essential to be informed of all the planned activities at RRCA. All activities must be approved prior to the event by administration and must be placed on the activities calendar in the office at least two weeks in advance.

WEEKLY NEWSLETTER

The newsletter is emailed **weekly** to communicate upcoming events. Please submit information to the office via email at least **ONE WEEK** in advance. Please avoid giving last minute notices and changes to the office.

STAFF PARKING

During orientation, staff will be given a parking permit. There are certain areas that are designated for faculty/staff parking and certain areas are for church parking only (see Faculty/Staff parking map in addendum). Please note that the four rows closest to the front of the gym/worship center are reserved for church business. Cars without parking permits may be inadvertently towed. RRCA will not be responsible for towing fees if a parking permit is not displayed.

COPYING PROCEDURES

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials. Therefore, we discourage the copying of books as this is a potential violation of copyright laws. Students may not use office equipment, including copiers, at any time, for any reason.

LAMINATING PROCEDURES

Any material to be used in conjunction with RRCA may be laminated. There will be no charge to RRCA staff so long as the materials used belong to the school and remains at the school. The laminator is located in the elementary teacher workroom. Please see the office if you need assistance with laminating.

TEACHER WORKROOMS AND SUPPLIES

RRCA has two teacher workrooms available as resource areas for teacher preparation and lunch breaks. You may use any of the workroom resources, **but please clean up the area each time you use it. Sinks, microwaves, and counters should be wiped down after lunch prep, and we expect everyone to clean up after themselves.** Extra school supplies/office supplies are kept in the teacher workrooms and the admin supply closet. Please inform the office when an item is depleted so we can reorder as needed. Shopping for resources and supplies is done **weekly**, so be sure to plan ahead.

PURCHASING PROCEDURES

The office is responsible for all school purchasing. You may request office supplies through the office, if you do not see it available in the teacher workroom. Teachers should submit requests for purchases in writing to their grade level principals for approval.

For reimbursement of **approved purchases**, please complete a **Request for Reimbursement form**, attach receipts, and submit them to the Business Office. Please obtain a tax-exempt form from the Business Office before you make your purchases. Employees will not be reimbursed for taxes paid on purchases.

PARENT SUPPORT TEAM

The Parent Support Team has made it their goal to support the teachers and students of the Academy in several special ways. They are also involved with fundraising, coordination and planning of special events, and Teacher Appreciation Week. This organization is quite vital to our pursuit of excellence, and we are blessed to have such dedicated parents. Please make a point to thank your representatives as often as possible.

TRANSPORTATION AND VEHICLE USE

Only employees and volunteers with an unrestricted, current driver's license and who have adequate insurance coverage may operate RRCA vehicles or use a vehicle to conduct RRCA business. Volunteer drivers must have completed the volunteer application, the background check form, and the driver information packet and been approved before being permitted to drive a RRCA vehicle. Any employee or volunteer operating an Academy vehicle must do so in a safe manner and abide by the laws of the road. Employees and volunteers should refrain from using cell phones unless hands free while transporting students. Any employee operating an Academy vehicle under the influence of drugs or alcohol will be immediately terminated. The Academy has the right to search any Academy vehicle at any time.

RRCA has two 15 passenger vehicles and one 28 passenger bus available for field trips and sporting events. These vehicles need to be reserved at least two (2) weeks in advance through the RRCA scheduling software. Parents or employees who volunteer to be placed on the designated driver's list must complete the RRCA driver's application, submit driver's license, Type II 3 year driving history record, proof of insurance and complete a background check in advance of a scheduled trip. Parents who are scheduled to drive children other than their own in their personal vehicle must also submit copies of their drivers license and proof of insurance in advance. Extreme caution and careful planning is advised when taking children off campus. Each school vehicle must have an adult to supervise students in addition to the driver of the vehicle unless stated otherwise in protocols below.

BUS BEHAVIOR STANDARDS FOR STUDENTS

1. Students must sit and remain seated during travel.
2. All passengers must wear seat belts while bus is in motion.
3. Students should sit in seats normally with feet on the floor, not placing their feet on other people, seats, windows, or walls.
4. Students must talk quietly during travel.
5. Mixed genders will not sit together in the same rows during travel. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. No food or drink is allowed. The other exception is a water bottle with a tightly closed lid.
7. Students must leave the buses clean and ready for the next trip.
8. Students must be respectful of the driver, passengers, and other travelers. For the safety of our students and the reputation of our school, exemplary conduct is expected on every trip.
9. Students must exit from the front row first in an orderly manner.
10. Armrests and seats must be returned to upright/correct positions and seat belts clicked and locked in place before exiting the bus.

Secondary Students and Cell Phones on Bus Trips

- When being transported to off-campus events, students may leave their cell phones on, but the phone must be pouched and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.
- When travelling for overnight events, cell phones can be left on in the vehicle but must be pouched and notifications silenced. Students will be allowed to use their cell phones as permitted by the coach and/or sponsors while away from campus, as long as the phone use is not distracting to the planned activity or event.
- Students who do not follow the policy will be referred by Administration and disciplinary consequences will be assigned.

Requirements for Drivers of RRCA Passenger Buses

1. All drivers must be at least 25 years old to be allowed to drive any school vehicle.
2. All drivers must complete an approved 15 passenger van driving course before operating the 15 passenger vehicles.
3. Any driver must present the school office with a current drivers license, proof of insurance, a three year MVR printout and have a completed background check on file prior to the use of any bus before he/she can be considered as a driver.
4. All drivers of the 28-passenger bus must hold a current CDL license.
5. The school reserves the right to refuse the use of a vehicle to anyone making a request.

Driving Rules and Responsibilities for All Bus Drivers

1. Driver should perform the bus safety checklist prior to departure.
2. Drivers are responsible for filling out the trip log completely and returning the form, clip board, and keys to the school office.
3. Drivers will announce to riders that passengers must wear seat belts while the bus is in motion.
4. Drivers will remind students that there will be no food or drinks on the bus.
5. Drivers will remind students to sit properly with their feet on the floor during the ride, and to return their armrests and seats to the upright correct position before they exit the bus.
6. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
7. Students will follow school cell phone and Yondr pouch policy while on bus.
8. There will be at a minimum of 1 chaperone, in addition to the driver, on the 28-passenger bus to monitor students while on trips. A chaperone, in addition to the driver, is required on the 15-passenger bus for any trip longer than a few miles from school.
9. The buses may not proceed without the appropriate chaperones.
10. Chaperones/coaches will sit in areas where they can monitor students.

11. Drivers will adhere to the posted speed limit.
12. When multiple buses or school sponsored vehicles are traveling together, the group must travel together. Drivers must stay with the group.
13. Drivers are not to use cell phones when they are driving unless there is an emergency. The driver should attach their phone to Bluetooth in the bus if hands free is available. The bus chaperone will be the point of contact for all calls.
14. The cell number of the chaperone will be distributed to parents prior to the event departure. Parents will be notified if that number changes during the course of the event.
15. After each trip, the driver or sponsor must verify that there are no visible signs of damage on the interior or exterior of the vehicle and that the interior is clear of trash or debris.

BUS EVACUATION PLAN

1. A vehicle evacuation drill must be completed annually. Each class will practice a bus evacuation at the beginning of each year prior to riding on buses.
2. Students will exit the van/bus from the front to the back in a single file line in an orderly manner. Please emphasize to the students that to hear directions, there must be no talking during a drill.
3. Students will line up in a single file line at least 100 feet away from the bus.
4. Teacher will call roll and do a head count using the trip event roster.
5. Make sure the teacher or driver has the van's first aid kit, the clipboard, and the keys in his/her possession.
6. A verbal command will signal clearance and students may reload.
7. If there is a real emergency and the vans/bus cannot be used, please follow the additional procedures outlined in the CRITICAL RESPONSE PLAN (Red Emergency Binder).

Employees and Bus Driving

If it is reported that a driver transporting RRCA students is driving at an excessive speed or recklessly, depending on the circumstances, the following action(s) may be taken:

- Verbal warning.
- Formal written reprimand.
- Requirement to complete a bus safety course.
- Suspension from driving RRCA students for a designated period of time.
- Repeated, reckless or offenses that are severe may lead to suspension or termination from employment.

EMPLOYEE CONDUCT

CONDUCT AND WORK RULES

All employees are expected to work together in a cooperative spirit to serve the best interests of the school and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with school policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use school time, funds, and property for authorized school business and activities only.

All employees should perform their duties in accordance with school policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

ATTENDANCE AND PUNCTUALITY

Administrative Staff Hours: Administrative staff hours are Monday through Friday, 7:30 a.m. until 4:30 p.m. with a lunch break. Any changes to an employee's normal working schedule are at the discretion of their immediate supervisor or Head of School. Non-Exempt Employees are responsible for filling out a weekly timesheet and submitting it to the Business Office on the first day of each week for the previous week's hours. All time worked, PTO, jury duty, and bereavement leave should be documented. Accurate records of time are required for non-exempt employees. The Faculty Attendance Policy is listed in the next section.

Faculty Hours: Faculty hours are Monday through Friday, 7:30 a.m. until 4:30 p.m. (unless otherwise noted on the contract). Faculty need to be at the classroom door at the first bell in order to greet students with a warm and inviting welcome. Classes begin promptly at the bell with attendance, pledges, and prayer.

ATTENDANCE AT DEVOTIONS

Because keeping a spiritual focus for our staff, school, and families is so vital, we will meet on several weekday mornings for a time of Bible devotions, Bible study, and prayer. **Full-time employees are required to attend morning devotions or Bible study at least twice per week. Part-time employees should attend at least one morning devotion or Bible study per week.** Duties and help classes should not interfere with this time.

ABSENCE NOTIFICATION

To receive authorization for any leave of absence, an employee must use the online PTO Tracking system. Please give a week's notice for planned absences. This system will submit the request to the supervisor as well as the substitute coordinator. **Try to avoid scheduling non-school related activities during school hours except for emergencies.**

Employees who are unable to report to work due to personal illness or injury must contact the Substitute Coordinator as soon as possible. If you cannot be at work due to illness, please call the substitute coordinator before 9:00 p.m. the night before or between 6:00 and 6:30 a.m. on the day of absence. If an emergency arises or an employee becomes sick or injured during the day, the immediate supervisor must be notified before the employee leaves the work site. Failure to follow these procedures may result in treatment of the day as an unapproved absence and will result in corrective action. Upon return to school, the employee must enter their time off in the online PTO tracking system. If you take time off after all your leave has been used, your paycheck will be deducted for excess time at your hourly rate.

Employees must follow this procedure on each day that they will be unable to work unless other arrangements are made with administration. If an employee fails to call in or report for two consecutive workdays, including weekends, and no other prior notification arrangements have been made, this will be considered job abandonment.

RRCA reserves the right to require a satisfactory statement from a licensed physician whenever an employee misses work due to an illness, injury, or disability. The information required may include the beginning and ending dates of the illness and/or the employee's ability to return to work without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. Although a physician's statement will normally not be requested for absences less than three working days, RRCA may request such a statement in situations where it determines it is warranted.

PROFESSIONAL DRESS AND APPEARANCE

Staff members should always dress in a professional manner, using discretion and modesty. Staff should dress appropriate to their working conditions. **Denim jeans are only acceptable on Fridays and on field trip days, along with casual shirts or spirit shirts.** Please see the addendum for the complete Faculty/Staff Dress Code Handbook. ***Because it is very uncomfortable to address dress code issues and infractions with employees, administration is asking that you set the example for our students by submitting to the professional dress standard.***

PROFESSIONAL DEVELOPMENT

Round Rock Christian Academy encourages employees to increase their job-related skills and knowledge through participation in professional development. Employees must submit a request to Administration for approval to attend such conferences or meetings. The request must identify the subject matter of the presentation, how it is job-related, and an estimate of expenses. At the

time of approval, RRCA will notify the employee how much RRCA can contribute for reimbursement. The employee may be expected to share some costs.

Annually, we require 12 educational CEUs (12 clock hours) and 12 biblical CEUs (12 clock hours) of documented professional training. This is a RRCA annual requirement and may not be sufficient to meet ACSI or State continuing education hours. **It is your responsibility to keep your training current and upload any hours completed to your Virtual Professional Portfolio and submit copies of certificates for your personnel file.**

SOLICITATIONS, DISTRIBUTIONS, AND USE OF BULLETIN BOARDS

Solicitations are not to be posted on bulletin boards or in the teacher workroom. Employees may not solicit any other employee during work time. **Please do NOT send mass emails using RRCA email to sell, solicit, invite, or otherwise appeal to people to view/see/purchase your product or service. Materials soliciting products or services may not be left in the teacher workroom without administrative approval.**

OPEN DOOR POLICY

RRCA promotes an atmosphere whereby employees can talk freely with administration. This includes open and candid discussion of employee problems, concerns, and disputes. RRCA utilizes an Open Door Policy designed to encourage employees to openly express their concerns or opinions on any issues related to their employment.

TOBACCO USE POLICY

RRCA has prohibited the use of any and all types of tobacco throughout the workplace, at either on campus and off-campus school events. Any questions regarding the tobacco policy should be directed to administration.

SUBSTANCE-FREE WORKPLACE

RRCA is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed and/or referred to appropriate law enforcement officials for prosecution. As a condition of employment, employees shall abide by the terms of this policy and notify the Head of School in writing if they are arrested, indicted or convicted previously or during employment for a violation of a criminal drug or alcohol statute.

POSSESSION OF WEAPONS ON PREMISES

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, chemical substances, ammunitions, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored event takes place. To ensure the safety of all persons,

employees who observe or suspect a violation of this policy should report it to their supervisor immediately.

VIOLENCE IN THE WORKPLACE

The Academy strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to administration. All complaints will be fully investigated. Administration will promptly respond to any incident or suggestion of violence. Violation of this policy will result in corrective action, up to and including immediate discharge.

RECORDING POLICY

It is a violation of RRCA's policy for faculty, staff, parents, or students to take photos, and/or record audio/video conversations or classroom activities with a recording device other than for educational purposes. The only exceptions to this are unless prior approval is received from the Head of School and all parties to the conversation or activity give their consent. Teachers should not record parent/teacher conferences unless it is mutually agreed upon by both parties. Teachers should not record or video students for the purposes of proving a point or being critical of the student for their dress, speech, or behavior. Violation of this policy will result in corrective action and may lead to immediate termination. Parents and students who engage in recording or videoing without permission may be subject to administrative action.

MEDIA RELATIONS

In order to protect the interests of RRCA and to maintain a professional relationship with the media, information originating from within our school must be accurate, complete, reflect our official position and be released to the media in a timely and coordinated manner.

To respect the confidential and sensitive nature of RRCA students and programs, members of the media are asked to contact the Head of School before they visit our campus. Reporters, photographers and videographers must be accompanied by administrative staff at all times when they are on site.

Occasionally, the media may contact an employee directly. In most cases, it is recommended that the employee take the reporter's contact and deadline information and return the call after consulting with the Head of School. The Head of School should be notified promptly when an employee is contacted by the media, and employees are not required to talk to the media. Employees are expected to exercise good judgment in answering questions from the media.

ACSI CERTIFICATION REQUIREMENTS FOR TEACHERS

To maintain ACSI accreditation standards, Early Childhood, Elementary and Secondary faculty are required to gain an ACSI standard certification. The requirement typically consists of a Philosophy of Christian Education course and other CEU's and requirements based on an individual transcript evaluation. All degreed faculty apply for an ACSI temporary certificate in

their first year of employment; however, the expectation is that all new faculty will receive their standard certification within a four-year time frame. In addition to ACSI certification, all faculty must be aware of appropriate division licensing, regulations and certification guidelines.

The Early Childhood program at RRCA is accredited by the Association of Christian Schools International (ACSI) and Cognia. 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.

TEACHING EVALUATIONS

Teachers will be observed each semester by walk through and formal observation(s), and will be evaluated by administration annually. A basic assumption is that every teacher can improve his/her teaching performance every year. All observations shall be conducted on a positive note and are intended to help teachers improve the effectiveness of their teaching and communications skills. Students and parents may be asked to complete an evaluation of the teacher each year. In addition, teachers are asked to do a self-evaluation and provide annual goals to their grade level principals prior to Administration completing their final evaluations during April/May.

UNSATISFACTORY PERFORMANCE

The Academy requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. The order and efficient operations of RRCA require that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers, or the Academy's families, or who violate any of the Academy's policies, are subject to appropriate corrective action, up to and including discharge. All instances of misconduct should be referred to administration immediately.

Any employee whose conduct, action, or performance violates or conflicts with RRCA's policies may be terminated immediately and without warning. Cause for termination and dismissal may include any issues that diminish their effectiveness as a ***Christian role model*** for the students of Round Rock Christian Academy. It is not possible to list all forms of behavior considered unacceptable in the workplace. However, the following are examples of improper or inappropriate conduct that may result in immediate corrective action, up to and including termination of employment.

- Theft or inappropriate removal of Academy property
- Breach of trust or dishonesty
- Conviction of a felony
- Possession or consumption of illegal drugs
- Willful violation of an established policy or rule

- Falsification of records and/or misrepresentation of facts
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Insubordination or other disrespectful conduct
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of RRCA
- Excessive absenteeism or tardiness without proper notice
- Fighting or serious breach of acceptable behavior
- Violation of the Academy's Conflict of Interest/Outside Employment Policy and Confidentiality Policy

This list is intended to be representative of the types of activities that may result in corrective action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the employee and Academy.

ELECTRONIC COMMUNICATION WITH MINORS

All employees shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication (Facebook, Twitter, Snapchat, Instagram, etc.). Complete guidelines can be found in the Social Media Policy, but this includes refraining from liking, sharing, and commenting on social media content of minors.

Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- the nature, purpose, timing, and amount of the communication;
- the subject matter of the communication;
- whether the communication was made openly or the educator attempted to conceal the communication.

When necessary, group text messages to a club, team, or travel group should be handled via Group Me with multiple adults included on the group communication. **These group messages should NOT OCCUR during school hours, because students will not be checking their phones during school hours. If groups need to know about a change of plans or practice times during the school day, employees should use email to announce a last minute change.**

We strongly advise that faculty and staff do NOT “friend” current students on social media sites. See the complete Employee Social Media Policy in the Addendum.

GUIDELINES FOR PHYSICAL INTERACTION

RRCA Faculty and staff are entrusted with students but live in a changing world; therefore, we must be cautious and have appropriate boundaries to guard against any appearance of evil. The following guidelines are the expectations here at RRCA:

1) Most early childhood and elementary children enjoy hugs. If you are an employee who interacts with this grade level on a daily basis, a quick hug is appropriate. However, if you do not interact with this grade level on a daily basis, an expression of affection initiated by you is not appropriate unless you have a relationship with the family outside of school.

2) Secondary students also enjoy physical touch; however, the boundaries are critical for this age group. A teacher should never hug a student in a private room. Hugs need to be given side to side in a public place. It should never be a lingering hug for it could be misinterpreted by the students or witnesses. Again, it should be only with students you have a daily contact with and have built a relationship with. On the other hand, if a student initiates hugs that seems to be inappropriate with other students or faculty members, please notify administration immediately.

We also need to be aware that not all children enjoy physical touch. Do not ever force physical touch on a child. If their body language communicates discomfort with a physical hug or hand on the shoulder, please respect their boundaries.

3) Physical restraint is only used when a child is endangering himself or another student, or causing an uncontrollable disruption in the classroom. Physical restraint should only be used for a short period and administered by trained staff until the student is manageable without restraint. If physical restraint is necessary, administration will assist with the situation. Other students should be removed from the area so that they do not have to witness defiant behavior. Physical restraint is never to be used for discipline or to keep a student in time-out. However, if a preschool, prekindergarten or kindergarten child will not stay in timeout, you may pick the child up to be returned to timeout twice. Give a calm warning that timeout does not begin until the child remains seated. Consequently, after the third time, and the child is still not responding to your authority, please contact administration.

4) Do not pull or carry a student to administration for discipline. Use the intercom to ask for administrative assistance. Administration will send someone to you immediately. If the child is in an unmanageable state, administration will ask the teacher to remove the other students so that they do not have to witness the disrespectful behavior. Administration will continue with the discipline which in most cases will be to call parents to pick up the student for the remainder of the day. Refusal to go in timeout or detention is defiance of authority, and parents must be involved as the God-given authority for the child.

5) Appropriate physical touch, regardless if it is to show affection or in discipline, must be carefully administered for it is the highest risk to a teacher personally as well as to the school organization.

LIABILITY LAWS

Because a teacher is the authority figure while students are under the teacher's jurisdiction, the teacher is in a position of responsibility and authority. Anyone in such a position is liable for actions when those actions cause loss or hardship to someone else. Listed below are a number of items to be aware of:

- 1) Hazards, such as broken glass or fallen wires, need to be reported to administration immediately.
- 2) Students need to be cautioned against behavior that might endanger their safety or the safety of others. Failure to do so incurs liability.
- 3) Staff members are not to leave students unsupervised in the classroom or on any activity for which they have responsibility. An accident in an unsupervised setting can be disastrous to the staff person in charge.

REPORTING CHILD ABUSE/NEGLECT

If you have reasonable cause to believe that there is child abuse/neglect, please discuss this with the administration immediately. We are required by law to report this information to the State Department of Human Resources. Please document your observations, but please be careful not to ask leading questions of the child. Pray for wisdom and discernment in handling such a sensitive concern. It is important that this type of concern be handled with extreme confidentiality; do not share with other colleagues, students, or parents. To report child abuse/neglect, contact the Texas Department of Family and Protective Services at 1-800-252-5400 or use the secure website: <https://www.txabusehotline.org>.

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion. In the event of suspected child abuse or neglect, RRCA employees are required to fill out the Child Abuse Reporting Form.

Call the Texas Abuse Hotline when the situation is urgent. Urgent means someone faces an immediate risk of abuse or neglect that could result in death or serious harm. Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:

- Serious injuries
- Any injury to a child 5 years or younger
- Immediate need for medical treatment (including suicidal thoughts)
- Sexual abuse when the abuser has or will have access to the victim within the next 24 hours
- Children age five and under are alone or are likely to be left alone within the next 24 hours
- Anytime you believe your situation requires action in less than 24 hours

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the school is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. An employee's failure to report suspected child abuse may result in prosecution.

SCHOOL SECURITY AND SAFETY PLAN

Faculty and staff are responsible for the well being of children and we must be as prepared as possible.

SAFE SUPERVISION

1. Students must be carefully supervised at all times in the classroom, gym, playground and courtyard areas. If Secondary students are dismissed during their class period to travel to another destination, they should be issued a hall pass.
2. Elementary students must travel in groups or pairs between classes; secondary students may travel alone. If a secondary student abuses this privilege, then he or she will lose the privilege of leaving class unsupervised. Have a procedure outlined to address how and when you will allow a student to leave your class for an emergency. Communicate it to the students the very first day of class for it will set the precedent for the year.
3. Elementary students must be escorted by an adult when traveling between the educational building and any activity outside the gates, including the playground or athletic facility. Secondary students may need an adult to travel with them after picking up their lunch as the gate between the buildings may be locked.
4. Secondary students may not loiter in the parking lot, hallways, or in the gym before or after school or during their lunch break. The exception to this is that student drivers may wait in their cars before school, but need to leave their vehicles at 8:05 am when the first bell rings. Students must arrive to class on time and will be marked tardy if they are not in class when the tardy bell rings. Tardies can accrue and effect exam exemptions and attendance make-up.

FACULTY AND STAFF SAFETY PRECAUTIONS

1. Please be cautious when you leave the building after hours.
2. Keep your personal belongings **locked** in your desk or cabinet.
3. Classroom doors should remain in **locked position** throughout the day in the event of an emergency.
4. Classroom doors **must be locked** when closed and class is in session.
5. Close and lock classroom door when leaving each day.
6. Use your intercom call button to notify the office of any emergency. We will send immediate assistance to you.
7. Notify the administration of any work related injury immediately. A written report will need to be filed with the nurse.
8. In the event of an emergency, it is extremely helpful if you have noted on the appropriate personnel form any current medications that you are taking and/or allergies you have.

EMERGENCY DRILLS AND PROCEDURES

All employees should be familiar with the evacuation diagrams posted in work areas. All employees must have the RAPTOR app install on their device and be well versed in how to use

the app in an emergency. RRCA will conduct, on a regular basis, fire drills and emergency drills such as lockdown and emergency weather drills to familiarize employees and students with safety and evacuation procedures. The campus is equipped with automatic external defibrillators and fire extinguishers. Please see the School Safety and Crisis Response Plan (located in red binders) for all emergency and safety procedures. These are to be kept in an accessible location for quick reference for the teacher as well as a substitute in the classroom.

TEACHER EMPLOYMENT POLICIES

MINISTRY OF TEACHING

As Christian teachers and administrators of Round Rock Christian Academy, we are called by God to help raise up children in the ways of our faith. As ministers who are charged with teaching Christian principles and values to our students, RRCA teachers are charged to not only know how their subject matter is taught, but how their subject matter relates to and reveals the mind of God. Regardless of the subject, purposeful Christian teachers minister to their students by helping them follow Christian values and principles through the lens of a biblical worldview.

Teachers at RRCA (as in any Christian school) must be mindful that they instruct not only through rational explanation of formal subject material, but even more powerfully, through word, deed, example, and shared experiences. Simply put, our teachers teach the Christian faith by modeling their own faith journey. This is why all teachers, even before meeting their students, must agree to and abide by the Round Rock Christian Academy Statement of Beliefs. Teachers are required to teach truth and serve as a godly example, both at school and away from campus.

Our teachers minister to their students by participating with them in shared faith experiences. They lead students in prayer, praise, and mercy. Our teachers also model the Christian life by being active in their own church community and by serving as an intermediary, assisting students in becoming active in their respective church communities so those students might be further nurtured in faith with their friends and family around them.

CONDITIONS OF TEACHER EMPLOYMENT AND EXPECTATIONS

1. The teacher's duties also involve those responsibilities related to the special spiritual ministry to which he/she is called: the training of the child in Christian faith and practices. It is the expectation of the Board that the teacher will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her, and provide for their fullest intellectual, physical, emotional, and spiritual development.
2. Teachers will strive to be a godly role model to our students and refrain from any activities that would be considered a stumbling block for young people. Teachers are asked to believe, model and instruct students on all matters of the faith including our doctrines. Consequently, all employees are required to model what they teach in their own lives. The Christian life is not simply a passing of knowledge from one generation to another; is it about a life lived in community and unity with God's standard. Faculty and staff are to be godly professionals at all times with regard to their personal lives on and off campus.
3. The teacher agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles – always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent, and school matters. (Titus 3:2 and Galatians 5:15).

4. Whenever possible, the teacher will avoid highly debatable topics that tend to divide evangelical believers. A student is to be referred to his/her local church and parents if a debatable topic arises of a theological nature.
5. The teacher agrees to accept, without verbal or mental reservation, the RRCA Statement of Beliefs and agrees to sign the Employee Agreement and Compliance form. The teacher also agrees to cooperate with the Board and administration in implementing all policies and procedures governing the operation of the school. The teacher will notify administration of any policy he/she is unable to support.
6. The teacher agrees to be present and on time for all faculty devotions or other meetings as directed and will remain on campus once their class has been dismissed at least the amount of time specified in the teacher contract (usually until 4:30 pm). Other duties beyond normal school hours may be assigned by administration without additional compensation, including attending and supervising student functions, (i.e., athletic events, musicals, meetings, drama presentations, etc.) and holding parent conferences.
7. The length of the school day shall be fixed by the school as well as the hours of teaching and duties to be performed. Full time Faculty and Staff are required to be on campus daily during the following hours, unless otherwise noted on their contract. The time listed may be extended by called meetings.

Early Childhood	7:30 – 2:30
Elementary	7:30 – 4:30
Secondary	7:30 – 4:30

8. Teachers must be in the classroom when students arrive. They will ensure students are in the room when the tardy bell rings, and will not allow students to leave before the dismissal bell.
9. Assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Head of School. Teachers agree to accept proportionate amounts of supervision outside the regular classroom assignment. The extent of such supervision and assignment will be determined by administration who will seek, as far as possible, to achieve equity in all staff assignments.
10. Teachers will plan broadly throughout year, using unit plans and objectives, implementing a plan of study that employs a variety of teaching techniques to meet the individual needs and abilities of students. More specifically, teachers will enter complete daily lesson plans into Curriculum Track and ensure that homework is available to students and parents in the LMS.
11. The teacher will maintain a classroom atmosphere that is conducive to learning, which includes using classroom management techniques to maintain proper discipline in the classroom. A proper classroom atmosphere also requires maintaining a professional appearance. Do not exercise privileges in front of the students which they are not allowed to have or participate in.

12. Teachers may not share information from a student's academic/discipline/health folder or other private information with anyone outside of RRCA's professional school community without the parents' written permission. Adherence to RRCA's confidentiality policy and practices is of the utmost importance, and, if violated, could be grounds for dismissal. Teachers may not give their passwords for email or Renweb to anyone (except long term substitutes). It is not appropriate for parents to grade papers, and grading of papers by student aides should be limited as well. In addition, parents, student aides and substitutes should not enter grades into Renweb or in any way have access to grades of other students.
13. Teachers are to maintain a professional relationship with parents and students. The teacher should avoid developing a relationship with parents that makes them feel that they must treat a student differently because of the friendship. Be cautious in your interaction with parents or students on social networking sites. It is not appropriate for a teacher to regularly communicate with students via email, text messages and on social media sites outside of the normal function of their job. It would be prudent to not "friend" students on these sites until after they have graduated from RRCA. See the complete Employee Social Media Policy in the Addendum.



RRCA Teacher Job Description

Title

Teacher / Faculty / Instructor

Summary

The teacher will help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians. The teacher creates a positive environment for learning by building and encouraging relationships with students, fellow teachers, and families. The teacher will use valid teaching techniques, including technology, to achieve curriculum goals. The teacher will serve as a Christian role model in attitude, speech, and actions towards others. In addition, the teacher agrees to cooperate with the Board and administration in implementing all policies and procedures governing the operation of the school.

Organizational/Reporting Relationships

Reports to: Departmental Principal

Supervises: Students, and also may supervise teacher aides, student teachers, volunteers

Academics

The teacher will plan a program of study that includes unit plans and lesson plans that are complete and accessible to administration electronically. Biblical principles will be integrated throughout the curriculum and activities in the classroom. The teacher will assign homework that is effective and meaningful and will assess the learning of students on a regular basis, providing progress reports as required. Each teacher will maintain regular and accurate records of attendance and grades and keep parents and administration informed if there is a need for academic intervention or any other special needs.

Parent and Community Relations

The teacher will recognize the need for good public relations and will represent the school in a favorable and professional manner to the school's constituency and the general public. While on campus or at any school functions, teachers will maintain a personal appearance of cleanliness and modesty that is in agreement with the published school dress code in the handbook.

Professional Growth

The teacher will use educational opportunities and evaluation processes for professional growth. The teacher will strive to obtain the professional development courses necessary to obtain and maintain their certification with the Association of Christian Schools International (ACSI) as well as any other courses or training required by administration.

Qualifications/Education/Experience Requirements

Educational:	Bachelor's Degree in Education or related field
Personal:	Mature Christian, pleasing personality, emotionally stable, trustworthy, and of good reputation.
Experience:	Prefer previous classroom teaching experience in an accredited school.
Skills:	Organized, self-motivated, good communicator, able to write and speak effectively, mature in judgment.
Other:	Understands and commits to RRCA Statement of Beliefs and Philosophy of Education, can effectively communicate and collaborate with others by their daily spiritual and professional manner.

Position Assignment:

Hired by:	Head of School
Oriented by:	Department Principal
Position Classification:	Full Time or Part Time
Annual Review:	Department Principal

Essential Elements of the Position:

Skill in utilization of computer systems.
 Capable of visual and auditory communication.
 Trustworthy reputation and strong leadership skills.

More information can be found regarding conditions of teacher employment and expectations in the Faculty/Staff Handbook.

CLASSROOM POLICIES AND PROCEDURES

BASIC GUIDELINES FOR FACULTY

The teacher is charged with the responsibility of supervising the classroom instruction of students, and the following are minimum expectations required to maintain a positive learning environment:

- pray with their students at the beginning of the day.
- be well prepared and begin class on time.
- strive to keep students on task.
- use more than one type of teaching technique or strategy.
- have effective habits and procedures in place.
- require each student to be in compliance with the dress code.
- be an active learner.
- strive to build and maintain professional relationships with all parents and colleagues.

CLASSROOM SUPERVISION

Students are to be in class when the bell rings and **cannot be dismissed before the dismissal bell. It is your responsibility to be in the classroom when the students arrive for it sets the tone for the class time.** Effective supervision is absolutely necessary for the liability risk is too great. **This is not the time for parent visits.** Please have parents schedule a time with you during your conference period.

INTERCOM PROCEDURES

Each classroom is equipped with an intercom call button and a speaker that allows communication between teachers and the office. When calling the office, please remember that there will be times when the administrative support staff is on the phone and cannot answer your call immediately. Please ensure that students know where the intercom button is located and how to use it in the event of an emergency. Also, remember your conversation over the intercom is not private. Please consider matters of confidentiality and respect when communicating to the school office.

ACCIDENT/FIRST AID PROCEDURES

Students must be supervised at all times by an adult. When an accident occurs, the supervising teacher is responsible for obtaining first aid treatment for the child, submitting an **Accident Report** form to the office as soon as possible, and requesting that parents are notified. **ALL HEAD INJURIES MUST BE REPORTED** to the nurse's office, even if they seem minor. In the case of injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Please use universal precaution methods and kits when administering first aid. First aid kits are kept in the nurse's office, classrooms, and all school vehicles.
2. Parents will be notified by the nurse. If they can be consulted immediately, efforts will be made to find which physician is to be secured or where the child should be taken. This

information will be on file in Renweb for each student in case the parents cannot be reached.

3. A representative of the school faculty will stay with the child until the parents assume responsibility.

STUDENT ILLNESS

Every teacher will have a small first-aid kit (bandaids, cough drops, gloves, etc.) in the classroom to be able to take care of minor incidents. If needed, Tylenol will be given by the nurse, or the student will be sent home if he has a fever. Most often children feeling less than 100% are not sent home for illnesses unless they have a temperature or are vomiting. Please try to avoid reacting to a child's complaint by sending them immediately to the nurse. Trips to the nurse to get out of class often develop into a bad habit, which results in the label of "frequent flyers" for some students.

STUDENT MEDICATION

All medication (prescribed and non-prescribed) **is kept in a locked cabinet in the nurse's office.** The medicine must be contained in the original bottle and labeled with the child's name, drug's name, and dosage to be given. Medications will be given by office personnel only when a Medication Authorization form is signed by a parent or guardian and is on file at the school. The nurse will call the student to the nurse's office when the medication is to be given. The teacher's responsibility is to make sure that any medication sent in a backpack or lunch box is immediately sent to the office. Students may not carry prescriptions or non-prescription drugs in their purses, backpacks, or in any other personal belongings. The only exceptions are that secondary students may be allowed to carry certain medically necessary prescription medicines (such as inhalers), at the discretion and approval of the school nurse. Students will be disciplined if this policy is not followed.

EARLY RELEASE SCHEDULE

The Early Release schedule is as follows:

11:30 a.m.	Secondary (Grades 6 th -12 th)
11:45 a.m.	Elementary (Grades K-5 th)
12:00 noon	Early Childhood

ATTENDANCE RECORD KEEPING

- Every teacher will take roll by the designated time each day. Students are to only be marked P (Present), AU (unexcused absence), or TU (unexcused tardy) by the teacher. Students are considered tardy if they are not ready to start class when the bell rings. Please note the time in RenWeb that a tardy student arrived.
- The Attendance clerk is the only person who can list an excused absence (AE). When parents send in documentation for a valid excuse, the designated code will be changed in RenWeb.

- Please be very diligent in marking this for *every* student/*every* day. The tardies noted for siblings should match from teacher to teacher.

**(For the complete ATTENDANCE POLICY, please refer to the
Parent Student Handbook at the back of this Handbook)**

SUBSTITUTE PREPARATION

In order to facilitate the substitute's handling of your class assignment, follow these practices:

- 1) Have **detailed** daily assignments in your lesson plans or make a suitable substitute activity packet when you realize you will be absent.
- 2) Maintain a substitute file. Include the following:
 - Class Roll, Seating Chart, and Class Schedule
 - General instructions (i.e., attendance and lunchroom procedures)
 - Location of teacher's manuals and supplies
 - Class Standards and Expectations
 - Reliable students (for assistance and information)
 - Enrichment materials (suggested activities for extra time)
 - Fire Alarm and Lock Down Drill instructions.
- 3) Submit one day's emergency substitute plan to administration.
- 4) Follow up on reports left for you by the substitute teacher regarding disciplinary problems that may have occurred during your absence.
- 5) Notify administration of any strengths and/or weaknesses concerning your substitute's performance.

STUDENT RESTROOM BREAKS

For the safety of our students in today's society, we must take extreme caution during bathroom procedures. Preschool and elementary students must be supervised during scheduled group bathroom breaks. Avoid having mixed grade levels in the bathroom at the same time. A teacher must be in the vicinity of the bathrooms when students are using the facilities. Although it is important to respect the student's privacy, it is far more important to provide safety for all students. **The teachers are required to ensure that restrooms are left clean when their classrooms leave.**

Designated bathrooms:

Bathrooms in the West hallway of Building A – Secondary students only.
 Bathrooms in the East hallway of Building A – Elementary students only.
 Bathrooms in the West hallway of Building B – Secondary students only.
 Bathrooms in the East hallway of Building B – Elementary students only.

Athletic Facility Restrooms: The Athletic Facility locker rooms are to be used by MS and HS students only. Elementary PE students will use the bathrooms adjacent to the lunchroom. During lunch periods, lunch monitors should ensure that older students do not go into the restrooms while Elementary PE students are using the restroom. In addition, Elementary students must raise their

hands for permission to use the restroom during their lunch, so that lunch monitors can ensure older students are not in the restroom at that time.

Encourage students to wait for the scheduled bathroom times when possible. They will eventually train themselves to the designated bathroom times. However, please do not refuse a child to use the bathroom after a second request. You will be notified if you have a student who has a medical condition that must be taken into consideration. During the school day or whenever students are present, teachers should only use the faculty restrooms.

CHAPEL

Worshiping with our students in chapel should be a cherished highlight of our week. Chapel for Early Childhood and Elementary students will be held on Mondays. Please make sure your class arrives promptly. Secondary students will follow the chapel schedule listed on the yearly calendar. Your positive and pleasant attitude can contribute so much to the chapel atmosphere. Please set the tone for your students by attending and worshipping during this weekly celebration. Encourage the students to come in reverently, worship powerfully, and leave joyously.

CLASSROOM DECOR

Your classroom should reflect a distinctively Christian theme. Please do not staple items in the hallway, on ceilings, doors, or any hardwood surfaces. Keep all bulletin boards fresh and decorated, but try to refrain from cluttering the walls with too many other visuals. Keep your room neat, attractive, and orderly. When choosing student artwork or projects to display in classrooms or hallways, make sure they are neat and attractive and contain appropriate subject matter for all ages to view. See the RRCA Classroom Décor Guidelines in the addendum for the complete set of guidelines.

COMMUNICATION

Effective communication is essential and must be considered a priority. Damaged relationships are caused more by frustration over miscommunication or non-communication than any other problem. Although we will not be perfect in this area, we should strive to develop continual strategies to improve in this area. **You must** check your email multiple times daily, since responding to our parents **in a timely manner** is of the utmost importance. The general expectation is that you respond to parent communication within 24 hours. Parents will typically email during the day, and you should respond to those emails promptly.

Strategies:

- Detailed annual school calendar
- Welcome letter
- Orientation letters, including procedures for homework, tests, and class work
- Newsletter emailed weekly and posted online
- Weekly parent letters
- Website/email
- RenWeb, Canvas, SeeSaw

- Notebooks/take home folders
- 9-week syllabus from your curriculum scope and sequence

PARENT/TEACHER CONFERENCES

To ensure effective communication and relationship-building, at least one parent/teacher conference is recommended. Teachers will communicate the schedule for the day, and provide sign-up slots for parents. In addition, please use planning periods to schedule telephone and office conferences when needed. It may also be necessary to schedule before or after school conferences with parents. Please be prepared, punctual, and positive as well as tactful, truthful, and thorough in your communication. Administration is available to attend conferences should you desire their presence.

COOPERATIVE SPIRIT

The Academy leases the gym facilities of Central Baptist Church. The expectation is always that we utilize shared space with only the utmost respect for one another. We also may share RRCA classrooms with adult Sunday school classes of the church. If your classroom will be one of those shared, you will be notified.

CURRICULUM Trak

RRCA uses a variety of published Christian curriculum as well as secular curriculum. Curriculum guides are maintained in Curriculum Trak, an online database for managing unit and lesson plans that teachers can collaboratively use with their team. The guides include a curriculum map, benchmarks, essential questions/knowledge, and measurable objectives. We use a Curriculum Guide Review cycle (see addendum) to review essential knowledge and skills and textbooks for each subject.

EXTRACURRICULAR ACTIVITIES

While extracurricular activities play a valuable part in building a child's social, emotional, and physical abilities, caution should be taken to keep a good balance. If you feel a child is not balanced in this area, please be tactful in communicating your concerns for this can be an extremely sensitive area for families. We will follow the No Pass-No Play policies on the 9 week report card cycle on all extracurricular activities. Teachers cannot arbitrarily "bench" a student but may make a suggestion to the parents if they feel an extracurricular activity is hindering academic progress.

LUNCH PROCEDURE

It is important that you follow the scheduled time for student lunches, because the lunch period is short and cannot be adjusted. Teachers must accompany elementary classes to lunchroom. The lunch period is 25 minutes with a 5 minute transition time. Because the lunches are back-to-back and time is limited, please ensure that you pick your students up on time.

Elementary students will sit at designated grade level tables or sit outside according to the lunch schedule. Secondary students will have the privilege of choosing their own seats and may sit outside. As with any privilege, it can be removed if abused. Lunch is the time that we want students to enjoy fellowship with their classmates; however, it does not mean they can forget good table manners. Please review the following procedures required in the lunch room:

1. Use self-control when arriving and leaving the cafeteria; no horseplay.
2. Use inside voices and visit with only those who are sitting at your table.
3. Use table manners.
4. Respect the lunch monitors and obey their instructions quickly and cheerfully.

MULTIMEDIA SERVICES/PROCEDURES

RRCA has a school library with a web-based catalog/checkout system and subscription databases for students and faculty. Students will be allowed to use the library during their scheduled visits and with a signed pass during the school day. The librarian will cover the rules and procedures with each class.

Teachers must preview all DVDs, video clips, or streamed videos before showing them to class. Educational videos are appropriate only when they are part of your lesson plans. G rated movies are the acceptable standard. Any movie or video clip that is **rated PG or higher** must have prior administrative approval. The school has a ClearPlay filtering DVD player that will remove questionable content.

Please take advantage of our Discovery Education Streaming Video Service as well as Brain Pop to access videos and video clips. **Due to our current culture, all videos need to be previewed for content before viewing with students.**

<http://www.brainpop.com/>

<http://www.discoveryeducation.com/>

user: rrca password: brainpop

password: 7769-11AE

RECESS/OUTDOOR PLAY

Since physical and outdoor play has been proven to enhance cognitive abilities, all elementary students should have a scheduled 20 - 30 minute daily recess on days that they do not have scheduled PE. Teachers should refer to the heat index guide (see addendum) and common sense when determining whether to take students outside for recess. All grade levels should follow their assigned recess schedules.

Recess may not be taken away from a class or a student without administrative approval. Physical activity is necessary for students to be successful in the classroom.

STAFF CHILDREN

It is a joy to have our own children in our school, and this is one of the wonderful benefits of serving in a Christian school. We are building a program that is in turn molding our own children. However, we have to guard against giving our children special privileges that can be interpreted

as unfair or favoritism. With that in mind, staff children and any other students should not come to a parent's classroom or office during school hours. Avoid impromptu visits to your child's room during class or during the day when students are needing you in your assigned area. **Elementary students must dismiss with their class and stay with the teacher until dismissal is over.** Early Childhood and Elementary staff children must be picked up by a parent or a designated high school student. Staff children **do not** have permission to be unattended in any areas of the school including the gym. During staff meetings and devotionals, elementary staff children must go to morning or aftercare. Secondary students should remain in their parent's classroom. Staff children and other students are not allowed in the teacher workrooms or nurse's office.

STUDENT DISCIPLINE

A separate handbook outlines the school-wide discipline management plan (in the back of the Parent/Student Handbook). Please read carefully. Remember, discipline is done "for" the student in love, not "to" the student in frustration. Effective habits and procedures will reduce discipline problems to a minimum.

STUDENT DRESS CODE

Standards for the current dress code policy are outlined in the Parent/Student Handbook, as well as in this handbook. If you notice a concern, please report to administration. Please try to be as consistent as possible when enforcing the dress code. Please refrain from allowing these infractions to frustrate you personally. Traditionally, secondary students have always challenged generational dress differences. However, while this may be the trend, it is our responsibility to correct respectfully and consistently. Please do not leave dress code infractions for the next teacher to address. If you see the violation, please be responsible for notifying administration.

ARRIVAL AND STUDENT DROP-OFF / PICK-UP POLICIES

Kinder through 5th grade students who arrive before 7:55 a.m. must go directly to the designated morning care areas. Early Childhood students should always be accompanied into the building by a parent. Secondary students will wait in the Athletic Facility and will be dismissed to their classes at 8:05 a.m.

Early Childhood and Elementary parents will be given a vehicle name tag that must be posted on the windshield. The PikMyKid system will be used at dismissal for loading students into vehicles. It is very important that teachers load the children into the automobile carefully. While waiting for students to be picked up, teachers need to manage the noise level within reason.

RELEASING CHILDREN

We will release children only to adults authorized by the parent on the Emergency Contacts list, through a signed note, or through the PikMyKid system. If you are unfamiliar with a visitor, send the person to the office for a printed Raptor badge label. The office will require permission in advance from the parent, a driver's license, and a picture ID. Become familiar with parents' automobiles. If you do not recognize a person, please ask them to park and come to the office for

clearance. Don't be concerned about offending parents or the adults by following this procedure. We are often told how much parents/adults appreciate the extra precaution we take to keep their children safe.

DISMISSAL PROCEDURES

Early Childhood students will dismiss at 2:00 p.m.; Kindergarten and Elementary students will dismiss at 3:20 p.m. Current dismissal procedures will be distributed at the start of each school year. Teachers must physically assist all PreKindergarten and Elementary students into the cars. Please train the students to sit quietly until they are called for loading.

After school dismissal is not a good time for private conversations with parents. Please have parents schedule a time to meet with you during your conference period. **All elementary teachers must remain on duty** until all students have been picked up, regardless of whether or not all your students have been picked up. At the end of dismissal, the remaining students will be delivered to the Extended Care teacher until a parent arrives. Students (elementary and secondary) may not roam the campus unsupervised.

Secondary students will dismiss from their classrooms at 3:45 pm. Current dismissal procedures will be distributed at the start of each school year. **Secondary teachers** who are on duty must supervise students until 4:00 pm. Secondary students who have not been picked up by 4:15 pm will be informed to report to Hang Time to wait until a parent arrives. The Secondary teacher on duty will let the office know which students have been notified.

CLASS PARTIES

For elementary classes, parties may be held at Christmas, Valentine's Day, Easter, and at the end of the year. **All class parties are planned by the classroom teacher.** Grade level classes should be consistent in terms of date of parties, format and length of party. You may ask for parents to assist you in supervision of the party. Halloween is not celebrated at RRCA and the commercialized Santa and Easter Bunny are not the focus of our Christian celebrations.

Birthdays can be celebrated at school with refreshments during recess or during lunch period. Please advise parents to keep the celebration very simple; no games or presents. If children pass out birthday party invitations in class, or if the parents send email invitations, every child must receive an invitation.

GUIDELINES FOR END OF YEAR PARTIES

- Must be on the last day of school, with the exception of PK, Kinder, and 5th grade.
- PK-4th grade have a two hour limit and must be on campus
- 5th grade may choose to have an off campus celebration.

END OF THE YEAR CLOSE-OUT PROCEDURES

End of the year policies and procedures will be distributed by Administration each year in May.

EXTRA DUTY ASSIGNMENTS

Teachers are assigned to required extra duties to help with security and order on campus. You will be given an extra duty roster with your special assignment during orientation. Duties may include but are not limited to supervision at athletic events, parking lot duty, morning extended care, Family Preview Day/Night, and attendance at other planned events. These will be listed in the addendum.

FIELD TRIPS

Quality, educational field trips may be planned after September 1 and no later than April 15. All field trips must be **planned by the classroom teacher** to ensure an effective field trip. All field trips must be submitted to Administration in advance for approval. It is important that teachers don't wait to the last minute to start the field trip approval and planning process. Before a class has permission to leave campus for a field trip, the appropriate forms must be completed and turned in to the office and the class must have completed a van evacuation drill. Please see Transportation and Vehicle Use on pages 30-32 for complete transportation guidelines. Field trips should not typically be scheduled during August or May, but exceptions may be made for a unique opportunity.

The school chapel shirt (navy polo shirt) should be worn on all elementary field trips. If a student forgets to wear a school shirt for the field trip, he/she will borrow a shirt from the school.

Parents are encouraged to participate in field trips whenever appropriate. Appropriate paperwork must be submitted to the school office before parents can be on the approved driver's list. Teachers should know in advance if a parent plans to drive or chaperone a field trip. Appropriate dress is required for parents, guests, and students. Parents must receive adequate notification of any proposed field trips. A first aid kit and emergency forms for the class must be taken on all field trips. These items are available from the school nurse.

Funds that are designated for field trips are solely for the educational expenses related to the field trip. These funds may not be used for class parties or party favors. Field trips should be a valuable learning excursion, as central Texas is rich with educational field trip experiences.

CLEANING CLASSROOMS/ATHLETIC FACILITIES/JANITORIAL SERVICE

Although we have a day porter and an evening janitorial service, it is important that our students be responsible for the care of the school facilities. Students must be held accountable for daily assigned classroom responsibilities. **Please include stacking chairs, dusting, wiping off desks, sweeping, picking up trash off the floor, and trash removal among your weekly responsibilities for students.** The cafeteria and patio must be kept clean of spills and food debris. It is imperative that students be asked to clean up after themselves in common areas.

If there is a classroom/bathroom emergency, please intercom the office. We will contact the appropriate person to take care of the situation.

LEAVING CAMPUS FOR ERRANDS/PLANNING PERIODS

If you must leave campus during your planning period, please leave a message with the administrative staff. If you are not able to return to your class on time, administration must be notified immediately.

In order to protect the professional integrity of RRCA, you may not sleep or rest in your classroom or vehicle during your planning period. If you are not feeling well and need to rest during your planning period, please come and rest in the nurse's office or the teacher's workroom.

TEXTBOOKS

While many of our textbooks are soft covered, they are not necessarily consumable. **All softbound textbooks (classroom sets) and novels should be covered with contact paper.** The goal is to keep our textbooks in good working condition; however, that does not always happen. Please encourage and remind students to be good stewards of their resources and treat their textbooks with care. Test booklets and Teacher's Guides need to be kept in a secure location.

ACADEMIC POLICIES AND PROCEDURES

GRADEBOOK

Please keep an accurate gradebook. It is crucial that your record keeping is in good order for others to review. It is imperative that you keep track of all assignments and update grades on a weekly basis in RenWeb.

Please make sure your grading system accurately reflects the student's performance. Please review your "evaluation system." If you find a high percentage of A's or F's on a particular assignment, then there is usually something wrong. It usually indicates that your assignment is either not cognitively or developmentally appropriate for your students. Evaluate, adjust, and correct your system. Generally, classes should perform the bell curve as follows:

25%	A's/B+
50%	B's/C's
25%	D's/F's

GRADING SCALE

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

LETTER GRADES FOR SPECIALS

E = Above Average
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

STANDARDS FOR ELEMENTARY SPECIALS LETTER GRADES

E-Excellent: The student is excellent in behavior, has a positive and cooperative attitude, works hard in class, is a great example for other students and displays clear Christian character.

S-Satisfactory: The student's behavior is satisfactory, has an attitude that is generally positive, normally completes work on time, is not argumentative and works well with others.

N-Needs Improvement: The student's behavior is becoming unsatisfactory, the student does not work industriously, complains, lacks self-control and has to be reminded often of classroom procedures. Parents of a student in danger of receiving an "N" should be contacted before the grade is issued.

U-Unsatisfactory: The student's behavior is unsatisfactory. The student lacks self-control and is reminded about classroom procedures at least 50% of the day. There should be at least four documented telephone/email/face-to-face contacts to parents before this grade may be issued.

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 in order for the student to make up the assignments. If the work is not made up within the stated time, the student will receive a zero for each missing assignment and a course grade average will be calculated.

Refer to the complete RRCA Academic Policies in the Parent/Student Handbook (attached), which includes the Retention Policy, Academic Probation, and Homework Policy.

Elementary Grading Policy for Teachers

In addition to the Grading Policies in the Parent/Student Handbook, teachers should follow the guidelines below.

- 1) Please remember to include written, positive comments on your graded work.
- 2) Do not use the “F” letter symbol on any assignment. The number grade will communicate a failing grade.
- 3) Grades are private information. Students should not be asked to give their grades aloud in front of their peers. Students should not grade other students’ work. Parents should not grade or record any student’s work.
- 4) If half of a class makes below a 75% on an assessment, a reteach/reassessment of the material is required.
- 5) Accommodations are *not* required to be noted on the report card; modifications (any changes to the regular grade level curriculum) *are* required to be noted on the report card.
- 6) **Parent signatures are required on all failing assessments.** Three failing elementary assessments in a nine week period require a parent conference.
- 7) Extra credit points may be offered on assignments, but the maximum is 10 points on any assignment.
- 8) Parents will be notified via RenWeb, personal visit or documented phone call when a student has accumulated a third late assignment in a nine-week period. This does not have to be in a single subject.
- 9) Late work will be penalized 10 points on the first day late, 20 points on the second day and 30 points the third day. If the work is not turned in after three days, the teacher may reissue the assignment for the student to complete and receive 50% credit of the earned grade.
- 10) Once a student has received more than three zeros in a subject within a 9 week grading period, the teacher should inform administration and set up a parent meeting to seek a solution.

Secondary Grading Policy for Teachers

In addition to the Grading Policy guidelines in the Parent/Student Handbook, teachers should follow the policies outlined below.

Nine-week grading requirements for each subject

- In each academic subject during the nine-week grading period, students will be required to complete a minimum of three tests and 15 assignments. Grades need to be entered in the LMS on a weekly basis.
- This is the minimum expectation. A teacher may give additional assignments, tests, homework, etc. depending on the subject and material being covered and the needs of the students.
- Tests and quizzes can be weighted to reflect accurate assessment measures.
- The Late Work Grading Policy needs to be strictly followed by all teachers in order to promote consistency in secondary standards.
- **The teacher needs to report a student earning 3-zeros in a nine-week grading period to the Student Academic Advisor.** In addition, a parent contact and response (meetings or emails) should occur so that the concern is documented.
- If half of a class scores below a 70% on an assessment, a reteach/reassessment of the material is required.

Middle School--Nine week grade percentages for each subject

The nine week grade for each subject at the middle school level will be determined using the following percentages:

- 50 % – major tests, projects, papers, performances, quizzes, etc.
- 50 % – daily assignments, class work, homework, quizzes, etc.

High School--Nine week grade percentages for each subject

The nine week grade for each subject at the high school level will be determined using the following percentages:

- 60 % – major tests, projects, papers, performances, quizzes etc.
- 40 % – daily assignments, class work, homework, quizzes, etc.

DISCOVERY PROGRAM

The Discovery Program, when offered, is a limited support program for elementary students who need academic remediation support or academic enrichment. The Discovery Staff will evaluate each student who is recommended for enrollment in the Discovery program.

DIAGNOSTIC TESTING FOR LEARNING DISABILITIES

Identifying red flags for learning disabilities is a critical skill in your scope of responsibilities. If you feel you have a student who needs to be referred to a specialist for a full or comprehensive evaluation of academic skills, please formally document specific behaviors for a two week period. Attach this formal document in a memorandum to administration and the academic support team. Upon receipt of this memorandum a conference will be set up with the teachers to help establish intervention protocol. Once the protocol has been established and appropriate accommodations have been put into place, a period of evaluation will begin to reassess the student. After reassessment, a formal conference will be held with the parents to discuss possible testing for a diagnosis of learning disabilities. It is not appropriate for teachers to diagnose or suggest a specific diagnosis to parents such as ADD, dyslexia, autism, or OCD. This could become a liability issue.

If a child is diagnosed with a learning disability, a Student Strategy Intervention Plan (SSIP) will be written. In most situations, modifications and accommodations can be made to help students with a learning disability succeed in a normal classroom. In addition, support through remediation or compensatory strategies through our Discovery Program or a private therapy program may be necessary. Educational research supports that inclusion is the preferred method of instruction for students with learning disabilities. A teacher is required to implement the modifications noted on an SSIP.

Important Terms to know:

Accommodations: Accommodations allow a student to complete the same assignment or tests as other students, but with a change in timing, formatting, setting, scheduling, response, and/or presentation.

Modifications: A modification is an adjustment to an assignment or test that alters what the assignment or test is designed to measure. This occurs when the reading material assigned to a student is altered or made easier than the material assigned to other students in a regular education class.

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 academic success in the classroom and develop age appropriate social and emotional maturity.

PreKindergarten:

Early Childhood students are not held to the same academic standards as the other grades. The program exposes students to concepts and skills in order for students to be successful in Kindergarten. There are no grades at this level, only assessments that show the child's progress. However, if a teacher believes that it is in the child's best interest to have them repeat the PreKindergarten year, they will initiate this discussion with the parents, typically by the first parent/teacher conference date in the Fall.

Elementary:

When a student meets any of the criteria listed below, the teacher should begin documenting communications with parents regarding the students lack of academic progress. The place to document all phone conversations, emails, and in-person meetings with the parents is the Parent/Teacher Conference area in FACTS/RenWeb. If a student is failing a subject at Progress Report Time or Report Card time, documentation of communication to parents should also be included in the Parent/Teacher Conference area. Criteria for communicating with parents and documents the communication include any of the following:

- has 3 failing daily grades in any one subject
- has 3 zeros in any one subject
- fails a test and does not come in to do corrections or retakes
- is struggling to keep up academically with the class

If a student is not passing at progress reports or report card time, the following steps will be taken:

- the teacher and Elementary Principal meet together to discuss strategies for academic improvement
- the teacher meets with the parent and student to discuss the plan and set goals for the student

Teachers and Administration must document all academic meetings, emails, and interventions for a student once an initial Parent/Teacher Conference event has been done.

At the beginning of the second semester, if efforts have not been made or the efforts have been unsuccessful, the teacher and Elementary Principal will meet with parents to discuss the possibility of the need for retention.

A student will be retained for the following reasons:

1. Student has multiple classes below a 70.
2. The combined judgment of the teachers and administration indicates that retention would serve the best interest of the student.
3. Attendance (includes both excused and unexcused absences)

Secondary:

When a student meets any of the criteria listed below, the teacher should begin documenting communications with parents regarding the students lack of academic progress. The place to document all phone conversations, emails, and in-person meetings with the parents is the Parent/Teacher Conference area in FACTS/RenWeb. If a student is failing a subject at Progress Report Time or Report Card time, documentation of communication to parents should also be included in the Parent/Teacher Conference area. Criteria for communicating with parents and documents the communication include any of the following:

- has 3 failing daily grades in any one subject
- fails a test and does not come in to do corrections or retakes
- is struggling to keep up academically with the class

If a student is failing on a progress report the following steps should be taken for each class the student not pass:

- Teacher notifies parents via email that the student has not passed the class, recommends support suggestions for home, and encourages help class attendance by providing dates and times.
- Student Academic Advisor meets with student to discuss a recovery plan, sets goals to pass the class, contacts parent via email, and shares the recovery plan and goals with parents

If a student is fails a report card period the following steps should be taken for each class the student failed:

- Teacher and Academic Advisor set up a conference with the parent and student to discuss what actions needs to be taken to be successful the next quarter.
- Student is placed on academic probation and is ineligible for three weeks and must attend help class.

Teachers and Administration must document all academic meetings and interventions for a student once an initial Parent/Teacher Conference event has been done.

At the beginning of the second semester, if efforts have not been made, the teacher and academic advisor will meet with parents at progress report and report card reporting periods to discuss the potential of summer school and potentially retention.

A student will be retained for the following reasons:

4. Student has multiple classes below a 70 and it is not possible to complete credit recovery over the summer
5. The combined judgment of the teachers and administration indicates that retention would serve the best interest of the student.
6. Attendance (includes both excused and unexcused absences)

2024-25 Faculty / Staff Handbook Index

A

Absence Notification, 36
 Academic Policies, 60
 Accident/First Aid Procedures, 29, 50
 Annual leave (PTO), 20
 Arrival (Student drop-off), 56
 Attendance (student), 51
 Attendance and punctuality (Staff), 35

B

Benefits, 20-26
 Board of Directors, 7

C

Calendar, 30
 Chapel, 53
 Child abuse/neglect, 42
 Classroom Policies, 50
 Communication with minors, 40
 Communication with others, 53
 Confidentiality and non-disclosure, 13
 Core values, 3
 Covenant with Parents, 3

D

Devotions, 35
 Discipline (student), 56
 Discovery Program, 63
 Discrimination and Harassment, 10
 Dismissal, 57
 Dress code (student), 56

E, F

Early Release, 51
 Email and computer use, 29
 Employee categories, 15
 Equal Opportunity Employer, 9
 Ethics and conduct, 9
 Expected Student Outcomes, 6
 Evaluations (Faculty), 39
 Family Leave Act (FMLA), 22
 Field Trips, 58

G

Grading Policy, 60-62
 Grievance Procedures, 12

H

Holidays, 21
 Hours of work, 35

L

Lunch procedures, 54

M

Media relations, 38
 Mission Statement, 2
 Multimedia Services, 55

P

Paid Time Off (PTO), 20
 Parent Support Team, 31
 Parties, 57
 Payroll procedures, 26
 Performance Management, 18
 Philosophy of Christian Education, 2
 Physical interaction guidelines, 40-42
 Professional Development, 36

R

Restroom Breaks (students), 52

S

Safety, 43-44
 Staff Meetings, 30
 Statement of Beliefs, 4
 Substance free workplace, 37
 Substitute preparation, 52

T

Tardies (student), 51
 Teacher Job Description, 48-49
 Telephone (staff use), 29
 Textbooks, 59
 Transportation, 32-34

V, W

Van and vehicle usage, 32-34
 Vision Statement, 2
 Weapons, 37



ROUND ROCK CHRISTIAN ACADEMY

Employee Agreement and Compliance Form

RRCA expects all faculty, staff, coaches, and substitutes to model the qualities and characteristics that exemplify a Christ-like life. Teachers are asked to believe, model and instruct students on all matters of the faith including our doctrines. Consequently, all employees are required to model what they teach in their own lives. As a full-time, part-time, contracted employee or substitute at RRCA, I recognize, understand, and agree to live by the Christian moral standards of the school.

Tobacco Use Policy: RRCA has prohibited the use of tobacco, including e-cigarettes, throughout the workplace. Any questions regarding the tobacco policy should be directed to administration.

Substance Free Workplace: RRCA is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed and/or referred to appropriate law enforcement officials for prosecution. As a condition of employment, employees shall abide by the terms of this policy and notify the Head of School in writing if they are arrested, indicted, or convicted for a violation of a criminal, drug, or alcohol statute previously or during employment.

Possession of Weapons on Premises: Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, chemical substances, ammunitions, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored event takes place. To ensure the safety of all persons, employees who observe or suspect a violation of this policy should report it to their supervisor immediately.

Convictions: Have you ever been convicted* of a crime, other than minor traffic offenses (minor offenses include speeding or parking violations)? Yes ___ No ___ If yes, please explain (on a separate paper). **Convicted means you were declared guilty by a judge or jury-or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in prison. Answering yes will not automatically disqualify you from employment. RRCA will conduct a criminal background check.*

Background Check: I understand that I am required to complete a criminal background check form, and I hereby authorize the school to conduct a criminal records check. In addition, I may be required to submit to a fingerprint check by the FBI and/or other federal and state authorities. I understand and agree that my working with students at RRCA is conditional upon the receipt of background information, including criminal background information. The school may refuse an offer of employment or continuation of employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

Moral Integrity: I have disclosed all past and current legal, moral, and ethical issues or allegations that may affect my ability to be a positive Christian role model. I declare that during the past year I have not engaged in, or at the current time I am not engaging in, and promise that I will not during the term of my employment, engage in unethical, immoral, or inappropriate sexual conduct, or improprieties toward minors as defined by Scripture and federal or state law. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of RRCA.

Church Involvement: I understand that I am expected to regularly attend and be active in a local Christian church.

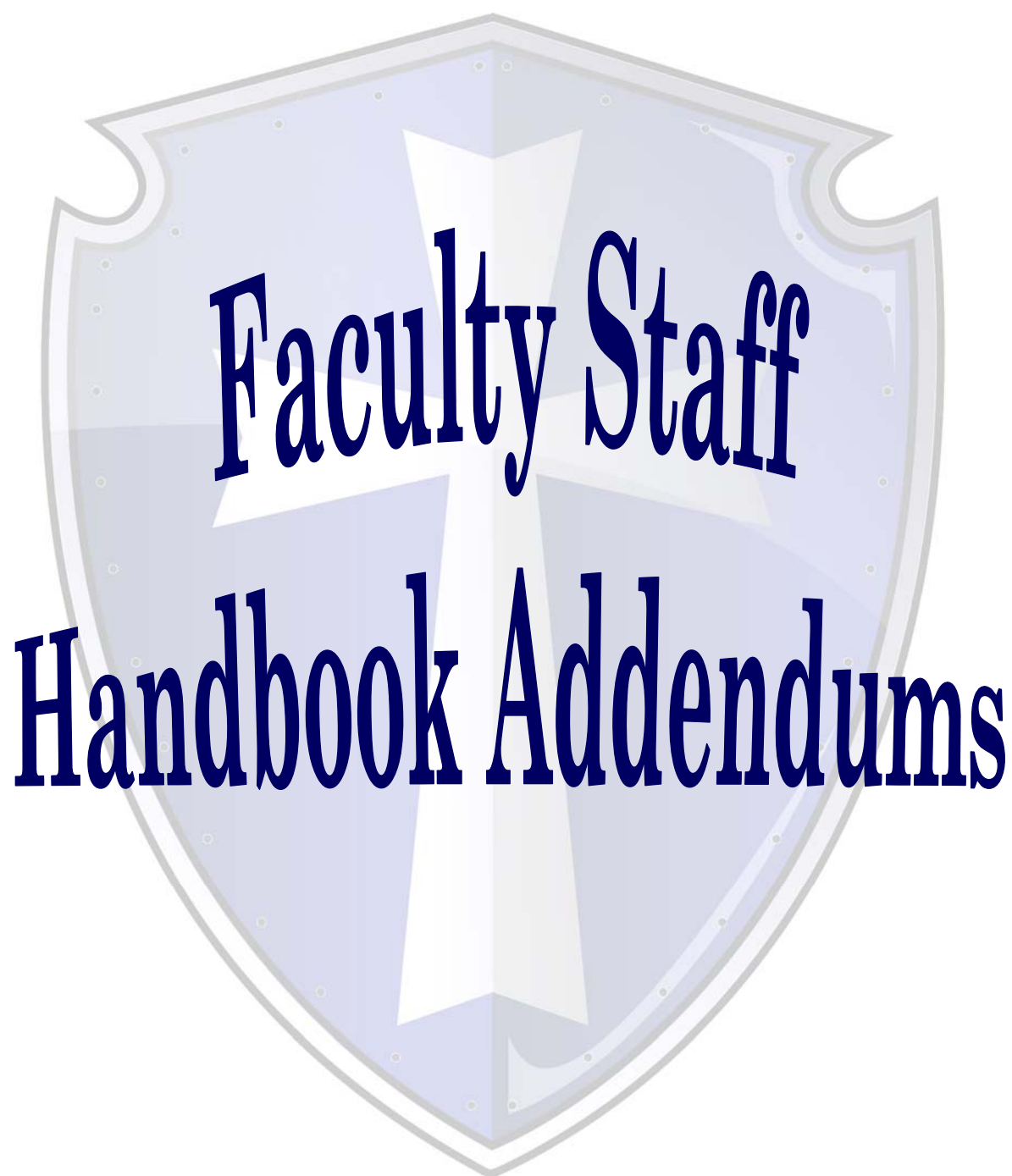
Faculty/Staff Handbook Agreement: I acknowledge that I have read and will abide by the policies and procedures outlined in the RRCA Faculty/Staff Handbook. I understand that an attempt will be made to communicate any major changes to the Faculty/Staff handbook. However, it is my responsibility to be aware of and abide by all policies and procedures.

Agreement for Electronic Communication Changes to Benefits: I hereby give RRCA permission to electronically communicate any ERISA benefit information, Retirement Plan, and Affordable Care Act (ACA) notices required by law.

Agreement for Media Release for Marketing: I agree to give RRCA all rights to publish or use video or photographic images of myself for the sole purpose of advertising and/or promotion of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

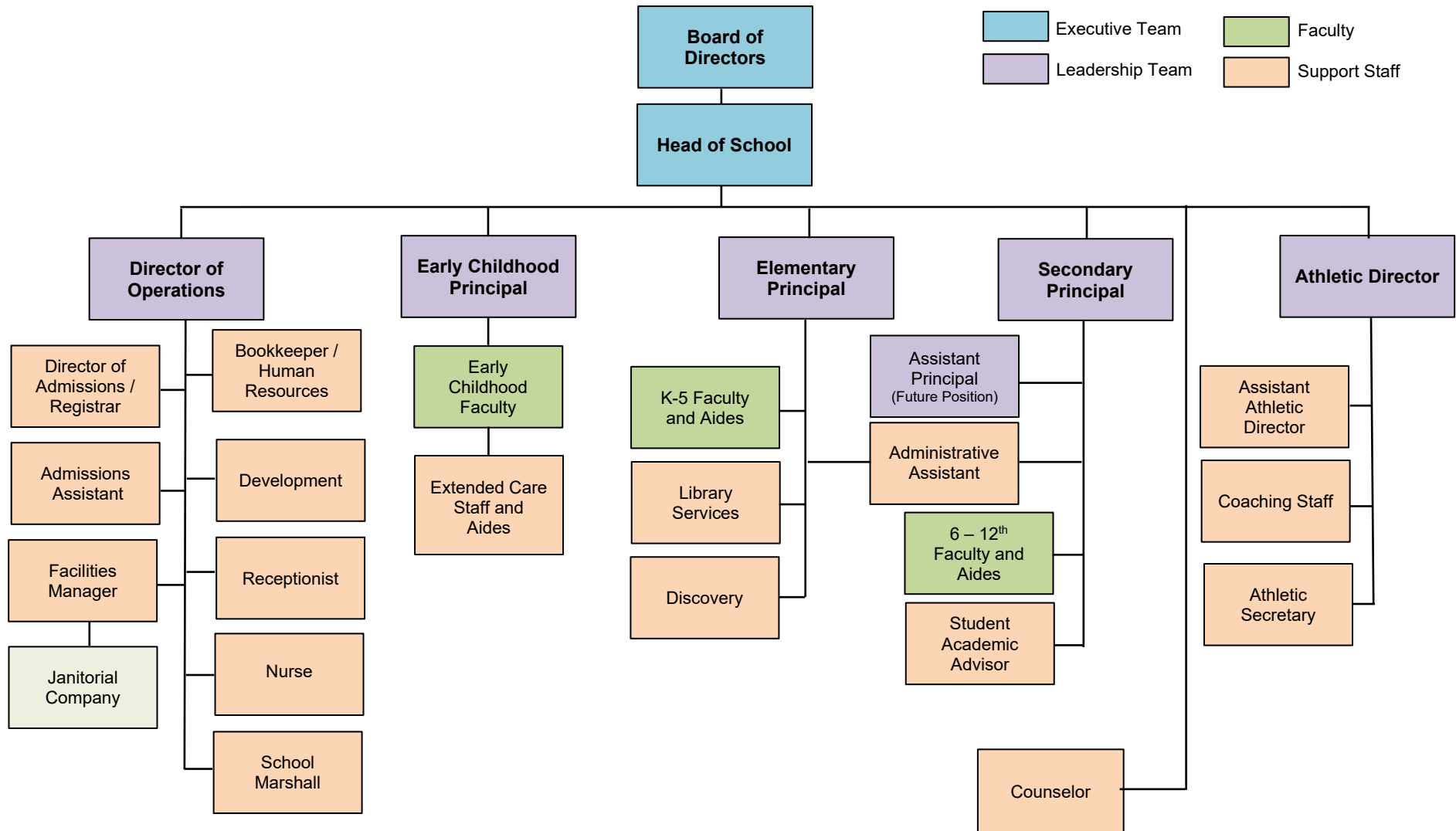
I certify that I have carefully read, understand and agree to the above statements.

Name (Print and Sign): _____ Date: _____





Round Rock Christian Academy Organizational Chart





RRCA Social Media Policy for Employees

Round Rock Christian Academy (RRCA) respects the right of employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that employees' personal use of these sites not damage the reputation of RRCA, employees, students or their families. Social media and networking sites must not be accessed through the RRCA network, with exceptions made for maintaining RRCA-sponsored online communities. On campus personal usage of social media sites is limited to this exception.

Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world is easily searchable, shareable, and often has the possibility of becoming public, even without their knowledge or consent. RRCA strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

There is no such thing as a "private" website or social media service. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information, even deleted posts. If you make an error, correct it quickly and visibly. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Employees' online behavior should not call into question their suitability to work with children.

When using a social media site, an employee is strongly discouraged from including current, minor students as "friends," "followers," or any other similar terminology used by various sites. Employees are also required to follow all applicable privacy laws when referencing students or posting photos and/or videos of students on private or RRCA-affiliated social media accounts.

Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- the nature, purpose, timing, and amount of the communication;
- the subject matter of the communication;
- whether the communication was made openly, or the educator attempted to conceal the communication.

Additionally, employees should adhere to the following guidelines, which are consistent with RRCA workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

- An employee shall not make statements that would violate any of RRCA's policies.
- The employee shall uphold RRCA value of respect for the individual and avoid making defamatory statements about RRCA, schools, employees, students, or a student's family.
- An employee will not engage in a disagreement with another employee, student or parent on a social media site. In all cases the Matthew 18 principle must be followed.

- An employee will not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

When necessary, group text messages to a club, team, or travel group should be handled via Group Me with multiple adults included in the group communication. **These group messages should NOT OCCUR during school hours, because students should not be checking their phones during school hours, and they are very distracting to the school academic day. If groups need to know about a change of plans or practice times during the school day, employees should use email to announce a last minute change.**

Social media accounts affiliated with a school or school-sponsored group must be approved by Administration. It is also strongly recommended that social media accounts affiliated with school parent groups be clearly marked as parent-run, not RRCA-sponsored.

If an employee maintains or participates in a RRCA-sponsored online community that extends to persons who are parents, alumni, or other constituents, they must exercise good judgment about any content that is shared on the site. These groups can become negative and the employee must keep in mind how their association with the group can be viewed. Any rumors or untruths about teachers or school policies should be addressed with discretion and love.

If RRCA believes that an employee's activity on a social networking site, blog, or personal website may violate RRCA policies, RRCA may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

ROUND ROCK CHRISTIAN ACADEMY FACULTY AND STAFF DRESS CODE ADDENDUM

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. Our clothing and the way we wear it should represent a desire to please God and honor Him.

GENERAL CLOTHING GUIDELINES

Faculty and staff should serve as a distinctive example of Godly standards through dress. Clothing should meet the following standards: Honors God, promotes modesty, is professional, functional, is safe and is not a distraction. Dress code guidelines for employees should always be followed, unless Administration designates a special exception day.

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** both on and off campus after hours. Overtly inappropriate dress will be handled on an individual basis.

HAIRCUTS

For male teachers, 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. Facial hair should be neatly trimmed and groomed in appearance. No extremes in style or color are allowed.

For female teachers, hair should be clean and groomed in traditional styles and colors. No extremes in style or color are allowed. Hair accessories should not be a distraction to the learning environment.

TATTOOS OR BODY PIERCING

There should be no extremes, such as gauges, nose rings, lip rings, eyebrow rings, or tongue rings, etc. for faculty and staff. Earrings are not permitted for male faculty. Tattoos/body art on the face or neck are not permitted. Body art slogans or images that are deemed inappropriate by Administration are not permitted. Administration is the final authority of what it deemed to be appropriate or inappropriate in terms of piercings and/or body art.

When deemed necessary, Administration may request that body art is covered during the school day and while in attendance at school functions and events.

PROFESSIONAL DRESS CODE

Our desire is for all Faculty to dress in a professional manner every day. As classroom teachers and professionals, we expect RRCA Faculty to have a neat and clean outward appearance, which includes hairstyles and clothing. Students, parents, and school visitors should see Faculty in classrooms that have a consistent, daily professional appearance, which helps create an environment of respect and sets the teacher apart from the students.

Female Teachers-Acceptable Clothing Standards:

- Skirts, skorts, and dresses, all of which are no more than 2" above the knee.
- Leggings or tights are not permitted by themselves but may be worn with a skirt or dress that meets the 2" rule.
- Regular pants/dress slacks are acceptable.
- Professional dress shorts may be worn for special occasions but must not be more than 4" above the knee.
- Sleeveless shirts which cover the top of the shoulders are permitted.
- On Fridays and special occasions granted by Administration, teachers may wear jeans to school.

Female Teachers-Clothing that is not permitted:

- Slacks or jeans that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable.
- Leggings or tights are not permitted by themselves, and fish net tights are not permitted at all.
- Pajamas type pants are not permitted except for PK-Kinder special days (i.e., Pajama Day).
- Clothing with slogans, characters, and/or 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.
- Blouses and shirts made of sheer material (so that undergarments are visible) are not allowed.
- Spaghetti straps or tank tops are not allowed.
- Shirts that expose the back or midriff are not allowed.
- Teachers are not allowed to wear hats, hoodies, or beanies in the classroom.
- In general, sweatpants, joggers, or yoga pants should not be worn at any time. There are some exceptions to this rule that apply to the Athletics staff.

Male Teachers-Acceptable Clothing Standards:

- Short or long-sleeved collared shirts (includes nice t-shirts) and slacks.
- Belts are preferred but not required.
- All shirts with long tails or shirts that are below mid-hip **must be tucked in**.
- On Fridays and special occasions granted by Administration, teachers may wear jeans to school.

Male Teachers-Clothing that is not permitted:

- Pants that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable.
- Pajama pants are not permitted.
- Clothing with slogans, characters, and/or bands that are violent or inappropriate in nature that would be in contradiction with school values are not allowed.
- Teachers are not allowed to wear hats, hoodies, or beanies in the classroom.
- In general, sweatpants, joggers, or yoga pants should not be worn at any time. There are some exceptions to this rule that apply to the Athletics staff.



Extra Duty Assignments and Required Events for Employees Faculty/Staff Handbook Addendum

Full-time Faculty are required to fulfill extra duties and attend events to assist with safety and order on campus, and to promote school community among school families and prospective families.

Administration will make assignments for extra duties from the list below. Principals will distribute extra duty assignments at the beginning of the school year. Assignments may change each quarter or semester. Teachers should schedule their meetings and help classes around these duties.

Extra Duties:

- Before school: morning care (PK-5th grades), monitoring (6th-12th grades), parking lot duty, gate and door duties
- During school: lunch monitor duties
- After school: elementary dismissal duty, Secondary dismissal monitors, parking lot duty

Administration will distribute more specific guidelines regarding required attendance and suggested attendance at specific events at the beginning of the school year. These will include the following:

Required events:

All Staff meetings
 Elementary and Secondary Team Meetings
 Crusader Orientation (August)
 Admissions Open House (January)

Other Events:

Students enjoy seeing their teachers at their extracurricular events. You are expected to attend events such as grade level musicals, graduations, senior commencement, and an athletic game per season. You are encouraged to consider volunteering for events such as CrusaderFest, Spring Show, game concessions, etc.



Round Rock Christian Academy Field Trip Approval Form

Teacher Request for Field Trip

Teacher(s): _____ Grade(s) _____ Today's Date _____

Date of Proposed Trip: _____ Date of Van Evacuation Drill (Mandatory): _____

Destination/Description of Activity: _____

Destination Contact Person: _____ Phone: _____

Objectives: (Briefly state the purpose of this trip and what you hope to accomplish.)

Our class is preparing for this trip by:

What type of follow-up is planned for the classroom?

Trip Timing:

Departure: _____ Destination Arrival: _____ Time on Site: _____ Arrival back at school: _____

How many will attend? Teachers _____ Chaperones _____ Students _____

What provisions have been made for students who are unable to go on the trip? _____

Approximate round-trip mileage: _____ Transportation: _____ school vehicles _____ parent cars _____ leased bus/van

Will van driver be reimbursed for outing? _____ Amount? _____

Note: 1) All parent drivers must have completed the Volunteer Driver Application Form and be listed on the school's approved driver list. 2) If school-owned vehicles are needed for this event, they must be reserved well in advance of the departure date.

Trip Expenses:

Entrance Fees: _____ Transportation Expenses: _____ Parking Costs: _____

Chaperone/Drivers: _____ Snacks: _____ Misc: _____ **TOTAL:** _____

Please note: If the field trip is approved, you must request the check from the Business office the week before the trip. Field trip money cannot be used for lunches on a field trip. If the students plans to eat out on the field trip, the students must bring their own money for lunch.

If the field trip is approved, no changes in the original destination or date will be made without securing administrative approval. Once the field trip has been approved it must be listed on the school's master calendar. Make sure that the school vehicles are reserved and that the specials teachers and lunch personnel have been notified of the date. Please notify the school nurse at least three days in advance in order for the emergency forms to be prepared for the trip. A list of secondary students and the periods they will miss at school must be emailed to the secondary teachers, administration and school office at least a week prior to departure. Lastly, please leave the office a list of drivers and the students assigned to the drivers/vehicles. For emergency use only, please include cell numbers of the field trip drivers.

Administration: _____ **Approved** _____ **Denied** _____ **More Details Needed**

Signature: _____ **Date:** _____



Round Rock Christian Academy

Field Trip Procedures

Field trips are a wonderful way to enrich and support academic objectives, if planned appropriately. The purpose and objectives of a field trip must be evident and of value. Furthermore, we must limit field trips to one per a nine-week grading period per grade level or group in order to preserve academic learning time. Although we must be conscientious and responsible to the assigned academic learning time, a well-prepared field trip provides an effective learning experience for students and parents. Please follow the checklist as you prepare:

Three Weeks or more prior to Field Trip

- ___ Submit a copy of the field trip request form to school administration.
- ___ Once the field trip is approved, schedule it on the school's master calendar through the Main Office.
- ___ If school vehicles are required for transportation, check on availability and reserve the vehicle(s) for the field trip day.
- ___ Send parents notification of field trip.
- ___ Begin preparing students for field trip. Students should know the learning objectives of the field trip and be held accountable for the learning.
- ___ All parents participating in the field trip, regardless of driving or chaperone, must complete a Criminal Background Check. Please inform parents of this early so they have time to turn in necessary paperwork. Criminal Background Check forms are available in the Main Office or on our website.
- ___ If using parent vehicles or school vehicles, parents must be an approved driver. Volunteer Driver Approval Forms are available in the Main Office or on our website.
- ___ Ensure that all chaperone guidelines are followed for vehicles traveling to and from the trip.

One Week Prior to Field Trip

- ___ Check to see if you have any assigned supervision duties on your field trip day that need to be covered by another teacher. Arrange to trade duties with a colleague.
- ___ Send out an email to the specials teachers (Music, Art, PE, Library, Spanish, Computer, Discovery) and the lunch staff if your students will not be there for lunch or classes on the field trip day. Send a copy of this notification to administration.

Specials classes will not be rescheduled and lunches will not be carried over to the next day or next week.

- ___ Send an email to the nurse that you will need emergency forms and first aid kits for your upcoming field trip.
- ___ Prepare a map and driving instructions to your destination for volunteer drivers. Be sure to include the teacher's cell number and school phone number on the sheet.
- ___ Reconfirm your drivers/chaperones.
- ___ Turn in "Field Trip" check request before Monday. Checks are only written on Mondays. Do not pay for or have a parent pay for a field trip. Plan in advance and you will have your check ready for the trip. Make sure you pick-up a tax-exempt form to give to the proprietor.

Two Days Prior to Field Trip

- ___ Call destination contact person to confirm trip or activity.
- ___ If students have opted out of the trip by their parents, make arrangements for their care while you are away from the building. **Also make administration aware of this type of situation.**
- ___ (Preschool/Elementary) Make sure students know to wear chapel attire for field trips. Make a name tag for students.
- ___ Prepare your Driver/Student list. Be sure to give a copy to the administration office.
- ___ Check with school nurse for any medications that are normally administered to students that must be taken on field trip.
- ___ Review appropriate field trip behavior, safety rules, food arrangements, and any last minute arrangements regarding your trip

Field Trip Day

- ___ Give revised, final Driver/Student list to the school office before departing, including cell numbers.
- ___ Make sure the first aid kit, medical emergency forms, student medication, and other important items are loaded in the car in which the sponsoring teacher is riding.
- ___ Welcome volunteer helpers and have extra copies of the Driver/Chaperone instructions and maps available for any who may have forgotten to bring theirs.
- ___ Before leaving on the trip, go over the field trip guidelines and expected behavior one last time with the class and chaperones.
- ___ Take roll before leaving school.
- ___ Pray with your group before leaving the school.
- ___ Upon arrival at the field trip destination, form a group and keep order at all times. Remember you are representing our school and our Lord.
- ___ Before returning to school, do a head count (and take roll if necessary) to make sure that no student is left behind. Call the school office to give an approximate arrival time.

Following the Field Trip

- ___ Return the Emergency Medical Forms to the school nurse, along with any student medications, and first aid kit.
- ___ Turn in to administration a final copy of the Field Trip Approval Form with the post trip evaluation completed on the back.
- ___ The link between the field trip and the learning objectives should be made very clear by the teacher. Assess the effectiveness of the field trip with the appropriate evaluative tool, written assignment, group presentation, quiz, etc.
- ___ Provide feedback to administration on whether or not the field trip was informative, worth the time and cost, educational and enjoyable to the students, etc.

Identifying Information

Teacher: _____ Grade: _____

Destination: _____ Field Trip # _____ for the year.



ROUND ROCK CHRISTIAN ACADEMY

Chaperone Guidelines for Employees

The purpose of a field trip or school sponsored activity is to enrich a student's education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. Round Rock Christian Academy authorizes the use of chaperones during activities, functions and events organized by the school. Clearly, the safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibilities of the sponsor and chaperones, and all persons fulfilling those roles must sign and date this form to indicate their agreement with these guidelines.

Trip Sponsor

As approved by administration, an RRCA employee will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities.

Chaperone Ratios

The sponsor, in cooperation with school leadership, will determine the number of chaperones needed. The general chaperone to student ratio for an overnight trip is 1:7 for 6th-8th grade and 1:8 for 9th-12th grade.

Chaperone Pre-Approval

All chaperones must completely fill out the Round Rock Christian Academy Volunteer Application before the scheduled field trip and are subject to criminal background checks. Chaperones must be approved in advance by Administration.

If driving, the chaperone must complete the Volunteer Driving Application form (annually). If driving a RRCA bus, the driver must watch the 15 passenger bus driving safety video. These forms and links can be found on our website: <https://www.rrca-tx.org/news-events/parent-forms>.

General Responsibilities

1. Be a positive role model by conducting yourself in a professional manner at all times.
2. All chaperones recognize that the designated sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones. Chaperones are to be used only in an auxiliary capacity under the direction and supervision of a RRCA employee and may not be used as a substitute for an employee.
3. Chaperones are volunteers and not considered employees of the school for any purpose. Chaperones are not compensated for their services and receive no employment or other rights with the school as a result of their service.
4. Chaperones should know the specific duties expected for the trip/event. Their role is that of a watcher and facilitator. Chaperones are to comply with all laws, school policies, rules and regulations.
5. Understand that students must be kept under direct adult supervision at all times. Chaperones are to report issues of concern immediately to the sponsor.
6. Chaperones are "on duty" the entire time they are away from the school campus and must be willing to adhere to the guidelines. Chaperones must assume a full-time commitment to their responsibility and must follow these guidelines for the entire trip, function or event.
7. Each chaperone should know the trip itinerary and have it available at all times. Chaperones may not deviate from the established itinerary without explicit direction from the RRCA sponsor. At no time should a student travel without a chaperone, nor should a chaperone take a student(s) anywhere that is not included on the trip itinerary without permission of the RRCA designated sponsor.

8. Chaperones shall not possess, consume, use, or distribute alcohol, tobacco, electronic cigarettes, vaping, or drugs at any time while acting as a chaperone.
9. Understand that any sensitive information that you may learn about a student must be kept confidential.

Monitoring Student Behavior

1. Chaperones will be assigned to specific students to monitor on the trip.
2. Chaperones should know and enforce all trip rules for students, including dress code, curfew, and conduct rules for the trip. These rules will be enforced at all times. Be consistent in dealing with the students. Do not “bend” the rules.
3. Monitor the students to make certain they are safe and that they are following the rules. Make instructions and corrections as needed in a firm but courteous manner. If a student fails to comply, is disrespectful, or is involved in a serious infraction of the rules, notify the sponsor immediately.
4. Report any problems, especially related to medical needs, to school personnel immediately.
5. Students may bring cell phones, but they must be turned off at any time the chaperones deem a situation inappropriate for cell phone use (i.e. museums, tour, devotions). Failure to do so will result in the confiscation of the phone for the remainder of the trip. Sponsors, chaperones, or coaches may restrict cell phone use during travel times.
6. Chaperones realize that they are not acting as a parent on the trip and that their children are required to abide by all rules put in place by the RRCA supervisor in charge. Plan for your child to be treated as any other.

Overnight Trips

Prior to departure, the primary sponsor will arrange with the hotel management to block access in rooms to inappropriate television channels, charging additional expenses to the hotel room, and wireless internet access.

For trips involving 6th-8th grades, a chaperone will oversee either one single or two adjoining rooms, one of which the chaperone will sleep in. The connecting door will remain open at all times. Students must be escorted or monitored by an adult when departing from or returning to their hotel room.

For trips involving 9th-12th grades, the following guidelines will be in effect:

- A night/morning curfew will be clearly announced to all students. During this time, students are to remain in their hotel rooms.
- Selected chaperones may monitor the hallways.
- Chaperones will verify that students are in their assigned rooms at the established curfew time.
- The primary leader will be given a key for each student room.

PTO / Time off Requests for Attending Student Extracurricular Events

For employees who have students that attend RRCA and participate in extracurricular activities (such as athletic and fine arts events), the following policy is in place with regards to requesting time off to attend or chaperone these events.

Driving Team Bus / Chaperoning Event

The employee must first receive permission from administration to drive a team bus or chaperone an extracurricular event. We appreciate your willingness to serve; however, we don't want any one class to have too many teacher absences due to driving or chaperoning events. Once permission has been received, the team driver should request off through the normal PTO system so that a substitute can be obtained. The team driver will not be required to have PTO hours deducted. If the event is for more than one normal school day, the employee may be asked to take PTO hours.

Attending Event / Non-Supervisory Role

Any employee who is going to attend their child's off-campus event during school hours, but not in a supervisory role, will need to request a sub and use PTO time. If an employee needs to leave at the end of the work day, the employee is not required to take PTO, as long as there is minimal interruption to students and it does not happen on a regular basis. Whether for a short time or a longer absence, the employee needs to receive permission from their supervisor and then submit a PTO request to get coverage for their normal duties.

Extended RRCA-Sponsored Trips

An employee who is sponsoring an extended trip (Fine Arts, Missions, etc.) will need to meet with Administration to determine the number of chaperones necessary to ensure appropriate supervision for the trip. Administration will have input on who those chaperones should be, based on the needs of RRCA and the planned trip. If additional employees want to participate in the trip, they would need to have permission from Administration and will need to take PTO time. These participants would still be travelling with the group and expected to participate in the planned itinerary and logistics involved with the trip.

I understand the requirements to be a chaperone for Round Rock Christian Academy. I have read, understand, and agree to abide by the above guidelines. I hereby release Round Rock Christian Academy from any damage or liability in connection with, or resulting from, my services as a volunteer chaperone.

Printed Name

Date

Signature



Round Rock Christian Academy Classroom Décor Guidelines

In decorating your classroom for the school year, please be mindful of the following guidelines.

1. Classrooms should reflect a distinctly Christian theme.
2. Classrooms need to remain neat, orderly and clutter free at all times.
3. Extension cords are a fire code violation and NEVER allowed. Power strips may be used. Power strips should never be daisy chained together. Keep in mind that cords may create a trip hazard and care needs to be taken when in use.
4. To place Items on the walls, Mavalus tape, small push pins and Command strips may be used. Care must be taken when using push pins. Please do not stick multiple holes in the wall. If used, **Command strips must be removed properly as they can remove the paint and dry wall from the walls if not removed correctly.** Do not use staples on any other type of tape on the walls.
5. To place items on cabinets, you may only use Mavalus Tape. Mavalus Tape should be removed periodically in order to not leave tape residue.
6. Special permission may be granted to hang items such as diplomas etc. Please see your grade level principal for approval.
7. Bulletin boards should be kept neat and clean at all times. If you have one of the nicer gray bulletin boards, you may leave it uncovered; however, all other bulletin boards must be covered with paper and a border.
8. Signs placed on the doors must be printed and neat. Items placed on classroom doors may only be secured with Mavalus tape. This tape needs to be rolled and placed on the underside of the item as to look more professional. Magnets may also be used around the window and outside borders of the classroom doors.
9. Each classroom that has VCT tiling has been provided with a chair mat for your teacher rolling chair. You must keep your chair on this mat as to not damage the floors. Other rolling chairs may not be in the room unless they have a mat.
10. Chairs must be stacked daily.
11. Rugs make it difficult for the janitors to clean the floor properly. If you have a rug in your room, it will need to be rolled up each Friday for the floors to be mopped properly.
12. Painters tape on the Floors: while we understand the need to temporarily put painters tape on the floor to mark areas for centers, etc., that tape needs to be removed frequently as to not cause discoloration or leave residue on the floors. No other tape may be used on the floor ever.
13. Items hanging from the ceiling need to be neat and not distracting to the educational environment. Do not hang items from the ceiling or place items on the top of cabinets that obstruct the view of the camera in the classroom.
14. If items are placed on the windowsills, they may not obstruct the closing of the window blind for lockdown situations.
15. Window blinds: Please do not allow the students to raise and lower the blinds as the mechanism to raise and lower them is easily broken.
16. Desks, chairs, tables, and boards should be wiped daily.
17. Shelves and bookcases should be dusted weekly.

18. Please do not bring furniture items from home without permission from your grade level principals. We do not want the rooms cluttered with unnecessary furniture.
19. Certain secondary classrooms will have Sunday School classes in them. Ensure that you are clutter free and that you secure your personal items on your desk. Please leave the HDMI cable attached as they will need access to the Viewboard.

Round Rock Christian Academy



800 Westwood Drive

2024-2025



Traffic Flow for Parents at arrival and dismissal times using N. Lake Creek entrance:

Enter at 2nd parking lot entrance southbound on Lake Creek. For parking and parent walk up, follow green solid arrows to park and walk up, then exit using red dotted arrows.

Students should use sidewalks and designated crossing area to get to courtyard.

Parents using pick up line enter through N. Lake Creek Drive:

Enter at 2nd parking lot entrance southbound on Lake Creek.

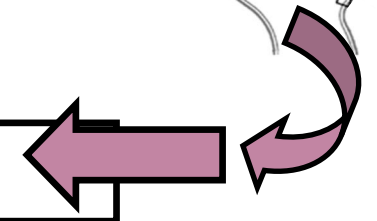
Follow purple arrows, form double row for pickup line in front of school.

Exit through Westwood Drive.

800 Westwood Drive



800 Westwood Drive





Reporting Suspected Abuse or Neglect of a Child in Texas: Reporting Basics

How does reporting abuse or neglect of children in Texas work? What do I need to do to make a report?

State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency.

Any person making a report to DFPS is immune from civil or criminal liability as long as the report is made in good faith. The reporter's name is also confidential and will not be provided directly to the accused person by any DFPS employee. *There are circumstances under which DFPS is required to disclose a reporter's identity to law enforcement, a court of law, or another state agency. Please see the section below on Confidentiality for more information.*

A person who suspects child abuse or neglect, but fails to report it, can be charged with a misdemeanor or state jail felony. Remember, reporting suspected child abuse or neglect makes it possible for a child to get help.

Report child abuse or neglect in two ways:

Telephone	Internet
You may call the Texas Abuse Hotline at 1-800-252-5400 to report abuse or neglect. The hotline is answered by DFPS Intake Specialists (who are all degreed professionals) 24 hours a day, 365 days a year. You will be asked to provide your name and contact information. You will be asked to explain your concerns. The Intake Specialist might ask additional questions to determine if the situation that you describe meets the Texas Family Code's definitions of abuse or neglect.	You may report your allegations to the Texas Abuse Hotline through the Internet at https://www.txabusehotline.org. This secure website provides a way to explain your concerns in writing. You must provide your name and a valid e-mail address. Your identity remains confidential and will not be provided directly to the accused person by any DFPS employee. Once an Intake Specialist processes your report, you will receive a confirmation e-mail with a Call Identification Number. The e-mail will also tell you whether or not your report was forwarded to a local DFPS office for further investigation.

Please note that the Internet Reporting System is for ***non-urgent situations***. Receipt of internet reports may be delayed during times of high call volume to the Texas Abuse Hotline. The Internet Reporting System should NOT be used in urgent or emergency situations, including but not limited to:

- Injuries to a child age 5 or under or serious injuries to any age child
- Immediate need for medical care (including a suicidal child)
- Sexual abuse where the perpetrator has access or will have access to the child in the near future
- A child age 5 or younger who is alone or is likely to be left alone in the next 24 hours
- Any other situation you feel requires a response within 24 hours

**Call in reports about these (and similar situations) to the
Texas Abuse Hotline at 1-800-252-5400.
Always call local law enforcement first if a child is in imminent danger.**

What information do I need when I make a report? What will I be asked to provide?

Intake Specialists need specific information before they can forward a report of abuse or neglect to a local Child Protective Services (CPS) office for investigation. This information includes the alleged victim's address (or other information to help CPS contact the family) **and** an allegation that indicates abuse or neglect as defined by the Texas Family Code.

Not every allegation reported to DFPS will result in a CPS investigation. This is because not every situation involving concern for a child meets the legal definition for abuse or neglect under the Texas Family Code. It is crucial that you provide as many details as possible about the alleged abuse or neglect, as well as the family demographics, so that the Intake Specialist can make an accurate assessment of the situation.

Before making your report, please take a moment to gather any records or notes you have on the family so you have easy access to the necessary information. While you may not have all of the information noted below, providing as much of it as possible will allow DFPS to make the best decision about how to proceed.

Persons Involved/Persons with Knowledge		
Household Members All known persons living in the child's home (adults and children)		
Alleged Perpetrator(s) The person or persons suspected of abusing or neglecting the child. They may or may not be household members		
Collaterals Any other people who may have information about the situation. This may include school employees, neighbors, other relatives, medical staff, etc.		
Information Requested for Each Person		
Identification • Name, • Date of birth (preferred) or age • Social Security number, • Race/ethnicity • Marital status	Location • Home address (including apartment name and number) • Directions to the home • Home phone number & cell phone number(s) • Work • School, or daycare name • Address, phone number, hours in attendance, and grade level. Note: Multiple forms of locating information are important so we can find the family as quickly as possible. For example, having only a school address is challenging if we need to locate the family quickly on a Saturday morning.	Special Needs • Do the child, parents, siblings, or alleged perpetrator have any special needs? • If so, how do those needs affect their normal functioning?

To send a report to CPS for investigation, an Intake Specialist also **must** have an allegation that meets the Texas Family Code definition of abuse or neglect. Giving as much detailed information as possible helps the Intake Specialist make as

accurate an assessment as possible. *This is especially important with Internet reports because the Intake Specialist cannot ask follow-up questions.*

Learning to identify child abuse and neglect and deciding to make a report is very distressing for many people. However, DFPS can more accurately assess a situation if you frame your statements as objectively as possible. Clear and detailed information allows the Intake Specialist to make the most accurate assessment possible.

When you make your telephone or Internet report, you will be guided through a series of questions. The questions below are ones most commonly asked by our staff when assessing information.

Allegation Information
What happened? • What led you to suspect abuse or neglect? • Did you witness something? • If so, what did you see? • Where and when did it occur? • Was anyone else present? • If someone said something to you, who was it (the child or someone else)? • What did the person say? • When did the person tell you? • Are you aware of anyone else who may have been told?
Who abused or neglected the child? • Do you know who may be abusing or neglecting the child? • Does that person live in the home with the child? • If not, how often does the perpetrator have access to the child or when will the person see the child again? • Does the perpetrator have access to other children?
What is the role of the parent/guardian? • If the parent or guardian is not the perpetrator, is he or she aware of the concern? • Do the parents or guardians seem protective? • If they are not aware of the concern, will you tell them? • How do you think they will react?
What else is happening in the family? • Are there factors at work that put additional stress on the family such as drug or alcohol abuse, domestic violence, gang activity, recent marital problems or job loss? • Are there any issues that could pose a safety risk to our staff? • Is anyone helping to support the family? • Have there been any previous concerns? • Do you know if they have been reported to our agency or another agency before? • How is the family likely to react when we contact them?

Questions Specific to Different Types of Abuse & Neglect

Emotional Abuse

- How is the child being emotionally abused?
- If verbally, what is being said to the child?
- How is the child reacting to the abuse?
- Has the child demonstrated or verbalized any self-harming thoughts or behaviors?
- Is this child being treated differently than others in the home?

Sexual Abuse

- What makes you think the child has been sexually abused?
- Has the child said anything?
- Are there physical indicators of sexual abuse (e.g., physical injury or sexually transmitted disease)?
- Has the child been examined by a medical professional?
- Is there a known sex offender in the home?

Medical Care

- Does the child have medical needs (regular or acute) that are not being met?
- If so, what are those needs?
- Have these needs been determined by a doctor or other professional?
- What medicines should the child be taking and for what conditions are the medicines prescribed?
- What are the short term and long term consequences of not receiving care?

Physical Care

- Are there concerns about the child's physical care?
- Does the child appear malnourished or seem to be losing weight?
- Is the child extremely dirty or inappropriately dressed for the weather?
- Is there a bug or rodent infestation in the home?
- Are there concerns about trash, rotting food, sewage, or animal waste in the home?
- Are there hazardous home conditions that pose a safety risk to the child (e.g., exposed wiring, broken glass, loose nails, or holes in the floor)?
- What effects (if any) have the home conditions or the cleanliness of the child had on the child's health (e.g., constant illness, rashes, etc.)?

Supervision

- Is a young child being left alone or in the care of someone not capable of providing supervision (e.g., child is young; caregiver is intoxicated)?
- Are children living alone?
- Are very young children left outside unsupervised?

Reminder: Call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger!



If you have questions about a situation or are unsure if abuse or neglect is occurring, call the Texas Abuse Hotline at 1-800-252-5400. Our staff will help you determine if the situation needs to be reported.

RRCA Heat Index Guidelines

	PE Classes / Elementary Recess	PE Classes/Secondary	Football Practice/Middle School	Football Practice/High School
Temperatures or Heat Index of 98 – 99 degrees	1) Limited outdoor activities 2) Students will not run more than ¼ mile on these days 3) With outdoor activities students should be watched and well hydrated 4) Students should not participate in continual physical activity for more than 15 minutes at a time. 5) Organized water breaks every 30 minutes; however, students should be allowed to drink water at free will. 6) Recess no longer than 20 minutes.	1) Limited outdoor activities 2) Students will not run more than 1/2 mile on these days 3) With outdoor activities students should be watched and well hydrated 4) Students should not participate in continual physical activity for more than 25 minutes at a time. 5) Organized water breaks every 30 minutes; however, students should be allowed to drink water at free will.	1) Practice as normal with the following limitations – Organized water breaks every 30 minutes	1) Practice as normal
*Temperatures or Heat Index of 100 – 103 degrees	1) Limited outdoor activities 2) Students should not participate in continual physical activity for more than 10 minutes at a time 3) Organized water breaks every 15 minutes; however students should be allowed to drink water at free will. 4) Recess no longer than 15 minutes	1) Limited outdoor activities 2) Students should not participate in continual physical activity for more than 20 minutes at a time 3) Organized water breaks every 20 minutes; however students should be allowed to drink water at free will.	1) Practice as normal with the following limitation 2) Organized water breaks every 20 minutes plus 5-10 minute breaks in the shade every 40 minutes 3) Helmets off during shade breaks	1) Practice as normal with the following limitation 2) Organized water breaks every 20 minutes plus 5 minute breaks in the shade every 40 minutes 3) Helmets off during shade breaks
*Temperatures or Heat Index of 104 – 106 degrees	1) No outdoor activities or recess	1) Limited outdoor activities 2) Students should not participate in continual physical activity for more than 15 minutes at a time 3) Organized water breaks every 20 minutes; however students should be allowed to drink water at free will.	1) Outdoor practice may not be longer than 1 hour and 20 minutes 2) Organized water breaks every 15 minutes plus 5 – 10 minute breaks in the shade every 30 minutes 3) Helmets off during shade breaks 4) Consider practicing in shorts, T-Shirts and Helmets only	1) Outdoor practice may not be longer than 1 hour and 30 minutes 2) Organized water breaks every 15 minutes plus 5 minute breaks in the shade every 30 minutes 3) Helmets off during shade breaks 4) Consider practicing in shorts, T-shirts and Helmets only
*Temperatures or Heat Index of 106 - 112	1) No outdoor activities or recess	1) No outdoor activities	1) Outdoor practice may not be longer than 1 hour and 10 minutes 2) Organized water breaks every 15 minutes plus 5 -10 minute breaks in the shade every 30 minutes 3) Helmets off during shade breaks 4) Practice in shorts, T-shirts and Helmets – Mandatory – No Pads 5) Must have Gatorade/Powerade at practice to replace electrolytes 6) No outdoor practice at 112 degrees or heat index	1) Outdoor practice may not be longer than 1 hour and 30 minutes 2) Organized water breaks every 15 minutes plus 5 -10 minute breaks in the shade every 30 minutes 3) Helmets off during shade breaks 4) Consider Practicing in shorts, T-shirts and Helmets 5) Must have Gatorade/Powerade at practice to replace electrolytes 6) No Pads mandatory at 112 degrees or heat index

*Rainy day pick up procedures will be followed for Early Childhood and Elementary Students when the Temperature/Heat Index reaches 100 degrees or above.

RRCA Cold Weather Guidelines

	PE Classes / Elementary Recess	PE Classes/Secondary	Outdoor Practices /Middle School	Outdoor Practice /High School
Temperature or Wind Chill Below 50 degrees	Coats, Long Pants, gloves and Hats recommended Outdoor Recess or PE Time Limited to 20 minutes	Coats, Long Pants, gloves and Hats recommended	Coats, Long Pants, gloves and Hats recommended	Coats, Long Pants, gloves and Hats recommended
Temperature or Wind Chill below 40 degrees	Indoor Recess or Physical Activity	Coats, Long Pants, gloves and Hats recommended With Precipitation: Indoor Workouts Without Precipitation: Athletes may be outside for 30 minutes, and then return inside for a minimum of 15 minutes. The cycle may be repeated once.	Coats, Long Pants, gloves and Hats recommended With Precipitation: Indoor Workouts Without Precipitation: Athletes may be outside for 30 minutes, and then return inside for a minimum of 15 minutes. The cycle may be repeated once.	Coats, Long Pants, gloves and Hats recommended With Precipitation: Athletes may be outside 30 minutes, and then return inside for a minimum of 15 minutes. The cycle may be repeated once. Without Precipitation: Athletes may be outside for 45 minutes, and then return inside for a minimum of 15 minutes. The cycle may be repeated once.
Temperature or Wind Chill below 32 degrees	Indoor Recess or Physical Activity	Indoor Recess or Physical Activity	Indoor workouts only	With Precipitation: Inside workouts only Without Precipitation: Athletes may be outside for up to 30 minutes, then must return to inside for a minimum of 15 minutes. The Cycle may be repeated once.
Temperature or Wind Chill below 25 degrees with or without precipitation	Indoor Recess or Physical Activity	Indoor Recess or Physical Activity	Indoor workouts only	Indoor workouts only

Requests to stay inside based on doctor's note or parent note for medical conditions particularly asthmatic children should be given to the school nurse. Please use common sense when implementing this policy taking into account the Temperature, Wind Chill, Precipitation, Age of Students, and Adequacy of clothing.

Middle School Games:

Administrator and Athletic Director may make a decision to cancel or postpone a game due to cold weather.

High School Games:

Decisions to cancel or postpone a Varsity Level Game will be made jointly between the two schools.



Round Rock Christian Academy Allergy Management Policy

Effective August 2011

Allergy Management Policy

Round Rock Christian Academy is committed to providing a safe and nurturing environment for students. The school understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Round Rock Christian Academy is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-12).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices.

It is the policy of RRCA to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the staff is to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning of school programs.

Life-Threatening Allergy Guidelines

BACKGROUND

- Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs
- Students who have a life-threatening allergy should have a minimum of two EpiPens on site. The epinephrine will be used in emergencies for students known allergies when on rare occasions when their personal emergency medication is found to be flawed.
- Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

MEDICATIONS

- The most commonly prescribed medications for the treatment of anaphylaxis are: Epinephrine – Brand names include, but are not limited to EpiPen® or EpiPen Jr® auto injectors. Parents usually bring epinephrine to school in the form of an EpiPen® (0.3 mg) or EpiPen Jr® (0.15 mg) auto injectors.

CARE PLAN CONSIDERATIONS/OPTIONS

- There are a variety of student accommodation and care plans that are appropriate to use for students in our schools that experience health conditions that may impact a student’s school day and academic program. The plans that are most often seen are:
- **Allergy Action Plan** – a plan completed by the student’s licensed physician designed for use by both nursing and school personnel. It outlines the care that a student could need in an emergency situation and used as a guide to respond to a student who is experiencing a potentially critical situation.
- **Individual Healthcare Plan for Accommodations** – A document developed by the nursing staff in collaboration with parents and the school team to identify reasonable accommodations for the child’s needs throughout the school day.

Responsibilities of the Parent/Guardian of an Anaphylactic Student

1. Each parent/guardian of their child with a Life-Threatening Allergy shall have the following expectations:
2. Teach your child to:
 - a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
 - b. Communicate with school staff as soon as he/she feels a reaction is starting. Carry his/her own epinephrine auto-injector when appropriate.
 - c. Not share snacks, lunches, drinks or utensils.
 - d. Understand the importance of hand washing before and after eating.
3. Take responsibility for his/her own safety. As children get older, teach them to:
 - a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
 - b. Communicate symptoms as soon as they appear to the school nurse and teacher.
 - c. Encourage education on label reading and ingredient safety.
 - d. Administer his/her own epinephrine auto-injector and be able to train others in its use.
 - e. Develop awareness of their environments, including allergy-controlled zones and to practice age appropriate behavior regarding health and safety.
4. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis). **All food allergies must be verified by documentation from physician.**
5. Work with the school team collaboratively to develop the Individual Health Plan for Accommodations and provide an **Allergy Action Plan**. Medical information from the child's treating physician must be provided as needed to write the Plans.
6. The Plan should also promote increasing age-appropriate independence (ages 8 -18) as the student grows and matures. In determining age-appropriate independence the student's level of autonomy and their ability to function autonomously is considered.
7. Complete and submit all required medication forms.
8. A physician signature is required on district allergy action plans and self-administration plan.
9. **Sign release for school personnel to consult with family physician/allergist and all medical providers.**
10. Provide the school with current cell phone number and maintain updated emergency contact numbers and medical information.
11. Provide the school nurse with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications will comply with the district medication policy of proper labeling and expiration.
12. To consider providing a medical alert bracelet for your child. www.medicalalert.org
13. Provide Epinephrine on field trips.
14. To go on your student's field trips if requested.
15. To provide "safe snacks for your student's classroom so there is always something your child can choose from during an unplanned special event.

16. Encourage child to wash hands before and after handling food. Encourage child to identify the allergy controlled zone when eating and to utilize easy access to soap in or near classrooms.
17. Inform the school of any changes in the child's Life-threatening Food Allergy status.
18. Provide the school with the physician's statement if the student no longer has food allergies.

EXPECTATIONS OF STUDENT

Each student with a Life-Threatening Allergy shall be expected:

1. To develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.
2. To use proper hand washing before and after eating and throughout the school day.
3. To avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.
4. To not eat anything with unknown ingredients or known to contain any allergen.
5. To avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
6. To be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
7. To notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
8. To keep emergency epinephrine with the student, in the nurse's office or in the classroom. If the student is authorized to carry the emergency medication with them at all times, he/she will demonstrate responsibility of this practice by completing the skills checklist with the school nurse (found in the appendix within the Epinephrine Self-Administration Authorization packet for Anaphylaxis).
9. To develop an awareness of their environment and their allergy-controlled zones.
10. To know the overall Individual Healthcare Plan and understand the responsibilities of the plan.
11. To develop greater independence to keep themselves safe from anaphylactic reactions.

RESPONSIBILITIES OF SCHOOL ADMINISTRATION

Round Rock Christian Academy Administration shall ensure the following:

1. Have available the appropriate allergy forms to the parent and explain that the required forms must be returned and approved by the school nurse prior to the child attending school.
2. Meet with parents and listen to their needs and concerns.
3. The HIPAA Compliant Authorization for Exchange of Health & Education Information will be presented to parents for signature to provide needed communication between the supervising physician and school for effective implementation of the plan.
4. Establish a core team comprised of Parent, Principal, Teacher, Student, Nurse and other personnel deemed necessary to make decisions about food allergies.
5. Create an emergency action plan for addressing life-threatening food-based allergic reactions after consulting with the school nurse, student's parent(s)/guardian(s), and physician.
6. Ensure school wide in-service training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff to include, but not limited to the following topics:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of an EpiPen.
 - d. Specific steps to follow in the event of an emergency.
 - e. In addition, parent/staff severe allergy educational meetings may be scheduled as medical personnel are available.
7. Reinforce a no-food and no-utensil trading /sharing best practice will be encouraged. A sign shall be posted informing students that they are expected to neither trade nor share food or utensils.
8. Ensure that the School Nurse in consultation with the physician will prepare and sign off on the Allergy Action Plan.
9. Establish life-threatening allergy safe zones as needed. These zones will be cleaned and sanitized as per protocol.
10. Ensure the Individual Health Plan is available in the nurse's office and in a student's homeroom at the elementary levels and each teacher at the secondary level.
11. When appropriate, enforce students are allowed and encouraged to carry their Epinephrine on them, as allowed by the school's Administration of Medication Policy and Self- Administration Epinephrine Authorization Plan.
12. Ensure that information is in an organized, prominent and accessible format for a substitute teacher. A bright colored label will be on the outside of sub folders (MEDICAL ALERT).
13. When appropriate, familiarize teachers with the Individual Health Plan of their students and any other staff member who has contact with student on a need-to-know basis.
14. Establish procedures to ensure letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Allergy (PK-5) and school- wide for secondary students. This will be carried out in accordance with patient confidentiality regulations.
15. The school's emergency protocol on Life-Threatening Allergies will be posted in appropriate locations, i.e. nurse office, main office and other areas as designated.
16. Notify staff of the locations of Epinephrine's in the school.

17. A contingency plan will be in place using designated staff and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of Epinephrine administration.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's life-threatening allergy plan.

Each school nurse will have the following responsibilities:

1. Meet with parent/guardian(s) of a student with a Life-Threatening Allergy to develop an Individual Health Plan, which may include the use of MEDIC-ALERT bracelets and other methods of identification for students with Life-Threatening Allergies.
2. Maintain updated AAP/Individual Health Plan in the nurse's office, in the classroom when appropriate, and with Epinephrine's that are carried by identified students. The emergency action plans will also travel with the Epinephrine's on school sponsored field trips.
3. Assist the principal in providing information about students with Life-Threatening Allergies to staff where there is a need-to-know basis.
4. In conjunction with the principal, provide in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epinephrine.
5. Familiarize teachers/substitutes with the Individual Health Plan of their students and any other staff member who has contact with student on need-to-know basis.
6. Educate with parents the appropriate locations for storing the Epinephrine and the possibility of receiving more than one Epinephrine as necessary. Locations for storage will follow the manufacturer's guidelines for avoidance of light and extreme temperatures.
7. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
8. Contingency plan will be in place in the event the nurse is not in the building utilizing trained and identified back-up personnel.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the Individual Health Plan in a setting with the nurse of any student in your classroom with life-threatening allergies along with relevant staff members.
3. Participate in in-service training about students with life-threatening allergies including demonstration on how to use the Epinephrine.
4. In collaboration with the nurse will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s) of the affected class.
5. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity (K-5). Learning activities will be controlled as much as possible. Limit use of food for instructional lessons.

6. Collaborate with administration and nurse to send out letters to all parent(s)/guardian(s) of students in a class with an individual with a Life-Threatening Allergy announcing potential food use instructionally.
7. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
8. Follow Allergy Action Plan and call 911 when life-threatening allergy related symptoms occur.

RESPONSIBILITIES OF NUTRITION SERVICES

The nutrition services department shall:

1. Provide in-service to nutritional service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloved hands will be washed or changed during extended use to avoid cross contamination with potential food allergens.
3. Maintain a list of students with food allergies within the food service area with a photo of the student wherever possible. (not for public viewing)
4. Maintain knowledge of which food products contain allergens.
5. Provide allergen-safe zones at schools.
6. Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person(s) in charge of extracurricular programs shall have the following responsibilities:

1. The Allergy Action Plan will be available for parents to copy and give to others who assume responsibility for their child. Personnel may include:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Child Care
 - d. Overnight chaperones
 - e. Clubs, programs, or sports will maintain a list of students with severe life-threatening allergies. These individual programs will be responsible for obtaining this information from parent(s).
2. School employees will participate in in-service training about students with life-threatening allergies including demonstration of Epinephrine use.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes for a student with a Life-Threatening Allergy, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult. Epinephrine Packet will be taken outside if specified in the child's Allergy Action Plan/Individual Health Plan. The epinephrine will be carried by the student with a completed Epinephrine Self-Administration Packet for Anaphylaxis.
2. Emergency communication device (cell phone) will be accessible and functional.

RESPONSIBILITIES ON FIELD TRIPS

The school shall have the following responsibilities when a student with Life-Threatening Food Allergy attends field trips:

1. On field trips consideration given for avoiding food allergen exposure, and parental attendance may be requested.
2. Meals of children with food allergies should be stored separately to minimize cross-contamination.
3. An in-serviced trained employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Allergy Action Plan.
4. Copies of student's Allergy Action Plan will be carried on all field trips.
5. Staff will call 911 in all instances of Epinephrine use. Parent(s) will be notified.

KEY POINTS FOR PARENTS, STUDENTS AND STAFF

- **You are never alone.** It takes a team to ensure the best for our students. Help is usually a phone call away.
- **Educate, Educate, Educate.** This is an ongoing process that changes with the students' needs and as the staff changes. Food bans do not work because it creates a false sense of security. Today, processed foods contain trace amounts of food items that are not always identified on the food label. The best plan is to educate our school community about the issues that face students with life threatening allergies.
- **Special events/Non-routine days.** The greatest risk for a life threatening allergic reaction exists when the normal routine is broken. Examples are classroom parties, field trips, a substitute teacher, and after school events. **Be Prepared.** Always have the Allergy Action Plan (AAP) available and think ahead to prevent possible exposures to a food allergen.
- **Symptoms vary greatly. Call 911** when uncontrolled anaphylactic symptoms occur or if ingestion is strongly suspected. Use emergency medication (i.e. Epinephrine) if needed and follow the AAP
- **Be safe, not sorry!** Take all complaints from children with food allergies very, very seriously. It is important to respect the needs and rights of each student.
- A child with a life threatening food allergy should **NEVER eat unexamined food.**
- In the event a student has an allergic reaction at school, **call 911 and administer emergency medication** (i.e. antihistamine and Epinephrine) as ordered by the student's physician. Key staff members should be trained to use emergency medications and know the location of those medications at school and on any special function. **If epinephrine (Epinephrine) is used, the student should be taken to the hospital for evaluation even if the allergic reaction symptoms subside.** The administrator, nurse and parent/guardian should be notified as soon as feasible. 911 should be called for all suspected food allergy reactions. No one can predict how a reaction will progress. A mild reaction can blossom into a full blown anaphylactic reaction very quickly or over several hours. A reaction can also appear to subside or even appear to be under control and can blossom again into a more severe reaction.
- **Cross contamination.** It only takes a trace amount of the food protein to cause an allergic reaction. To prevent exposure to an allergen, **hand washing** and **washing of surfaces** (tables, chairs, mixing bowls, etc.) where an allergen has been used is necessary. Soap and warm water are most effective for cleaning surfaces.

Be prepared! Know your plan!

Sample Parent Letter

Date

Dear Parents,

This year at Round Rock Christian Academy we have many students with food allergies and a few students who have a life-threatening peanut allergy. Students have been provided with information on food allergies and ways they can keep their friends safe at school. Classroom teachers and staff have been provided a foods to avoid list. Round Rock Christian Academy staff is working hard to control allergen exposure in the classroom as much as possible so please check with teachers prior to sending in snacks and always include the packaging.

In addition, our lunchroom will have a designated allergy-controlled zone. Any student may sit at that table provided they are not eating peanut butter or a nut product.

If your child has any special food need and you have not made the school aware, please call the school nurse at 512-255-4491. Thank you in advance for your cooperation, as we work together to keep our school safe for all students.

Sincerely,

Rebecca Blauser
Head of School

Keilah Thompson, RN
School Nurse

Round Rock Christian Academy Allergy Action Plan

Allergy To: _____

Student's Name: _____ D.O.B. _____ Teacher: _____

Asthmatic: ____ Yes* ____ No *Higher risk for severe reaction

STEP 1: Treatment Signs of an Allergic Reaction

Systems	Symptoms	Give Checked Medication
Mouth	Itching and swelling of lips, tongue or mouth	___Epinephrine ___Antihistamine
Throat*	Itching and/or sense of tightness in throat, hoarseness, and hacking cough	___Epinephrine ___Antihistamine
Skin	Hives, itchy rash, and/or swelling on the face or extremities.	___Epinephrine ___Antihistamine
Gut	Nausea, abdominal cramps, vomiting and/or diarrhea	___Epinephrine ___Antihistamine
Lung*	Shortness of breath, repetitive coughing, and /or wheezing.	___Epinephrine ___Antihistamine
Heart*	"thready" pulse, passing out	___Epinephrine ___Antihistamine
Other	_____	___Epinephrine ___Antihistamine

The severity of the symptoms can change quickly. *All above symptoms can potentially progress to a life-threatening situation.**Dosage**

Epinephrine: inject intramuscularly (circle one) Epi Pen Epi Pen Jr Other _____

Antihistamine: give _____
(Medication/dose/route)Other: _____
(Medication/dose/route)

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: Emergency Calls

1. Call 911 - State that an allergic reaction has been treated and additional epinephrine may be needed.

2. Keilah Thompson Cell Number: 214-435-3426

3. Dr. _____ Phone Number: _____

4. Parents _____ Phone Number(s): 1) _____ 2) _____

Emergency Contacts: Name/Relationship

Phone Number(s)

a. _____ 1) _____ 2) _____

b. _____ 1) _____ 2) _____

In the event that the parent cannot be reached, do not hesitate to medicate or take child to medical facility.

Parent Signature _____ Date _____

Doctor Signature _____ Date _____

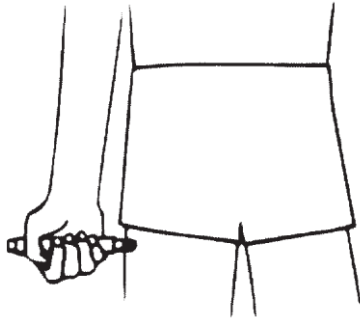
EPIPEN® AND EPIPEN® JR. DIRECTIONS

Remove EpiPen® from container.

Pull off activation cap.



Hold tip near outer thigh (always apply to thigh).



Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10.

Massage the injection area for 10 seconds.

Call 911. State that an Allergic reaction has been treated and additional epinephrine may be needed.

The EpiPen® unit should be placed back into the container and taken with you to the Emergency Room.

EPINEPHRINE MEDICATION SELF-ADMINISTRATION FORM

Student Name: _____ Grade: _____ School Year: _____

Round Rock Christian Academy provides for students to carry and self-administer life-saving medications when the following criteria are met:

- (1) A licensed physician prescribed or ordered the medication for use by the child and instructed such child in the correct and responsible use of the medication.
- (2) The child has demonstrated to the child's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered.
- (3) The child's physician has approved and signed a written treatment plan for managing asthma or anaphylaxis episodes of the child and for medication for use by the child. Such plan shall include a statement that the child is capable of self-administering the medication under the treatment plan.
- (4) The child's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan required in (3) above and the liability statement required in (5) below.
- (5) The child's parent or guardian has signed a statement acknowledging that the school and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the child or the administration of such medication by school staff.

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

ALLERGIES: List known allergies to medications, foods, or air-borne substances

I, _____ the parent or legal guardian of the student listed above, give permission for this child to carry and self-administer the above listed medications. I have instructed my child to notify the school staff anytime this device is used. I understand that, absent any negligence, the school shall incur no liability as a result of any injury arising from the self-administration of medication by my child.

Signature of parent _____ Date _____

Home phone: _____ Cell phones: _____

Emergency Contact:

Name: _____ Phone #'s: _____

I, a licensed physician, certify that this child has a medical history of severe allergic reactions, has been trained in the use of the listed medication, and is judged to be capable of carrying and self-administering the listed medications(s). The child should notify school staff anytime the medication/injector is used. This child understands the hazards of sharing medications with others and has agreed to refrain from this practice.

Signature of Health Care Provider _____ Date _____

Name of Health Care Provider _____ Phone: _____

School Nurse Signature _____ Date _____

Notice to All Substitutes

IMPORTANT

Dear Substitute Teacher,

The students listed below in this class have severe life-threatening food allergies. Please maintain the food allergy avoidance strategies that we have developed to protect these students.

Should a student ingest, touch or inhale the substance to which they are allergic, (the allergen), a severe reaction (anaphylaxis) may follow requiring the administration of epinephrine (Epi-pen®).

The Allergy Action Plan, which states who has been trained to administer epinephrine, is located in your substitute folder. Epinephrine is a life-preserving medication and should be given in the first minutes of a reaction.

Please treat this information confidentially to protect the privacy of the students. Your cooperation is essential to ensure their safety. Should you have any questions please contact the school nurse at 512-255-4491.

Students

Allergies

Our staff is trained in how to respond to students with food allergies in the event of an accidental exposure, but prevention is the most important action we can all take. To help reduce the risk of exposure for students with severe allergies, please:

1. Wash your hands after eating or touching any foods.
2. Do not eat or bring any food items into classrooms or specials classrooms without first checking with the teacher of that room.
3. Observe the signs posted in areas that indicate that no nuts or other allergens are allowed in those areas.
4. Do not offer food to any student.
5. Children should not engage in sharing of food.

Thank you,

Rebecca Blauser
Head of School



ROUND ROCK CHRISTIAN ACADEMY

Whistleblower Policy

Round Rock Christian Academy (RRCA) is committed to the highest possible standards of ethical, verbal, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for employees to raise concerns about financial misconduct, dishonesty and fraud, and to provide reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

Procedure

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates improper financial misconduct, dishonesty and/or fraud. The act of making allegations that proves to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in consequences, up to, and including termination of employment. Such conduct may give rise to other actions including civil lawsuits.

Reporting

It is the responsibility of every employee, officer and Board member to report concerns relating to suspected financial misconduct, dishonesty or fraud. All are invited to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. The supervisor will then submit a report to the Head of School. However, if an employee is not comfortable speaking with a supervisor or not satisfied with the supervisor's response, then the matter should be brought to the attention of the Head of School. If the matter either involves the Head of School or cannot be resolved, then the employee shall place the matter in writing and send to the Chairperson of the RRCA Board of Directors. The envelope should be labeled: "To be opened by the RRCA Board Chairperson only."

Timing

Following the receipt of any complaint submitted, the Head of School or Board Chairperson shall be responsible for investigating and making appropriate recommendations to the Board with respect to reported concerns. The Head of School or Board Chairperson may enlist other Board members, employees, and/or outside legal or accounting persons as appropriate in the investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty or fraud. In conducting any investigation, reasonable efforts shall be used to protect confidentiality and anonymity of the complainant.

Feedback to Complainant

The complainant will be given the opportunity to receive follow-up on the concern within two weeks of the report being received:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Informing complainant whether initial inquiries have been made;
- Informing complainant whether further investigations will follow and if not, why.

Information

Subject to legal constraints, the complainant will receive information about the outcome of any investigation.

Safeguards

No employee or Board member who reports a violation in good faith shall suffer harassment, retaliation or adverse consequences as a result of the report. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within RRCA prior to seeking resolution outside RRCA. Additionally, no employees shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal laws.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Definition of Terms

For purposes of this policy, the definition of financial misconduct, dishonesty, and fraud includes but is not limited to:

- Acts that are inconsistent with RRCA policy;
- Theft or other misappropriation of RRCA assets;
- Misstatements or other irregularities in RRCA records;
- Incorrect financial reporting;
- Misuse of RRCA resources;
- Illegal activities;
- Immoral or unbiblical activities;
- Forgery or alteration of documents;
- Any other form of fraud.

Document Retention

The Head of School or Board Chairperson shall retain as a part of the records any such complaints or concerns for a period of at least seven years.



WORKWELL, TX

Notice of Network Requirements

(Post in visible area for all employees)

Your employer has chosen WorkWell, TX as its certified workers' compensation health care network in partnership with Texas Mutual Insurance Company, a workers' compensation insurance carrier. WorkWell, TX will manage the health care and treatment you may receive if you are injured on the job or diagnosed with an occupational illness while employed here. WorkWell, TX doctors are trained in treating work-related injuries and illnesses and getting people back to work and back to a productive life.

The information in this packet will help you to seek care for your injury and describes what to do if you are injured while on the job.

What to do if you are injured while on the job

If you are injured at work, tell your employer right away. Your employer will help with any questions you may have about seeking treatment through WorkWell, TX. You may also contact Texas Mutual if you have any questions about your treatment. Our shared goal with your employer is to return you to work as soon as it is safe to do so.

A list of network doctors in your service area is available on texasmutual.com or by downloading the WorkWell, TX mobile app. You may contact us at (844) 867-2338 or at the address below for assistance.

WorkWell, TX
Attn: Network Services
PO Box 12029
Austin, TX 78711-2029

In case of an emergency

If you are injured and it is an emergency, you should seek treatment at the nearest medical care facility immediately. This also applies if you are injured outside the service area. Emergency care does not require preapproval. Texas law defines "medical emergency" as a medical condition that comes up suddenly.

After you receive emergency care, you may need ongoing care. Select a network doctor from the WorkWell, TX network. The doctor you choose will oversee the care for your injury. You must obtain referrals to see another health care provider or specialist from your treating doctor, except for emergency care.

Non-emergency care

Report your injury to your employer as soon as you can. Find a network treating doctor on texasmutual.com or by downloading the WorkWell, TX mobile app. Go to that doctor for treatment.

Treatment prescribed by your doctor may need to be approved in advance. Your doctor needs to request approval from the network for a specific treatment before the treatment or service is provided. You may continue to need further care after completing the approved treatment.

Choosing a treating doctor

If you are hurt at work and it is not an emergency and you live in the network service area, you must choose a treating doctor from the WorkWell, TX network. This is required so that WorkWell, TX covers the costs for the care. If you belong to a health maintenance organization (HMO) at the time of your injury, you may choose your HMO primary care doctor as your treating doctor. You must have chosen the doctor as your primary care doctor before your injury. We will approve the choice of your HMO doctor if they agree to the terms of the network contract and to abide by applicable laws.

For a list of network doctors available in your area, please visit texasmutual.com or download the WorkWell, TX mobile app. The WorkWell, TX provider directory is updated monthly. Doctors who speak Spanish or who are no longer taking new patients will be flagged with an icon on their record.

If your treating doctor leaves the network, we will notify you in writing. You will have the right to choose another treating doctor from the network directory. If your doctor leaves the network and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request to continue your treatment for an extra 90 days.

If you live outside of the service area, you may request a service area review by calling WorkWell, TX. You should provide proof to support your request. WorkWell, TX will inform you of its decision within seven days of receiving your request. If you disagree with WorkWell, TX's final decision, you have the right to file a complaint with the Texas Department of Insurance. Your complaint must include your name, address, phone number, a copy of WorkWell, TX's decision and any proof you sent to WorkWell, TX for review. A complaint form is available on tdi.texas.gov or you may ask for a form by writing to:

Managed Care Quality Assurance Office
Mail Code 103-6A
Texas Department of Insurance
PO Box 149104
Austin, Texas 78714-9104

When waiting for WorkWell, TX to make a decision or for the Texas Department of Insurance to review your complaint, you are still expected to use the network for all health care. You may be required to pay for health care services received out of the network if it is decided you do live in the network's service area.

Changing doctors

If you are not satisfied with your first choice of a treating doctor, you can select a different treating doctor from the network directory. We will not deny your choice to see a different treating doctor. Before you can change treating doctors a second time, you must get permission from the network by calling (844) 867-2338.

Referrals

You do not have to get a referral if you have an emergency. All other health care and specialist referrals should be made through your treating doctor. All health care services that you request will be made available by the network on a timely basis, as required by your medical condition. This includes referrals. All health care services, including referrals, will be made available within 21 days after your request.

Out-of-network approvals

WorkWell, TX must approve all of your treating doctor or specialist's out-of-network referrals before you visit the provider. If you need to request approval, please call (844) 867-2338.

Payment for health care

Network doctors have agreed to seek payment from Texas Mutual for your treatment. They will not look to you for payment. If you receive treatment from a doctor who is not in the network without prior approval from WorkWell, TX, you may have to pay for the cost of that care. Medical costs for treatment by non-network health care providers may be covered only if one of the following situations occurs:

- Emergency care is needed. You should go to the nearest hospital or emergency care facility.
- You do not live within the service area of the network.
- Your treating doctor or specialist refers you to an out-of-network provider or facility and WorkWell, TX approves the referral.
- You have chosen your HMO primary care doctor. Your doctor must agree to abide by the network contract and applicable laws.

Preauthorization, adverse determination and independent review

A list of the procedures and services that need preauthorization is on texasmutual.com. The list in this packet is not intended to be all-inclusive; health care is an evolving science. Procedures and treatments requiring prior approval will also evolve. Treating providers should verify preauthorization requirements by referring to the updated list on texasmutual.com.

If WorkWell, TX denies the request, you or the requesting doctor may ask for a review of that decision. If still dissatisfied, you, your provider or a person acting on your behalf may request an independent review. The preauthorization agent will provide any relevant medical records related to the injury to the independent review group. They may also provide any treatment guidelines used and a list of the doctors who provided care to you.

Complaints

We take your concerns seriously. If you are dissatisfied, you can file a complaint with WorkWell, TX. You may do this if you are not satisfied with any aspect of the network, including care you received. You must file your complaint within 90 days after the date of the event that is the basis for the complaint.

If you have questions about the complaint process you can reach the Grievance Coordinator by phone at (844) 297-5723, by fax at (512) 224-8800, by email at wwtxcomplaints@texasmutual.com, or by mail at the address below.

WorkWell, TX
Attention: Grievance Coordinator
PO Box 12029
Austin, Texas 78711-2029

Texas law does not permit WorkWell, TX to retaliate against you if you file a complaint against the network. We will not retaliate if you appeal the decision of the network. The law does not permit us to retaliate against your provider if they file a complaint against the network or appeal the decision of the network on your behalf.

You have the right to file a complaint with the Texas Department of Insurance. The Texas Department of Insurance complaint form is available on the department's website at tdi.texas.gov or you may request a form by writing to:

Managed Care Quality Assurance Office
Mail Code 103-6A
Texas Department of Insurance
PO Box 149104
Austin, Texas 78714-9104

WorkWell, TX Preauthorization List

Hospital/ASC

All non-emergency hospital or ASC (inpatient, outpatient, and observation) admissions including principle scheduled procedures and length of stay. Preauthorization request should include specific hardware, implantables, external delivery system, etc. to be utilized.

Surgery/Procedures/Integral Devices

All non-emergency surgeries represented by AMA CPT codes 10010-69990 and/or G codes which represent a surgical procedure performed in a setting or place of service other than the doctor's office [POS 11]. Preauthorization request should include specified hardware, implantables, external delivery system, etc. to be utilized.

- All botox injections
- All spinal injections (including but not limited to):
 - » Epidural steroid injections
 - » RFTC or cryotherapy/cryoablation
 - » Sacral iliac joint injection
 - » Facet injection
 - » Medical branch block
- Trigger point injections (AMA CPT 20553)
- Bone growth stimulators
- Discograms
- Implantable drug delivery system
- Investigational or experimental procedures or devices as determined by ODG or listed as an AMA category III code. Stimulator devices (including, but not limited to):
 - » TENS units
 - » Interferential units
 - » Neuromuscular stimulators
 - » Dual units
 - » Spinal cord stimulator
 - » Peripheral nerve stimulator
 - » Brain stimulator

Physical Medicine

- All chiropractic treatments
- Manipulations under anesthesia (MUA)
- All PT/OT (unless requestor or rendering provider/facility is participating through Align)
- Biofeedback

Diagnostics

- All initial and repeat MRI and CT scans
- Bone density scans
- Surface electromyography (EMG)
- Unless otherwise specified in this list, all repeat individual diagnostic studies (series) having a billed amount greater than \$350.
- Surface electromyography (EMG)

Other

- Durable medical equipment (DME), prosthetics and/or orthotics, greater than \$500.00 billed (purchase or accumulated rental or combination of rental/purchase)
- Gym memberships
- Texas Department of Insurance, Division of Workers' Compensation (DWC) Pharmacy Closed Formulary per 28 TAC §134, Subchapter F.

Alternative Treatment

- Acupuncture outside ODG
- Acupressure
- Yoga

Rehab Programs

- Work conditioning
- Work hardening
- Chronic pain management program
- Medical rehabilitation
- Brain and spinal cord rehabilitation
- Chemical dependency programs
- Weight loss programs

Nursing Home

- Skilled nursing facility, including skilled care within the same facility
- Convalescent care
- Residential care
- Assisted living/group homes

Psychological Testing and Psychotherapy

- Subsequent evaluations
- Subsequent tests or testing
- Therapy
- Biofeedback

RRCA CRUSADER

2025-2026

Parent/Student Handbook

Walk in wisdom toward outsiders, making the best use of the time. Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.
Colossians 4:5-6



BUILDING
future
LEADERS

800 Westwood Drive
Round Rock, TX 78681

(512) 255-4491

www.rrca-tx.org

Parent / Student HANDBOOK CONTENTS

History and Foundation.....	1
Statement of Beliefs.....	3
Expected Student Outcomes	4
Administrative Structure	5
Admissions Policies and Procedures.....	8
Academic Policies and Procedures	12
General Information.....	26
Health Care Policies.....	36
General Operational Policies	39
Problem Solving and Resolution.....	50
Parent Support Team (PST).....	51
Athletic Boosters	52
Fine Arts Boosters	53
Counseling Services	54
Handbook Index.....	55

Addendums

*At times policies may need to be updated during the school year.
Please refer back to this Handbook during the year to see the latest version.*

Dress Code Handbook

Athletic Handbook

Discipline Handbook

Plagiarism and AI Policy

Technology Acceptable Use Policy

Recording Policy

Respectful Communication Policy

Chaperone Guidelines

**Field Trips and Overnight Trips
Policy**

RRCA Harassment Policy

Guidance Counseling

Social Media Accounts Guidelines

HISTORY AND FOUNDATION

Round Rock Christian Academy was formed in 1975 as a Christian prekindergarten. 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

The goal of accreditation is to help provide assurance to parents who choose Christian education for their children. RRCA is committed to meeting established standards, fulfilling its mission, and engaging in continuous improvement. RRCA has its primary accreditation through the Association of Christian Schools International (ACSI), the largest Christian school association in the world. RRCA also maintains a dual accreditation through Cognia, and 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 also accredited by the Association of Christian Schools International (ACSI) and Cognia. 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.

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.

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, our desire is that students will **choose** to live a productive and purposeful life to affect their world for eternity.

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 who choose education that is grounded in objective truth and Christian beliefs. 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.”

RRCA 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 of serving others.
- Develop students to be positive, productive individuals who desire to spread God’s Word to others.

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 condemnation (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 who indwells each Christian and enables us to live a godly life (Romans 8:13-24; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18). It is our privilege to choose to "walk by the Spirit" and to make choices that reflect submission to God's good design and will.
- We believe that our created sex and sexuality are good gifts from God. We are created in the image of God, male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Our gender is an inherent part of this good gift and defined by our biological sex. 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 exclusively in marriage between a man and a woman. (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that all believers abstain from any sexual activities outside of a one man, one woman marital relationship. All human sexual union outside of marriage between one man and one woman is a distortion of God's good gift and against His commands. (Romans 1:24 -27).
- 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 not acceptable and are not in accord with Scripture nor the doctrines of RRCA.

STATEMENT ON CULTURE

Our culture today is often being impacted by ideological undercurrents. Round Rock Christian Academy makes a distinction between legitimate, healthy, and biblically informed understandings of diversity and inclusion, and the more secular expressions. Our values and commitment to diversity and inclusion are rooted in two fundamental beliefs:

- Our belief in the value of Christian unity—the historical desire for unity as proclaimed in John 17 (“that they may all be one”).
- Our belief in the dignity of each human person as a unique individual.

STATEMENT ON BIBLICAL SEXUALITY

As an ACSI member school, Round Rock Christian Academy, affirms that *every human person* is created in the image of God, and so deserves to be treated with dignity, respect, compassion, and justice. We affirm historic, orthodox Christian belief and teachings: that God created each person male or female. (Genesis 1:27); and that sexuality is a gift from God to be expressed exclusively in marriage between a man and a woman.

Teachers are asked to believe, model and instruct students on all matters of the faith, including its doctrines. Consequently, we find it reasonable to require teachers, of any faith, to model what they teach in their own lives. The Christian life is not simply a passing of knowledge from one generation to another; it is about a life lived in community and unity with God’s standards as well.

RRCA EXPECTED STUDENT OUTCOMES

Spiritual Discerner

As a spiritual discerner,

- Realize that all have sinned and are in need of developing a personal relationship with Christ.
- Grow beyond the initial steps of a personal relationship with Jesus, developing their faith and seeking His wisdom in their daily walk.
- Know biblical standards and be able to discern His truth.
- Recognize the prompting of the Holy Spirit, realize our lives are a reflection of Christ, and choose not to compromise on God's truth in times of uncertainty.
- Students will confidently share God's word and serve as spiritual leaders for others.

Rational and Critical Thinker

As a rational and critical thinker,

- Learn creative strategies for resourceful problem-solving.
- Pursue and apply knowledge using good judgement.
- Process information as global thinkers who evaluate situations with a Biblical perspective.
- Collaborate with others using critical thinking skills, displaying tenacity and work ethic, both individually and as a team member.
- Use evidence and reputable research sources to support and respectfully defend their faith.

Effective Communicator

As an effective communicator,

- Communicate with others using positive verbal and nonverbal skills.
- Respectfully communicate ideas and opinions with empathy and compassion, considering the point of view of others.
- Use written, verbal, and technology skills to create an effective visual and verbal presentation.
- Be able to communicate God's Word and love to others.
- Become an effective, humble, trustworthy listener.
- Approach disagreements with humility and prayer.

Lifelong Learner

As a lifelong learner,

- Develop learning styles and strategies that work well in the pursuit of knowledge.
- Apply new information in all stages of life, cultivating their God-given passions and talents.
- Accept personal strengths and weaknesses; be comfortable with trial and error and constructive criticism.
- Be receptive to wise counsel, seeking quality mentors to help guide decision-making.
- Pursue a relationship with God by remaining in His Word, and share that knowledge with others.

Compassionate, Faithful Servant Leader

As a compassionate, faithful servant leader,

- Honor and respect others, as we are all created in God's image.
- Demonstrate good stewardship by providing care and respect for all of His creation.
- Discern the needs of others, and be willing to serve wherever God calls.

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.

RRCA 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 ensuring 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.

Alexis Michael, Chairperson

Felecia Clark

David Fenwick

Kristi Haag

Gregg Johnson

Allan Keith

Kristi Roark

Clint Sonnier

Todd Whitley

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 has 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 has 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.

Seleta Carter is the Elementary Principal at RRCA, providing leadership and oversight to the Elementary program. Mrs. Carter received her Bachelor of Science in Math from the University of Mary Hardin-Baylor and her Master's in Educational Administration from Lamar University. She began her teaching career in 1998 and taught math at both the middle and high school levels. In addition, she worked for 5 years at a local non-profit as a social worker for families in need. She joined the RRCA staff in 2022 as the Assistant Principal.

Kelly Counts is the Early Childhood Principal at RRCA, providing leadership and oversight to the Early Childhood program. 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 the 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. He has also received his Texas High School Athletic Directors' Association Certification.

Jason Rice is the Assistant Athletic Director at RRCA, providing aid and guidance to the Athletic Department. Coach Rice holds a Bachelor of Arts degree from Southwestern Assemblies of God University and holds a professional staff certificate from ACSI. Coach Rice began teaching and coaching in 2012, and joined the RRCA team in 2022. He has coached several sports throughout his career and is currently one of the junior high football coaches.

James Brenenstuhl is the Academic Advisor, providing academic and college/career guidance for Secondary students. Mr. Brenenstuhl received his Bachelor's Degree from Baldwin Wallace College and his Master's Degree from Kent State University. He also received a Bible Certificate from Moody Bible Institute. He has been teaching in public and private education since 1998. He joined the RRCA team in 2009 and has taught math, science, and Bible at RRCA.

Julie Grosser joined the RRCA staff in 2004 and is the Director of Operations. Julie is responsible for assisting administration with reports, publications, and communication needs. She also provides technology support for teachers, students, and parents. 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 service to you and your family.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. We have adopted an admissions policy for families who:

- 1) desire a distinctively Christian education for their children,
- 2) agree to be supportive of our faith, philosophy, objectives, standards of education, and religious mission; and
- 3) meet our enrollment standards for their children.

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 family cooperation with RRCA administration is not in keeping with the school's policies and/or Statement of Beliefs, the Board of Directors 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, financial aid 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. The school has an understanding and belief of what qualities and characteristics exemplify a Christ-like life and expects families to support those biblical values and beliefs. 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 should be united in their desire to have their child taught from a Christian perspective.
3. The student should demonstrate the ability and desire to meet the academic requirements of RRCA.
4. The school must be able to meet the student's emotional and physical needs.
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 Philosophy of Christian Education, Biblical Morality statement, Statement of Beliefs, and all other policies of the school.
3. Entrance testing will be administered for K-12 applicants to evaluate the academic potential of a student. Testing may be waived for students who completed standardized testing that can be compared to annual RRCA testing.
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. Failure to disclose all pertinent academic or behavioral concerns may lead to denial of admission or dismissal.
5. **All students are accepted on a nine-week probationary period.** Unsatisfactory academic progress or behavioral concerns during this probationary period may result in removal from school or extension of the probationary status.
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 or is disruptive to the learning environment, the administrator may immediately begin proceedings for dismissal.** A letter will follow to confirm the dismissal, which will become a part of the student's permanent record.
7. Since the local church is God's vehicle for worship and service, all Round Rock Christian Academy students and family should 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. In addition, parents are asked to complete an annual church involvement form.

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 concerns, 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 administration within 48 hours.

LATE ENROLLMENT

When students enroll after school begins in the fall, the annual tuition will be prorated based on the start date. If a student enrolls after the first day of any month, a prorated amount will be charged for that month.

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. Online 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 remaining at the end of the tuition contract may place the family on the waiting list regardless of any re-enrollment paperwork received.
- Student reports cards and transcripts may be held if the financial account is not current at the end of the tuition contract.
- 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. Parents will pick up their children from the Extended Care program (PK-5th grades) or the Hang Time program (6th-12th grades).

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 student is withdrawn 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 to complete the necessary paperwork and return any school property. 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’s life will be enriched for having attended Round Rock Christian Academy. In addition to academic learning, students have the opportunity to participate in positive experiences in fine arts, physical education, foreign language, and extracurricular activities and competitions.

CURRICULUM

The curriculum of Round Rock Christian Academy is designed to encompass the intellectual, physical, and spiritual development of its students from prekindergarten through twelfth grade. Faithful, competent, Christian teachers who strive to serve as living examples of the Lord they represent implement it. The particulars of the curriculum of each discipline impart that God is the source of all truth and that His truth is the standard by which knowledge is measured.

The curriculum of Round Rock Christian Academy is taught from a Biblical perspective with the subject matter and essential elements of each discipline reflecting the unity between God’s creation and His Word. It acknowledges the basic skills, knowledge, and Biblical principles necessary for young people to live their lives effectively in the family, in the community, and in service to Him. Therefore, a careful sequence of core courses is offered.

SCHOOL SUPPLIES

School supplies are provided for prekindergarten through 5th grade. Occasionally, students may be asked to provide a specific supply item for personal use (i.e. headphones). 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/DISCIPLESHIP

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 each Monday for Elementary students, and once a month for Secondary students. In addition to chapel, Secondary students have Discipleship classes in which they meet in small groups with a teacher, discuss relevant topics for today’s youth, share biblical truth, and form meaningful relationships with mentor teachers.

Elementary Chapel and Chapel Wear: 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, Discipleship Class, and Chapel Dress Code: Chapel is held once a month for High School and once a month for Middle School. Student will attend Discipleship classes on

the other Mondays. All Secondary students are required to be in chapel dress code every Monday, even on Mondays when they do not have chapel scheduled. Chapel dates are published on the school calendar. Please see the Secondary Dress Code for specific dress requirements for Mondays/Chapel dress code.

Please make sure your child is punctual for chapel services so there are no disruptions due to late arrivals. Make every effort to schedule appointments at times where students do not miss the scheduled chapels. Parents are invited to attend chapel whenever possible. We welcome suggestions for guest speakers for our chapel program.

DISCOVERY

The RRCA Discovery program provides remediation and enrichment for students in K-5th grades. Administration will make recommendations to the program based on teacher input and standardized testing. Once a student has been recommended, if the parent chooses to have the student participate in the enrichment program, there may 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 FACTS/SIS (RenWeb). Elementary and Secondary progress reports will be posted the 4th week of each reporting period.

HELP CLASS/TUTORIALS

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 or at the end of a quarter. 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.

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 academic 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 (both excused and unexcused absences).

FAILING GRADES

If a Secondary student does not pass a core subject, he/she is required to enroll in a school-approved academic summer or credit recovery program before promoting to the next grade level. Secondary students who fail an elective class may not have the option to take that elective again in the future. Elementary students who are failing one or more subjects may be required to complete mandatory tutoring during the summer 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.

MAKE-UP WORK/TESTS/ASSIGNMENTS POLICY

Classwork and homework are posted online and should be referred to when absent. If the assignment is not listed online, teachers can be emailed directly to request information about missed assignments.

Students are allowed one class day 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. Students who are absent for an extended time will be given a reasonable opportunity to make up assignments and tests.** The student is responsible to make necessary arrangements to obtain **and submit** missed assignments. Missed tests must be made up

during the student's time before or after school (or during a study hall for Secondary students). **A student may not miss a class to make up a test.**

STANDARDIZED TESTING PROGRAM

Benchmark testing and achievement tests are given 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. Students who do not make a good faith effort to do their best on standardized tests may be issued discipline consequences.

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.

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 that are posted online. Minor changes to assignments may be made online 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.

HOMEWORK 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, 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.

ACADEMIC 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 93 average or above in academic subjects, with no grade lower than a 90.

Young Scholar Award—Students must have an 85 or above average in academic subjects, with no grade lower than an 80.

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 newsletter and parents are encouraged to attend.

Secondary Honor Roll:

Distinguished Honor Roll—Students must have a grade average of 93 or above in all academic subjects, with no grade lower than a 90.

Honor Roll—Students must have a grade average of 85 or above in all academic subjects, with no grade lower than an 80.

Presidential Achievement and Excellence Awards may be presented to students who are graduating elementary, middle, and high school students following established guidelines.

At the end of the school year, Secondary students are recognized for their academic achievements in an awards ceremony.

GRADING SCALE

GRADING SCALE

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

Elementary Specials Grade

E = Above Average
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Incomplete Grades for Report Cards

An INCOMPLETE grade may be given when a student has been absent three or more days at the end of the grading period, or if a student has had an extended medical absence or family emergency. 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.

1ST – 5TH ELEMENTARY GRADING POLICY

- 1) Tests and projects will count as no more than one-half of the nine week average.
- 2) Homework/daily work/guided practices will count for at least one-half of the nine week average.
- 3) A minimum of two grades a week in each core subject is required (exceptions-history and science).
- 4) A reasonable academic penalty will be assessed for incomplete or late work.
- 5) Numeric averages are used for grading all academic 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. Teachers will publish homework and tests in their weekly newsletters as well as online in FACTS/RenWeb for Kinder-2nd grade and in Canvas for 3rd – 5th grade.
- 7) No more than three tests (including a Bible 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.

Elementary Test Retake Policy

Students who score below a 65% on a major assessment have the opportunity to retake the same or similar assessment if the student follows the retake process. **Students are only allowed one retake per quarter per subject.** Students must follow the process below to be eligible for a retake opportunity:

1. Teachers will attach a Retake Form to all graded assignments and send them home with the student.
2. Student may not have any missing assignments in the subject.
3. Student must have shown an actual attempt to answer all questions on the assessment.
4. Teacher, student and family will work together to ensure an opportunity for relearning occurs in a timely manner before the retake will be given.

Retakes will be given on the date assigned by the teacher. Upon successfully completing the retake, the student's grade will be raised to no higher than a 65.

SECONDARY GRADING POLICY

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.

Middle School Courses for High School Credit

RRCA offers high school credit courses to middle school students. Currently, Algebra I and Spanish I are available for high school credit.

- Spanish I is taken over two years: students begin in Spanish IA in 7th grade and complete Spanish IB in 8th grade. Successful completion of both years earns one high school credit in Spanish I. Students who earn this credit typically enroll in Spanish II in 9th grade, fulfilling the next level of the graduation requirement.

While it is the standard academic pathway for all 7th grade students to begin Spanish IA, in rare and unique circumstances, a student may not be enrolled in Spanish during 7th grade. These exceptions are determined solely at the discretion of administration and are not open to general request or appeal.

- Algebra I is offered to qualifying 8th grade students who meet placement criteria established by the RRCA Math Department. Placement also requires parent permission.

Courses taken in middle school for high school credit will count toward graduation requirements, but will not be included in GPA calculations or numeric averages used for class rank. RRCA administration reserves the right to require a student to repeat a course if a sufficient level of mastery is not demonstrated.

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 at least 15 days prior to graduation. The student's grade will be determined by test scores and projects. The grade will be included on the student's transcript and will 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 are 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 and will be included in the GPA or numeric average for determining class rank. Grades earned in online classes will not be awarded honors/advanced placement points. Seniors must complete online courses at least 15 days prior to graduation. The student will incur all costs associated with the course.

Dual Credit Courses (Both In Person or Online)

Students who have completed their 10th grade year may take courses at a community college through their Dual Credit program. Courses must be selected with the assistance of the Academic Advisor and must work in conjunction with the normal school day at RRCA.

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

- Completion of RRCA Dual Credit policy form
- Grades in academic classes at RRCA
- 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 a local community college campus.
- Seniors may **NOT** take an accelerated dual-credit course that begins the second half of the spring semester prior to graduation.
- Seniors enrolling in dual credit courses for the spring semester must enroll in classes that end prior to the RRCA graduation date.

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.

General 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.
- A 3 credit hour course will be awarded .5 credit on the RRCA transcript.
- When enrolled in a dual credit program, students and parents must realize that school days, holidays and requirements are set by the institution. Students must fulfill their schoolwork and any other obligations directly with the college. 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 dual credit 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 dual credit classes who needs those courses to graduate will need to pass the class(es) 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 school office upon completion of the course and an official college 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 college classes will count towards RRCA graduation requirements but will not count towards the TAPPS 4 on campus academic class minimum.
- Students who take college courses are still required to pay full tuition at RRCA.
- Students may not withdraw from a college class without the consent of Administration prior to withdrawal. Once a student withdraws from a college course, the privilege to take dual credit courses in the future may be suspended. If a student withdraws from a dual credit course they will be assigned to an RRCA class period. The student will be required to complete make-up work for the RRCA course. If the student begins the RRCA course the second semester, the student will not be eligible to exempt the spring exam.
- 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, they should work with the Academic Advisor to determine appropriate times to complete the coursework.
- Students must schedule college entrance testing outside of school hours. Please see administration if you have a scheduling conflict.
- Dual credit 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 dual credit requirements.
- Students are required to sign out 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 / Credit Recovery

Summer school opportunities are available for credit recovery, and students will use online educational platforms to complete the coursework. Summer coursework must have administrative approval prior to enrolling. The student will incur all costs associated with the course(s) and must submit an official transcript to receive high school credit.

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.

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. Non-academic and dual credit classes are not counted towards 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

Seniors are charged a graduation fee (billed in January) to cover the costs associated with graduation events. Administration will provide information on how to purchase graduation caps, gowns, and invitations. Seniors will need to follow all graduation requirements including attending graduation rehearsal, and keeping their graduation caps free of any decoration. If a senior does not meet graduation requirements, he/she will have limited participation in graduation events.

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.

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.

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.

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. Projects that are late will have the following penalties:

- Project must be turned in next school day* for a 20 point deduction
- Project turned in two days* late will have a 35 point deduction
- Three days* after the project due date the project will be a zero

*Please note this is by day and not by class meeting

Late Work

Homework is due at the beginning of the class period. The consequences for late homework are the following:

- First class meeting day after the assignment was due- 20 points off
- Second class meeting day after the assignment was due- 50 points off
- Third class meeting day after the assignment was due- Zero in gradebook

* The teacher may still require the student to complete the assignment to ensure the student understands content that will be assessed.

Tests 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 posted online.

Tests

Tests will be posted in advance online. No more than two tests and one quiz can be administered on any given day for any 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 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 their Canvas calendar and on the shared school testing calendar.

Test Retake Policy-Secondary

Students who score below a 65% on a major assessment have the opportunity to retake the same or similar assessment if the student follows the retake process. **Students are only allowed one**

retake per quarter per class*. Students must follow the process below to be eligible for a retake opportunity:

1. Student must initiate the process with the teacher by completing a Retake Form and submit it within one class meeting period from the time the test is returned.
2. Student may not have any missing assignments.
3. Student must have shown an actual attempt to answer all questions on the assessment (a question mark “?”, “IDK”, “I don’t know” etc. is not acceptable)
4. Student will be required to complete a teacher designed learning plan within the timeframe directed by the teacher before the retake will be given.
5. Retake will be given on the date assigned by the teacher. Upon successfully completing the retake, the student’s grade will be raised to no higher than a 65.

*SSIP students will follow the Retake Policy on their plan.

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 (see exception at #5.).
3. Middle school semester exams will include cumulative material from the last nine weeks.
4. For middle school students taking on level courses, the average for each quarter counts 45% and the semester exam counts 10% of the semester average.
5. If a middle school student is taking a course for high school credit, he/she will be expected to complete the semester exam, and the exam average is weighted the same as a high school course (20%).

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** total absences; or
 - B) Course average of **85 – 89**, with no more than **3** total 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. Students who change classes during second semester cannot exempt the final exam.
9. AP students cannot exempt the first semester final exam.

- 10. 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 or credit recovery course 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 of completion of the Student Withdrawal paperwork. If the student is not returning for the next year, RRCA will release records after the closure of the current school year, typically by mid-June. 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 instructional minutes and teacher in-service days 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	8:05 am-2:00 pm
Kindergarten - Fifth grades	8:05 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 of \$5.00 per half hour, per student will be charged when children are not picked up on time from their regular school day. Parents will pick up their children from the Extended Care program (PK-5th grades) or the Hang Time program (6th-12th grades). 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. **If there are extenuating circumstances, the class sizes below may be exceeded.**

PreKindergarten	1:16
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

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 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. Please do not call, text, or use social media to contact your student during regular school hours.

SCHOOL DIRECTORY

The school directory is available online and is accessible only to school families through FACTS/SIS (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 and graduation supplies for juniors and seniors. Parents have the option to change their preferences settings within FACTS/SIS (RenWeb) if they choose to NOT share any of their family information in the online family directory.

SURVEYS/FEEDBACK

At RRCA, we truly value input from our school community. To keep improving the way we operate and serve our students and families, we regularly gather feedback from parents, students, teachers, and staff. Input is gathered in several ways—sometimes through everyday conversations, and other times through more formal surveys. These surveys are especially helpful because they give us clear, organized data that we can use to make thoughtful decisions.

By listening to stakeholder input, we can:

- see what’s working well and what might need a little extra attention.
- make changes that reflect the real needs of our community.
- track how we’re doing over time.
- build a stronger, more connected school environment.

Through this ongoing feedback loop, RRCA continues to grow as a Christ-centered, academically excellent, and community-focused institution.

CALENDAR OF EVENTS

The school calendar is distributed at the beginning of the school year and is located on the website; however, the calendar is subject to change at all times. Questions concerning scheduling of events should be directed to the school office. The weekly electronic newsletter also contains reliable information for events dates and times.

HOLIDAYS

The following holidays will be observed: Labor Day, Columbus Day (No School, Parent/Teacher Conference Day), Thanksgiving week, Christmas Holidays, New Year’s Eve, 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 may have parties on various holidays including Christmas, Easter, Valentine’s Day, and at the end of school. **Teachers will plan the celebrations but will ask for help from homeroom 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 (address information can be found in the online school directory).

ELECTRONIC DEVICES

Elementary students will have Chromebooks available for classroom use, and Secondary students will have a school-issued Chromebook assigned to them. The use of the Chromebook is a privilege

which can be taken away. Students must use the school-issued Chromebook and **are not allowed to bring their own device to school, unless approved by administration.** There will be consequences if students abuse these privileges. Please see the Technology Acceptable Use Policy and Chromebook Use Agreement (in the addendums) for complete information regarding device usage on campus.

PHONE AND CELL PHONE USAGE

Students of any grade level must get permission from their teacher to come to the Main Office to use the school telephone.

Elementary Students: Cell phones and/or smart watches may not be used during the school day. Any cell phone and/or smart watch which is used during the school day will be confiscated. Confiscated smart watches and/or phones will not be released until the end of the school day. If a student has a persistent problem with his/her cell phone and/or smart watch they will have other restrictions placed upon them and parents will be required to come in and pick up the personal device. We insist that cell phones and/or smart watches are not used during school hours, including lunchtime, in the restrooms, etc.

Cell Phone Policy and Electronics Guidelines Secondary (6th-12th grade) Students

Cellphones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

Daily Process

Yondr Pouches will be brought to school every day whether the student has a phone or not. The reason all students need to bring their Yondr pouch is that it does appear to be a consequence for those that have a cell phone and is not a source of teasing for those who do not bring a phone to school.

As students **arrive to school**, they will:

- Turn their cellphone off.
- Place their cellphone, ear buds/headphones, and smartwear inside the Pouch and secure it in front of school staff.
- Store it in their backpack for the day.
- Random checks may be conducted by Administration during the school day.

Other information:

- At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack.
- Students must bring their Pouch to school with them each day.
- Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.
- In the event of an emergency, Yondr pouches can be easily cut open.

Cell Phones and Field Trips, Bus Trips, and Extracurricular Events

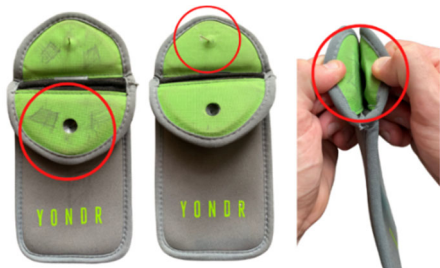
When being transported to off-campus events, students may leave their cell phones powered on, but the phone must be pouched, and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.

When travelling for overnight events, students may leave their cell phones powered on, but the phone must be pouched, and notifications must be silenced. Students will be allowed to use their cell phones as permitted by the coach and/or sponsors while away from campus, as long as the phone use is not distracting to the planned activity or event. Students will have access to their cell phones when staying at a hotel/overnight accommodation. Any misuse of cell phones on a field trip, extracurricular event and/or overnight trip will be reported and addressed by administration.

Violations and Consequences

Pouch Damage / Lost Pouch

Examples of damage:



Ripped
Cut
Torn
Pen/pencil marks
Bent/cut pin
Signs of force to black button on flap

First Offense: Contact parent, \$20 charge to replace damaged pouch. If the pouch is lost, the student will be given the opportunity to find the pouch that evening and show it to administration the next day. For both pouch damage and lost pouch, the phone will be kept in the school office for the remainder of the day.

Second Offense: Contact parent, \$20 charge to replace pouch if damaged/lost, student will be required to keep phone in the school office for an extended period.

Third Offense: Contact parent, \$20 charge to replace pouch, disciplinary action such as Saturday Detention/In-School Suspension/or Out of School Suspension will be assigned.

Cell Phone Not In Pouch/Cell Phone Use During School Hours

First Offense: Contact parent, \$20 charge for not having cell phone/smart wear in pouch during school hours and/or for using cell phone/smart wear during school hours. Phone will be kept in school office for remainder of the day.

Second Offense: Contact parent, \$20 charge for not having cell phone/smart wear in pouch during school hours and/or for using cell phone/smart wear during school hours. Student will be required to keep cell phone/smart wear in the school office for an extended period.

Third Offense: Contact parent, \$20 charge for not having cell phone/smart wear in pouch during school hours and/or using cell phone/smart wear during school hours, disciplinary action such as Saturday Detention/In-School Suspension/or Out of School Suspension will be assigned.

Forgotten Pouch

- If a student forgets their Pouch, and brings **their cell phone/smart wear to the office by 8:15 to be stored for the day, an email reminder will be sent home.** The phone will be returned to the student at dismissal for no charge.
- If a student forgets their pouch and does not have a cell phone, an email reminder will be sent home.
- If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**

Deceit In Using Yondr Pouch

If a student is deceitful by using a fake phone, an object to mimic a phone, not securely locking pouch, or any form of misuse that allows them access to their cell phone, the student will be immediately referred to Administration and consequences will be assigned.

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.**

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.

Teachers may request volunteers to drive and chaperone for field trips, and we encourage parents to participate whenever possible. Appropriate dress is required for all parent chaperones and guests. All students are required to dress according to the school dress code policy.

All parent volunteers will need to have a volunteer application and background check on file. Parents are also encouraged to complete the necessary paperwork to become an approved driver for field trips. 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 parents attending field trips:

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, consumption of alcohol, or vaping are 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.

TRANSPORTATION AND VEHICLE USE

Only employees and volunteers with an unrestricted, current driver's license and who have adequate insurance coverage may operate RRCA vehicles or use a vehicle to conduct RRCA business. Volunteer drivers must have completed the volunteer application, the background check form, the driver information packet and have been approved before being permitted to drive a RRCA vehicle. Any employee or volunteer operating an Academy vehicle must do so in a safe manner and abide by the laws of the road. Employees and volunteers should refrain from using cell phones unless hands free while transporting students. Any employee operating an Academy vehicle under the influence of drugs or alcohol will be immediately terminated. The Academy has the right to search any Academy vehicle at any time.

RRCA has two 15 passenger vehicles and one 28 passenger bus available for field trips and sporting events. These vehicles need to be reserved at least two (2) weeks in advance through the RRCA scheduling software. Parents or employees who volunteer to be placed on the designated driver's list must complete the RRCA driver's application, submit driver's license, Type II 3 year driving history record, proof of insurance and complete a background check in advance of a scheduled trip. Parents who are scheduled to drive children other than their own in their personal vehicle must also submit copies of their drivers license and proof of insurance in advance. Extreme caution and careful planning is advised when taking children off campus. Each school vehicle must have an adult to supervise students in addition to the driver of the vehicle unless stated otherwise in protocols below.

BUS BEHAVIOR STANDARDS FOR STUDENTS

1. Students must sit and remain seated during travel.
2. All passengers must wear seat belts while bus is in motion.
3. Students should sit in seats normally with feet on the floor, not placing their feet on other people, seats, windows, or walls.
4. Students must talk quietly during travel.
5. Mixed genders will not sit together in the same rows during travel. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. No food or drink is allowed. The other exception is a water bottle with a tightly closed lid.
7. Students must leave the buses clean and ready for the next trip.
8. Students must be respectful of the driver, passengers, and other travelers. For the safety of our students and the reputation of our school, exemplary conduct is expected on every trip.
9. Students must exit from the front row first in an orderly manner.
10. Armrests and seats must be returned to upright/correct positions and seat belts clicked and locked in place before exiting the bus.

Secondary Students and Cell Phones on Bus Trips

- When being transported to off-campus events, students may leave their cell phones on, but the phone must be pouched and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.
- When travelling for overnight events, cell phones can be left on in the vehicle but must be pouched and notifications silenced. Students will be allowed to use their cell phones as permitted by the coach and/or sponsors while away from campus, as long as the phone use is not distracting to the planned activity or event.
- Students who do not follow the policy will be referred by Administration and disciplinary consequences will be assigned.

Requirements for Drivers of RRCA Passenger Buses

1. All drivers must be at least 25 years old to be allowed to drive any school vehicle.
2. All drivers must complete an approved 15 passenger van driving course before operating the 15 passenger vehicles.
3. Any driver must present the school office with a current drivers license, proof of insurance, a three year MVR printout and have a completed background check on file prior to the use of any bus before he/she can be considered as a driver.
4. All drivers of the 28-passenger bus must hold a current CDL license.
5. The school reserves the right to refuse the use of a vehicle to anyone making a request.
6. Vehicle drivers are responsible for filling out the trip log completely and returning the form, clip board, and keys to the school office.
7. After each trip, the driver or sponsor must verify that there are no visible signs of damage on the interior or exterior of the vehicle and that the interior is clear of trash or debris.
8. A vehicle evacuation drill must be completed annually.

Driving Rules for All Bus Drivers

1. Driver should perform the bus safety checklist prior to departure.
2. Drivers will announce to riders that passengers must wear seat belts while the bus is in motion.
3. Drivers will remind students that there will be no food or drinks on the bus.
4. Drivers will remind students to sit properly with their feet on the floor during the ride, and to return their armrests and seats to the upright correct position before they exit the bus.
5. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. Students will follow school cell phone and Yondr pouch policy while on bus.
7. There will be at a minimum of 1 chaperone, in addition to the driver, on the 28-passenger bus to monitor students while on trips. A chaperone, in addition to the driver, is required on the 15-passenger bus for any trip longer than a few miles from school.
8. The buses may not proceed without the appropriate chaperones.
9. Chaperones/coaches will sit in areas where they can monitor students.
10. Drivers will adhere to the posted speed limit.
11. When multiple buses or school sponsored vehicles are traveling together, the group must travel together. Drivers must stay with the group.

12. Drivers are not to use cell phones when they are driving unless there is an emergency. The driver should attach their phone to Bluetooth in the bus if hands free is available. The bus chaperone will be the point of contact for all calls. The chaperone will be provided with a school issued cell phone if they do not want their personal number distributed.
13. The cell number of the chaperone will be distributed to parents prior to the event departure. Parents will be notified if that number changes during the course of the event.

BUS EVACUATION PLAN

1. A vehicle evacuation drill must be completed annually. Each class will practice a bus evacuation at the beginning of each year prior to riding on buses.
2. Students will exit the van/bus from the front to the back in a single file line in an orderly manner. Please emphasize to the students that to hear directions, there must be no talking during a drill.
3. Students will line up in a single file line at least 100 feet away from the bus.
4. Teacher will call roll and do a head count using the trip event roster.
5. Make sure the teacher or driver has the van's first aid kit, the clipboard, and the keys in his/her possession.
6. A verbal command will signal clearance and students may reload.
7. If there is a real emergency and the vans/bus cannot be used, follow the additional procedures outlined in the CRITICAL RESPONSE PLAN (Red Emergency Binder).

PETS/ANIMALS

Due to health and safety concerns, pets should not be brought to the RRCA campus without permission and if brought, should remain in vehicles. Registered service animals are an exception to this rule. At various times, there will be RRCA-sponsored events which may involve live animals, and prior notification will be given to those students involved.

SCHOOL PICTURES

During the fall individual student pictures are taken for yearbook, and in the spring there are individual pictures for elementary students. These are available for purchase through the photographer. For students 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.
- **Microwave use is not allowed for prekindergarten 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.**

- 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.**

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, and they are not permitted to sit in their cars in the RRCA parking lot at lunch. 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 a guest 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 FACTS/SIS (RenWeb) under School Information -> Resource Documents -> campus visitors. All visitors are required to check in for a visitor's badge before visiting any room, student, or teacher.

Students should 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.

VISITORS FOR CLASS EVENTS

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 a guest 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 FACTS/SIS (RenWeb) under School Information -> Resource Documents -> campus visitors. All visitors are required to check in 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 a quality full-color yearbook 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. Families and businesses are encouraged to contribute towards the Annual Fund each year through major fundraisers or general contributions. Our goal is for each student to raise \$500 annually through their grade-level fundraiser (Jog-a-thon, Crusaderball, or Kickball).

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 or illnesses:

- 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)
- Viral infections (such as COVID, flu, strep, etc.)

Your child must be fever-free, without vomiting or diarrhea, for 24 hours before returning to school unless a physician's note indicates otherwise. Parents/guardians will be notified if a student becomes ill at school. If the nurse calls for your child to be picked up, please do your best to arrive at school in a timely manner to help minimize the exposure to other students on campus.

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, Ibuprofen, 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 extracurricular) until such time as the student is able to resume a normal full academic load with no recurring side effects. Secondary students may need to coordinate with the academic advisor when they return as they may need additional accommodations.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

MORNING ROUTINES

Morning Drop-off: Supervised morning care for all prekindergarten and elementary students begins at 7:30 a.m. each morning. Due to safety concerns, students may NOT be dropped off before 7:30 a.m. unless meeting a teacher for tutoring. **If arriving before 7:45 a.m., all PreKindergarten and young elementary students must be accompanied by a parent and walked into the building.** PreKindergarten parents should refer to the Early Childhood Handbook for complete instructions on arrival / dismissal procedures.

Elementary Students: Elementary students may be dropped off in front of the main building any time **after 7:45 am.** Elementary students will wait in their designated areas until they are released to go to the classrooms at the 7:55 a.m. bell. Students may not wait unattended in classrooms, hallways or courtyard. 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 after 7:30 am to gather in the designated areas. Secondary students will be released to the classrooms at 8:05 am. Students may not wait unattended in hallways, classrooms or courtyard.

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

Kindergarten through 5th grade and PK aftercare students will dismiss through a drive through pick-up line at 3:20 p.m. Dismissal procedures and specific driving routes will be available at Crusader Orientation in the parent packet. The parent packet will include a sign to display in the car window. The Pikmykid app will be used for ease of dismissal and parents are asked to download the app and indicate their pickup preferences within the app. Please allow our teachers to give their full attention to their drop-off duties for the safety of our children. Dismissal time is not the best time to talk with your child's teacher.

Secondary students will be dismissed using the Pikmykid app and parents are asked to download the app and indicate their pickup preferences within the app. Student drivers may not leave campus until 4 p.m. Students 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 p.m. unless arrangements have been made with 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 FACTS/SIS (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 PK through Secondary students for a fee.

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 25.092 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, a 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. Secondary students may lose credit for a course in which they did not meet the minimum attendance requirement.

When your child is absent from school for any reason, please call the school office (512-255-4491), or email attendance@rrca-tx.org. 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.** An absence will not be converted to an excused absence until the appropriate note has been received. 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 if they miss more than half of the class period.**

The only excusable reasons for absences are:

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

Any absence not characterized by the above criteria, including **hair appointments, shopping afternoons, personal errands, being tired, “signing out because we're not doing anything” excuse and attending athletic events without approval** will be termed **unexcused**. The student may receive a zero on all tests missed and assignments due during an unexcused 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 may 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 their 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 students get to class as quickly as possible, students who arrive *before* 8:30 a.m. do not have to stop at the Main Office check-in desk for a tardy slip. Teachers will be electronically recording these unexcused tardies (TU), and noting the time the student arrived at the classroom. *After* 8:30 a.m., students will come to the main office to get a pass to class.

Students who arrive late due to an appointment or with any documentation requesting their tardy be excused should check in at office and the office staff will collect tardy/absence excuse notes and record the information electronically.

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” **may 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. If you would like more time for your student to complete work BEFORE they go on the trip, please complete the form at least two weeks ahead of time.
- 2) Please refer to the Pre-Notification of Absence form for specific requirements on when assignments and tests will be due upon the students return to school.
- 3) For Secondary students, please note that 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. In the event that a team returns after midnight, the Athletic Director will determine the delayed start time for school the next day and will communicate that to the athletes. 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 at least half of the day to participate in any after school extracurricular events or programs. This includes athletic games and practices, drama, debate, cheer, dance, and choir presentations and practices. Students who leave campus for an illness may not come back for an extra-curricular event that day. Exceptions may be made for a college visit or a family emergency.

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 and attendance clerk (attendance@rrca-tx.org) 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 school office. Student drivers must have a parent's note (or an email sent to the office beforehand) before they have permission to sign out and leave campus for an appointment.

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, social media, 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 are made considering 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 required by law as mandatory reporters to contact 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.

CUSTODIAL AND NON-CUSTODIAL PARENTS

RRCA will require a copy of the divorce decree to determine which parties can make educational decisions, have permission to attend on-campus activities, and have financial responsibility. 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 document restricting such involvement or access. Please do not ask faculty or staff to provide written documentation or letters of support favoring one parent over another. The school will not choose sides between parents.

It is not the responsibility of RRCA to keep track of which parent has custody and will be picking up their student on which day of the week. Parents who share custody of a student need to come to a resolution between themselves on who will pay for additional fees, emergency lunch tickets, and extra-curricular activities (Fine Arts, Athletics, camps, etc.)

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.

Both parents, whether married, separated, or divorced, have access to the educational records of a student who is a minor or a dependent, unless specifically stated otherwise in a court document. 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 proof of insurance. Students will be required to register their vehicles with the 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 an appropriate school employee.**

When students arrive at school, student drivers may wait in their cars in the morning until 8:05 a.m. Abuse of this privilege will result in the student being required to sit in the gym. Students are not permitted to sit in their cars at lunch.

Students must observe the campus speed limit of 10 mph and must properly park only in the assigned student parking space. 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.

TEXTBOOKS and LIBRARY BOOKS

Round Rock Christian Academy will assign Ebooks or textbooks to Secondary 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 and novels. During the last week of the spring semester, books will be checked in and the student's record cleared. In the event physical textbooks or novels 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 student's 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 be 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.

RRCA LOGOS

The RRCA logos may not be used for any reason unless approval has been granted. Requests for use of logos need to be submitted to the Media Director (media@rrca-tx.org).

T-SHIRT DESIGN APPROVAL

All wording, slogans and images to be printed on t-shirts for any event, club, or class needs to be approved by Administration before the design is submitted for t-shirt production. All Athletic team shirts need to be approved by the Athletic Director.

DISCIPLINE

There is a separate addendum to this handbook that explains the discipline philosophy and policy in detail.

BOUNDARIES AND OFF-LIMIT AREAS

Students should remain within the confines of the new facility, and are not to go behind any buildings, portables, or unauthorized areas. All church facilities, offices, and equipment are off limits unless special authorization is given. Secondary students should not go to their cars between classes without approval unless they are leaving for an off-campus class, appointment, or senior lunch privilege.

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 may also be responsible to pay for damages.

PERSONAL PROPERTY

Perhaps one of the biggest problems at school is returning lost items to their rightful owners. We strongly recommended that clothes and items brought to school, such as lunch boxes, coats, sweaters, backpacks, and water bottles, are all LABELED. Items remaining in lost and found are donated monthly to local charities. The Lost and Found area in the school office should be checked frequently for lost items.

SOCIAL MEDIA

Any student or parent who uses social media to engage or interact with others must keep in mind that as a student or parent, they are a representative of our school. Students and parents must ensure that their posts, messages, content, and pictures are appropriate and meet the standards of faith and conduct required by Round Rock Christian Academy.

SOCIAL MEDIA ACCOUNTS

Student groups, teams or classes may not create an RRCA social media account without permission from administration and the media director. If approved, an RRCA staff member and the media director must be added to the account. (See complete Social Media Accounts Guidelines in addendum.)

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.

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 encourages parents to volunteer as a great way to engage with the Crusader family.

PARENTS SIGN IN/OUT

Parents who are on campus for a class party, lunch, chapel, or event must sign in/out at the front office. Parents may be asked to use the Raptor app to pre-register in for certain events, which will allow for a quicker check-in and pre-printed badges the day of the event.

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	Spiritual Emphasis Events	TAPPS Competitions
Athletics	Fine Arts Events	ACSI Competitions
Junior/Senior Prom	Homecoming Events	NHS, NEHS, NJHS, and NAHS
Student Council	PSIA Competitions	Speech and Debate
Mission Trips	Service Club	

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 and Winter Formal
NHS:	Plan service projects throughout the year

Fundraising efforts occur each high school year as classes prepare to host and pay for Junior/Senior Prom their Junior year. Each class will work with Administration so they know what the approved fundraisers are for each grade level. The timing of each fundraiser during the school year must be coordinated with the Development Office.

Following established tradition, the senior class may work with Administration to select a gift that would benefit the students and faculty of RRCA.

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.

Any member who falls below the standards of scholarship, leadership, service or character may be considered for dismissal from the Round Rock Christian Academy Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in leadership and service in his or her school and community. The member will receive written notification from the Faculty Council indicating the reason for possible dismissal. The member and adviser will discuss the written notification in a conference. The student may seek to appeal the decision following the guidelines outlined in RRCA's National Honor Society Bylaws. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning.

Alternative Induction Requirements

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 3.8.
- 4) Should be pursuing the Recommended 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 a 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 National Honor Society need to see the NHS sponsor for entry requirements.

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) with no grade lower than an 85.
- 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.

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 have a 90% or higher average for their current grade level and the grade level previous, with no grade average lower than an 85.
- 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.

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.

It is not appropriate to take concerns to social media or to other people for their opinions and input, as that is not constructive or helpful in resolving issues.

- 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 may provide volunteers for fundraising events.

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
- Grandparents Day
- Muffins with Mom
- Donuts with Dad
- Teacher Appreciation Week
- Teacher Treats
- Teacher Luncheons
- CrusaderFest

ATHLETICS BOOSTER CLUB

The RRCA Athletics Booster Club exists to support and enhance the athletic programs of Round Rock Christian Academy. Its mission is to partner with the Athletic Department to provide resources, encouragement, and volunteer support that benefit our student-athletes, coaches, and teams. Through fundraising, community engagement, and service, the Booster Club helps strengthen the overall athletic experience at RRCA.

President - The President presides over all meetings of the RRCA Athletic Booster Club. The President provides general supervision of the Club's affairs and ensures its activities align with the mission and bylaws.

Vice President - The Vice President assumes the duties of the President in the President's request or absence. In addition to this supportive role, the Vice President serves as the primary coordinator of the Club's fundraising activities.

Membership Chairperson - The Membership Chairperson is responsible for actively promoting and growing the membership of the RRCA Athletic Booster Club. This role focuses on outreach, communication, and record-keeping to strengthen parent involvement and increase the number of voting members.

Secretary - The Secretary is responsible for maintaining accurate records of all meetings and facilitating communication between the RRCA Athletic Booster Club, its members, and the RRCA Athletic Department.

Treasurer - The Treasurer is responsible for overseeing all financial matters of the RRCA Athletic Booster Club, ensuring accurate accounting and transparent reporting of funds.

Volunteer Opportunities within Boosters:

- Gate ticketing
- Concession stands
- First-down marker/chain crew (football)
- Clock/scoreboard operation (volleyball, basketball, baseball)
- CrusaderFest activities
- Event setup and post-game cleanup
- Team chaperoning

FINE ARTS BOOSTER CLUB

Mission Statement

The Fine Arts Booster Club at RRCA fosters an environment that inspires Fine Arts students, staff, parents, and the community to collectively create a positive and spirited atmosphere for RRCA students committed to performing and competing in the fine arts.

Purpose

The purpose of the Fine Arts Booster Club is to support the RRCA Fine Arts Department.

The Fine Arts Booster Club is made up of members who wish to enhance students' Fine Arts experience by raising funds for the purchase of supplies, services, and equipment as requested by the Fine Arts staff. Booster Club members promote school spirit by volunteering, encouraging performers, modeling moral character, and attending school events.

Membership

Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who are currently enrolled at RRCA or are alumni of RRCA. Members must uphold the policies of the Fine Arts Booster Club and agree to its Bylaws and the policies of RRCA. A maximum of one membership shall be granted to each family unit, meaning a family unit is defined as one vote per household.

Joining the Fine Arts Booster Club is a great way to use our God given talents and resources to promote our fine arts performers, fine arts competitions, and school spirit in the community in which we have chosen to grow our students.

“Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.” Matt 5:16



RRCA Counseling Services

RRCA is a ministry for families, and the school community is an extended family. When one member is hurting, many members are affected. RRCA has a licensed counselor on staff who offers short-term individual and group counseling to students. If a student exhibits signs of social or emotional distress, parents/guardians or school staff may refer students for counseling, or students may request counseling.

Elementary Students: The counselor is able to observe the student in the classroom and/or meet with the student to evaluate the student's current needs and resources. The counselor may assist the student with strategies to address the concern, help the student strengthen or develop coping skills, and provide feedback to the student, family, teachers or principal to assist the student. Based on the student's needs, the counselor may recommend outside counseling or mental health care.

Secondary Students: The role of the counselor at RRCA is to provide emotional support and guidance to students as they progress through the school year. If a need arises during the school year, the counselor may consult with the student one time to determine their current need, provide some basic support, and make a recommendation. Follow up services will require parental consent.

When necessary, the parents, teacher, and principal will meet to discuss the most productive ways to support the student at school. Sometimes, despite everyone's concerted efforts, the child will not display expected outcomes in a desired timeframe, and the principal will meet with the parents again to refer the family to outside counseling. The first line of defense for distraught children is their local church. Often, there is counseling available for children and families within the church at a free or low cost. With the family's permission, the school will work with the pastoral staff of the church that the family attends. When home, school, and church are working together to reach the same targeted goals in support of a child, the best outcome is possible. RRCA students have also successfully utilized several counseling resources including Starry Counseling of Round Rock, the Timothy Center in Austin, Abundant Life Counseling in Austin, as well as others. It is our goal to embrace children and support parents with every resource possible in order to bring their children back to emotional health and stability.

The counselor may also act as a resource to administration in helping resolve differences among students. In addition, at times the school counselor may go in to talk with students in a specific class or grade level to address common issues such as grief or loss, stress and anxiety, or other topics that may arise as a need for the class or grade level.

School counseling services are short-term services aimed at the more effective education and socialization of the student within the school community. These services are not intended as a substitute for ongoing counseling, diagnosis, or treatment for any mental health disorder. While the counselor may assist in referrals, it is the responsibility of the parents to determine whether additional or different services are necessary, and whether to seek them for their student.

2025-26 Parent / Student Handbook Index

A

Absence (Pre-Approved), 41
 Academic Policies, 12
 Accreditation, 1
 Admissions, 8
 Arrival, 39
 Attendance, 40

B

Biblical Morality Policy, 8
 Boosters (Athletics), 52
 Boosters (Fine Arts), 53

C

Calendar, 28
 Cell phones, 29-31
 Chapel, 12
 Child Protection, 43
 Class times, 26
 Communication, 27
 Concussion protocol, 37
 Core values, 2
 Counseling, 54
 Covenant, 2
 Crisis Response, 46

D

Directory (online), 27
 Discovery Program, 13
 Dismissal, 39
 Driving Policy, 44

E, F

Early Release Days, 26
 Expected Student Outcomes, 5
 Field Trips, 31

G

Gifts, 35
 Graduation, 22
 Grading Policies, 18-19

H

Health Care, 36
 History, 1
 Holidays, 28
 Homework, 15-16
 Honor Roll, 17
 Hours of Operation, 26

L

Lunch, 34

M

Make-Up Work, 14
 Matthew 18 Principle, 50
 Mission Statement, 1

N

National Honor Society, 47-49
 Non-Custodial Parents, 43

P

Parent Support Team, 51
 Parties, 28
 Personal Property, 45
 Pets and Animals, 34
 Philosophy of Christian Education, 1
 Picture Days (Students), 34
 Pre-Approved Absences, 41
 Probation (academic), 14
 Progress (Assessment) Reports, 13
 Problem Solving, 50

R

Retention Policy, 13

S

School Supplies, 12
 Snacks, 34
 Standardized Testing, 15
 Statement of Beliefs, 3
 Student Activities, 47
 Student Records, 25

T

Tardiness, 41
 Teacher/Student Ratio, 26
 Telephone (student use), 29-31
 Textbooks, 44
 Tuition, 10

V

Vision Statement, 1
 Visitors, 35
 Volunteers, 46

W

Weather (Inclement), 43
 Withdrawal, 10

X,Y,Z

Yearbook, 35



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 the outward appearance. However, it is true that our appearance is important. 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 Administration.**

GENERAL CLOTHING GUIDELINES

Student clothing must meet the standard of being neat, clean, pressed, and modest. Clothes that are faded, dirty, torn, distressed, extreme, immodest, baggy, tight, or otherwise present a disheveled appearance are not permitted. 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 during the time students are on campus for school as well as during extracurricular activities. Administration has 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 school hours. Overtly inappropriate dress will be handled on an individual basis with students and their parents.

HAIR POLICY

Hair for all students should be kept neat, clean and groomed in natural colors and may not be in extreme styles. Hair should be styled so that it is kept out of the eyes. Extremes in color and styles are determined by Administration.

For boys, the minimum acceptable standard for haircuts will be as follows: the hair is well-kept, groomed, neat, and clean. A simple, elastic hair tie may be used to pull hair back in a low

ponytail to keep hair away from the face and neck. Decorative hair accessories, which include but are not limited to headbands, are not allowed; however, a sports style headband may be used for safety reasons during athletics. No extremes in style are permitted (for example, a mohawk), and extremes are determined by Administration.

Facial hair is not permitted for boys in 8th – 12th grades. The expectation is that boys will be cleanly shaven. Persistent offenders will be required to shave with a school issued razor in addition to assigned consequences.

For girls, hair should be kept neat, clean and groomed and natural colors. Hair should be styled so that it is kept out of the eyes. No extremes in style or color are allowed. Hair accessories should not be a distraction to the learning environment.

COSMETICS

Young ladies 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. Extremes in makeup styles are not acceptable. Young men may not wear makeup, including nail polish, with the only exception being during school performances.

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, and students should not draw or mark on themselves with markers, pens, or paints. Face painting is permitted for special occasions (i.e., spirit day, fall festival, etc.)

DESS CODE STANDARDS FOR GRADE LEVELS

PREKINDERGARTEN THROUGH 2ND GRADE

Daily Wear

Children at this grade level may come to school comfortably dressed in play clothes. Play clothes should be neat, clean and within the guidelines listed below.

Guidelines for all Prekindergarten and Lower Elementary Students:

- Shoes and socks must be worn on PE days, preferably athletic type shoes.
- Open-backed or slip-on shoes are not allowed.
- Sandals may be worn but there must be a strap around the heel.
- Flip-flops are not allowed.
- Young girls should wear shorts under dresses and skirts for P.E. and outside play.
- Fastenings that students can manage themselves are encouraged.
- Parents should 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.
- Clothes that are saggy, torn, ripped, frayed, or distressed are not allowed.
- Early Childhood students should have a clean change of clothes in the child's backpack.

Chapel Dress

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

UPPER ELEMENTARY (GRADES 3RD- 5TH)

Daily Wear

Students should wear clothing that is neat, clean, and within the guidelines provided below. Parents will be contacted if students are inappropriately dressed. A Quick Reference guide is included at the end of this document. This guide is not an exhaustive list of what is permitted or not. Please confirm with Administration if a question arises before wearing that item to school.

Guidelines for all Upper Elementary Students:

- Shorts must be appropriate length and may not be more than 4" above the knee.
- Slacks and jeans need to fit and should not be too tight, too baggy, low on the hips, ragged, distressed, torn or frayed.
- Clothing with inappropriate slogans or characters that are violent or inappropriate in nature (such as clothing with skulls or weaponry) that would be in contradiction with school values are not allowed. Secular band clothing is not permitted.
- Shorts/pants with lettering on the backside are not allowed.
- Running shorts are not permitted.
- Clothes that are saggy, torn, ripped, frayed, or distressed are not allowed.
- Students may not wear oversized shirts as jackets.
- 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.
- Sandals must have a strap around the heel.
- Closed toed shoes must be worn on PE days, preferably athletic type shoes.
- Open-backed shoes, slip-on shoes, slides and flip-flops are not allowed.
- Biker shorts, skin-tight shorts, butterfly/split side shorts or leggings worn by themselves are not permitted.

Upper Elementary girls should wear blouses or appropriate T-shirts with appropriate slacks, jeans, shorts, skirts or skorts.

- Dresses, skorts, and skirts (which are no more than 2" above the knee)
- Upper elementary girls must wear shorts under dresses and skirts for P.E. and outside play.
- Halter-tops, bare midriff shirts, spaghetti straps, and sheer blouses are NOT permitted.
- Leggings or tights may only be worn combined with skirts or dresses that meet the 2" rule.

Upper Elementary boys should wear collared shirts or appropriate T-shirts with slacks, jeans, or shorts. Tank tops are not allowed.

Chapel Dress

The navy school shirt is required for chapel on Mondays with khaki bottoms. On cold weather days, students may wear a red, white, or blue long sleeve shirt under the navy school chapel shirt.

Field Trips

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

SECONDARY (GRADES 6TH – 12TH)

Daily Wear

Students should wear clothing that is neat, clean, and within the guidelines provided below. Students who are inappropriately dressed will first be asked to contact a parent to immediately bring a change of clothes. If a parent is not available, the school may issue a change of clothes for a charge. Students with consistent dress code offenses will be issued additional consequences. A Quick Reference guide is included at the end of this document. This guide is not an exhaustive list of what is permitted or not. Please confirm with Administration if a question arises before wearing that item to school.

Guidelines for all Secondary Students

- Shorts must be appropriate length and have at least a 5-6" inseam.
- Slacks and jeans need to fit and should not be too tight, too baggy, low on the hips, ragged, distressed, torn or frayed.
- Students are not allowed to wear hats, hoodies, or beanies in the classroom.
- Clothing items should not have lettering on the backside.
- Sweatpants, athletic pants, athletic tights, joggers, military fatigues, compression shorts or pants, or yoga pants are not permitted. There are only two exceptions to this rule:
 - a. Athletes will wear school issued travel wear on game days to school, when approved by the Athletic Department.
 - b. Students may only wear school licensed warm up pants purchased from the RRCA online school store.
- Clothing with inappropriate slogans or characters that are violent or inappropriate in nature (such as clothing with skulls or weaponry) that would be in contradiction with school values are not allowed. Secular band clothing is not permitted.
- Body piercings and tattoos are not permitted.
- Additional items that are not permitted: running shorts, biker type shorts, skin-tight shorts, low-riding shorts, split side/butterfly shorts, skin-tight pants, pajama pants, biker pants, or leggings worn under shorts.

Young ladies should wear blouses or appropriate T-Shirts with appropriate slacks, jeans, shorts, skirts or skorts.

- Dresses, skirts and skorts must be appropriate length and may be no more than 2" above the knee.
- Solid colored leggings or tights may be worn with skirts or dresses that meet the 2" rule.
- Blouses or shirts must not show cleavage.
- Sleeveless shirts which come to the edge of the shoulders are permitted.
- Sheer blouses are not permitted.
- Spaghetti straps or tank tops are not allowed or shirts that expose the back or midriff.
- The bare mid-riff must not be shown at any time.
- All styles of yoga pants.

Young men should wear collared shirts or appropriate T-shirts with slacks, jeans, or shorts.

- Shorts must be appropriate length, have at least a 5-6" inseam, and should cover undergarments.
- All shirts with long tails or shirts that are below mid-hip must be tucked in.

Additional items that are not permitted for young men are muscle shirts, tank tops, and earrings.

Physical Education/Athletics

Students will be issued a school shirt and shorts which are required to be worn during PE and Athletics. Further information regarding PE/Athletics wear can be found in the Athletics Handbook.

Inclement/Cold Weather Days

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

To provide consistency for students and staff, EVERY Monday, students will be required to meet the chapel dress code of business casual attire. T-shirts and basketball shorts are not appropriate for chapel dress. We often have guest speakers and want students to make a positive impression with their appearance and engagement in chapel time.

MINOR DRESS CODE OFFENSES

The graduated consequences in a semester are as follows:

- 1) Dress code demerit and will be required to change into appropriate clothing
- 2) Lunch 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.

EASY REFERENCE SHOPPING GUIDE

Refer to the Dress Code (in Parent/Student Handbook) for complete guidelines.

ELEMENTARY PERMITTED	ELEMENTARY NOT PERMITTED
Jeans, slacks, and overalls	Ragged, frayed, torn, distressed, over-sized clothing, no lettering on backside
Shorts / Skorts (appropriate length 4")	No lettering on backside, running shorts, Biker type shorts or skin-tight shorts, split side/butterfly shorts
Dresses and skirts (2" rule)	
3rd - 5 th grade: Leggings worn with appropriate length skirt/dress	3rd - 5 th grade: Leggings, compression pants, yoga pants worn by themselves
Collared Shirt and t-shirts	Clothing with inappropriate slogans and or images (violences, skulls, weaponry) or anything that contradicts school values. No secular band shirts.
Sleeveless shirts (which cover the entire shoulder)	Muscle shirts, tank tops, Spaghetti straps, sheer tops, halter tops, Sheer blouses
Sandals must have a strap around the heel. Closed toed shoes must be worn on PE days, preferably athletic shoes	Open-backed shoes, slip-on shoes, slides and flip-flop
Coordinated sweatsuits	Full military fatigues

SECONDARY PERMITTED	SECONDARY NOT PERMITTED
Jeans, slacks, and overalls	Ragged, frayed, torn, distressed, over-sized clothing, no lettering on backside, low riding pants
Shorts (appropriate length with at least 5-6" inseam)	No lettering on backside, running shorts, Biker type shorts, skin-tight shorts, Low-riding shorts, split side/butterfly shorts, or leggings worn under shorts
Athletic Pants: Athletes will wear school issued travel wear on game days. Students may wear school licensed warm up pants from RRCA online store	Sweatpants, athletic pants, athletic tights, joggers, compression shorts or pants, or yoga pants (two exceptions noted in the left column)
Dresses, skorts, skirts, split skirt (2" rule)	
Opaque Leggings worn with appropriate length skirt/dress	Leggings, compression pants, yoga pants, yoga flare pants, skin tight pants, and biker pants
Collared Shirt and T-shirts	Clothing with inappropriate slogans and or images (violence, skulls, weaponry) or that contradicts school values. No secular band shirts, no bare midriff showing
Sleeveless shirts/blouses (which cover the entire shoulder)	Muscle shirts, tank tops, Spaghetti straps, no bare midriff
Blouses, sweaters	sheer tops, halter tops, sheer blouses, low cut, low neck or off the shoulder, no bare midriff
Open backed shoes, slip on shoes, athletic footwear	Full military fatigues
	Body piercing or tattoos, Earrings (boys)
	Beanies, hoodie hoods, hats and sunglasses in classrooms



Athletic Handbook



To Parents and Student-Athletes,

Welcome to Crusader Athletics at Round Rock Christian Academy! We are thrilled you have chosen to be part of a tradition-rich program that provides competitive opportunities for students in grades 5–12. Your involvement marks the beginning of what we hope will be a rewarding and transformational experience.

At RRCA, our Athletic Department exists to "fulfill the mission of Round Rock Christian Academy by building champions for Christ through the development of character, athleticism, servant leadership, and competitive excellence." In our mission, the word "*champions*" is defined as "those who go to battle on behalf of another." This distinct approach sets us apart: while we pursue athletic success, we are most passionate about shaping Christ-centered servant leaders who live for His purposes.

Athletics offers tremendous benefits—discipline, teamwork, perseverance, and joy. But it also presents challenges. Student-athletes may face disappointment, frustration over playing time, the sting of defeat, and the emotional highs and lows that come with competition. These moments can be tough, but they are also opportunities for growth. We ask each family to approach this journey with grace, encouragement, and a long-term perspective. Support your student-athletes, build positive relationships in the stands, pray for the teams and coaches, and embrace the process. If your family is prepared to walk through both the victories and the challenges with a spirit of unity, we welcome you wholeheartedly. If the emotional ups and downs of athletics present more stress than benefit for your family, we understand and encourage you to find extracurricular activities better suited to your goals and values.

This handbook outlines the philosophies, policies, and guidelines that govern Crusader Athletics. While we strive to be as comprehensive as possible, not every scenario can be anticipated. However, a shared understanding of our expectations and standards will help reduce confusion and foster a positive experience for everyone involved.

Please read through this handbook together with your student-athlete(s). If you have questions along the way, don't hesitate to reach out to the Athletic Department.

We are looking forward to another exciting year in Crusader Athletics!

CRU for Life,

RRCA Athletic Department



MISSION STATEMENT

The Athletic Department of Round Rock Christian Academy (RRCA) exists to glorify God by using physical training and competition to instill in each student-athlete the values of discipline, commitment, and excellence in character, academics, and leadership.

“For physical training is of some value, but godliness has value for all things...” – 1 Timothy 4:8 (NIV)

ATHLETIC PHILOSOPHY

RRCA student athletes are called to pursue excellence by giving their best effort and encouraging their teammates to do the same. They honor Christ in their actions, attitudes, and sportsmanship—on and off the field. Our coaches are committed to teaching strong fundamentals and life lessons that equip student athletes to succeed not only in athletics, but in all aspects of life.

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, Dance, Golf, Swimming, Tennis, Track and Field, Volleyball
7 th -8 th Grade Boys:	6-man Football, Basketball, Cheer, Cross-Country, Golf, Soccer, Track and Field
7 th -8 th Grade Girls:	Basketball, Cheer, Cross-Country, Golf, Soccer, Softball, Track and Field, Volleyball,
5 th -6 th Grade Boys:	Basketball, Flag Football, Golf, Soccer, Track and Field
5 th -6 th Grade Girls:	Basketball, Golf, Soccer, Track and Field, Volleyball

ATHLETIC GOVERNANCE

Round Rock Christian Academy is a proud member of the Texas Association of Private and Parochial Schools (TAPPS) for all high school athletic programs. TAPPS governs eligibility, rules, and competition standards for participating schools. RRCA competes in Class 4A within TAPPS’s six-division classification system. More information on TAPPS policies and guidelines can be found at www.tapps.biz.

At the Elementary and Middle School levels, RRCA is a member of the Capital Area Private and Parochial Schools (CAPPS) league. CAPPS is comprised of 16 member schools from the Austin and Round Rock areas and provides structured athletic competition for younger student-athletes in a Christ-centered environment.



TAPPS Accomplishments*

State Accomplishments (Team)

STATE CHAMPIONS

Volleyball - 2012, 2017, 2021, 2022

Girls Basketball - 2000

Cheerleading - 2017

Dance – 2018, 2025

STATE RUNNER-UP

Volleyball – 2016, 2019

Boys Basketball - 1999

Cheerleading - 2016

STATE FINAL 4

Volleyball – 2018, 2020

Girls Basketball - 2002, 2003, 2013, 2021

Boys Basketball - 2000

Cheerleading - 2015, 2018

State Accomplishments (Individual)

STATE CHAMPIONS

Swim - 2005, 2012, 2013, 2015

Track - 1999, 2001, 2003, 2007, 2011,
2012, 2017, 2018, 2019, 2022, 2023, 2024

STATE RUNNER-UP

Swim - 2003, 2008, 2010, 2014, 2015

Track - 1999, 2002, 2007, 2010, 2012,
2015, 2017, 2018, 2021, 2022, 2024, 2025

STATE FINAL 4

Swim - 2003, 2010, 2012, 2013, 2014

Track - 1999, 2001, 2006, 2007, 2008,
2009, 2010, 2021, 2024

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



CRUSADER ATHLETICS -- PHILOSOPHY

TEAM LEVEL PHILOSOPHY

Crusader Athletics at Round Rock Christian Academy embraces a developmental approach to competitive team sports, beginning with instruction and participation at the elementary level and progressing toward competitive excellence at the high school level. At every stage, our foundation is built on sportsmanship, teamwork, and Christ-like character.

Elementary School Program (5th Grade):

Our elementary program emphasizes participation, skill development, and a love for the game. Athletes are introduced to sport-specific fundamentals in a positive and encouraging environment. If tryouts are necessary, they are conducted solely for the purpose of team placement based on skill and ability. Team cuts are strongly discouraged but may be made in rare cases due to facility limitations or resource constraints. In such cases, every effort will be made to create additional teams to accommodate interested athletes.

Middle School Program (6th–8th Grades):

Middle school athletics continues to promote a love for the game while focusing on developing fundamental skills and introducing more advanced strategies and team concepts. Tryouts, if needed, are used for team placement based on skill level. As with elementary sports, cuts are discouraged and used only, when necessary, due to space or resources, with the goal of adding teams when possible. At this level, equal playing time is not guaranteed but coaches strive to involve all players meaningfully during practices and games.

High School Program (9th–12th Grades):

Our high school athletic program emphasizes competitive excellence, leadership development, and personal growth. Student-athletes are challenged to maximize their potential, pursue excellence in execution, and adopt a “team-first” mindset. Tryouts are common and competitive. **Playing time on Junior Varsity and Varsity teams is earned and not guaranteed.** While we continue to discourage cuts, they may be necessary due to space or resource limitations.

COMMITMENT TO ATHLETICS

Participation in Crusader Athletics at Round Rock Christian Academy requires a high level of commitment. When a student-athlete joins a team, they are expected to fully commit to attending all practices, games, and team activities throughout the season—except in cases of illness, family emergencies, or other extenuating circumstances. If an absence is necessary, the head coach must be notified as far in advance as possible.



Practice Expectations by Grade Level:

- **Elementary School (5th Grade):**
Practices primarily occur during the students scheduled PE time during the school day, except for sports like Flag Football, Track, and Co-Ed Soccer, which may require practices outside regular school hours. Practice typically lasts up to 1 hour.
- **Middle School (6th–8th Grades):**
Practices are generally held during the athletic period, before school, or after school, depending on facility availability. Practices may last up to 2 hours.
- **High School (9th–12th Grades):**
Practices begin during the scheduled athletic period (strength and speed training) and continue after school, typically lasting up to 2 hours.

Additionally, RRCA athletic teams may utilize school holidays and non-instructional days for extra practices when needed. Coaches will communicate these opportunities in advance, and participation is expected as part of the team's commitment to growth and preparation.

CODE OF CONDUCT

At Round Rock Christian Academy, coaches, parents, and student-athletes are expected to uphold the highest standards of behavior, both on and off the field. All members of the RRCA athletic community are called to foster an environment marked by:

- **Respect for authority**
- **Respect for others**
- **Adherence to the rules and standards** of God's Word, the school, and athletic competition

Student-athletes are always representatives of RRCA and Christ. As such, behavioral issues during the school day do not exempt an athlete from consequences or school-assigned disciplinary actions. In addition to any school-based discipline, the Athletic Director and/or Head Coach may issue further consequences, which may include—but are not limited to:

- Loss of starting position
- Reduced playing time
- Sitting out part of a game or practice

These additional measures are intended to reinforce accountability, character development, and the privilege of representing RRCA athletics. Consistent alignment with our values is essential for maintaining the integrity of our program and ensuring that athletics continues to be a tool for spiritual, emotional, and personal growth.



ELIGIBILITY REQUIREMENTS AND FEES

ACADEMIC ELIGIBILITY

The academic progress of each student-athlete is reviewed every **three weeks**. Coaches and parents will be notified of any concerns at these checkpoints.

- Any student failing one or more classes at the end of a 9-week grading period will be deemed academically ineligible for the following 3-week period.
- Eligibility is determined by 9-week grades, not semester averages.
- Ineligible athletes may not travel with the team or miss school to attend games.
- For home games, ineligible players do not dress out but may sit on the bench with the team.
- Ineligible athletes are expected to continue participating in practices after attending a required help class in the subject(s) they are failing.

CLASS ATTENDANCE AND ELIGIBILITY

On school days, student-athletes must be present for at least half of the scheduled school day to be eligible to participate in games or competitions that day.

ATHLETIC FEES

Athletic participation fees are listed on the annual Tuition and Fees Rate Sheet provided by the school. All fees must be paid before the first game of the season. Athletes with unpaid fees may not be eligible to participate in games or team travel until payment is received.

LETTERING POLICY

For information on earning a varsity letter, please refer to the official school policy on lettering.

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: <https://tapps.biz/> that will support you in your knowledge of the areas outlined below. You will find the following electronic forms link on the RRCA athletic website:

- **ANNUAL Physical Examination: for ALL Athletes: 5th-12th grade.**
- **TAPPS Medical History: for ALL Athletes: 5th-12th grade with parent and student signatures required.**



High School Athletics 9th-12th grade: TAPPS TMS platform (TAPPS Management System), you will find the following electronic documents to be filled out for **ALL HIGH SCHOOL** student-athletes:

- TAPPS Student Profile (**9th-12th graders only**): **parent and student signature required** (has the transfer question for athletes who have participated at another high school after their freshman year)
- TAPPS Signature Page: **parent and student signature required** (Acknowledgement of Rules, Concussion, Cardiac, Temperature, PED links for reading and understanding)

It is important that you take time to read all the material online and pay close attention to the signatures required.

GENERAL GUIDELINES FOR ATHLETES

PRACTICE

Practice is mandatory. Student-athletes are expected to manage their schedules in a way that allows them to fulfill all academic and athletic responsibilities. Participation in athletics requires commitment, discipline, and intentional time management. As representatives of RRCA, athletes are expected to make greater personal sacrifices than non-athletes, particularly dedicating extra time to academic study outside of practices and games.

COMMUNICATION WITH COACHES

At RRCA, we prioritize direct and respectful communication between student-athletes and coaches. Athletes are encouraged to take responsibility and ownership by initiating conversations when questions or concerns arise.

If further discussion is needed, a follow-up meeting, including the parent may be arranged. In situations where a parent feels the need to speak with a coach, we ask that you follow these guidelines:

- Please email or call the coach to schedule a mutually convenient time to meet or speak.
- Follow the 24-hour rule: Wait at least 24 hours after a game, incident, or emotional situation before initiating communication. This allows time for perspective, clarity, and more productive dialogue.

FORM OF ADDRESS

Athletes are expected to always show respect to coaches. Coaches should be addressed as:

- “Coach [Last Name]”
- Or as Mr., Miss, or Mrs. [Last Name], as appropriate.

This respectful form of address reinforces discipline, authority, and mutual respect.



SCHEDULING

The RRCA Athletic Department works diligently to schedule all practices and games well in advance of each season. However, schedule changes may occur due to:

- League adjustments
- Weather-related issues
- Changes from opposing schools
- Facility availability

While we do our best to minimize disruptions, some flexibility is required throughout the season. We appreciate your understanding and patience as changes arise. All updates will be communicated as promptly as possible.

WEDNESDAY PRACTICES

The RRCA Athletic Department recognizes the eternal value of Wednesday night church activities and the importance of midweek family time. Therefore, all Wednesday practices must conclude by 5:15 PM, allowing student-athletes time to prepare for church and enjoy dinner with their families.

In exceptional cases, a practice may extend past 5:15 PM. In such situations, coaches will communicate the change well in advance so families can plan accordingly.

ATHLETIC UNIFORM AND DRESS CODE

Student-athletes will be issued the following items as part of their participation in Crusader Athletics:

- Team uniform
- Equipment (as needed)
- Practice top and bottom
- Travel jacket and pants

Athletes are expected to take personal responsibility for all issued items, including proper care, maintenance, and return of each piece. Uniforms and equipment should be kept clean, in good condition, and brought to all practices and games unless otherwise directed by the coach.

Uniform Care Guidelines:

- Wash separately in COLD water immediately after games.
- Hang or line dry — DO NOT tumble dry, as it can damage the material.

If a uniform or piece of equipment is lost, left behind, or damaged, the athlete must notify their head coach and/or the Athletic Office immediately.



- If a uniform is lost and cannot be located, a replacement (if available) will be issued after full payment for the lost item has been received.
- Any damaged, lost, or stolen items must be replaced at the expense of the student athlete.

Team Dress Code:

Coaches will communicate any team-specific dress requirements for travel to away games. Unless otherwise stated, student-athletes are expected to wear school-issued athletic apparel to all practices and team functions.

Extra athletic apparel may be purchased through the Athletic Office, and students are encouraged to wear only RRCA-approved gear when representing the program.

PARTICIPATION IN MULTIPLE SPORTS AND EXTRACURRICULAR ACTIVITIES

At RRCA, we support the well-rounded development of our student-athletes and encourage involvement in a variety of activities. However, clear guidelines are necessary to maintain balance and commitment:

- Student athletes may not participate in multiple *team sports* during the same season.
- **Student athletes may participate in one team sport and one individual sport (e.g., Cross Country, Golf, Tennis, Swimming, Track) or Cheerleading during the same season if approved by both coaches.*
- In general, the sport currently in district play or playoff competition takes precedence over other sports or practice obligations.
- Students may participate simultaneously in non-athletic programs (e.g., Fine Arts, Debate) and athletics.
- Coaches may not discourage students from participating in other sports or extracurricular activities.

BACK-TO-BACK SEASONS

When student athletes finish one sport and immediately begin another, they are allowed up to three days off before reporting onto the next sport. A weekend counts as two days toward this break.

Note: Quitting one sport to begin another is considered unethical and is strongly discouraged.

NO QUIT POLICY

Round Rock Christian Academy maintains a no quit policy to teach responsibility, perseverance, and commitment. All student athletes are expected to honor the team and complete what they begin.

- Athletes will have up to 10 practice days from the official start of the season to decide whether they will commit to the team.



- A decision to leave the team must be made between practices 9 and 10. After this period, the athlete is considered fully committed for the season.

Consequences regarding quitting after the 10-day period may include:

- Delay in starting the next sport season
- Suspension from all athletic participation for one calendar year from the start of the season quit

Definition of Quitting: Quitting is defined as a student's or family's voluntary withdrawal from participation in practices, games, or team functions.

Exception: A student-athlete may be released from a team without penalty if the Head Coach, Athletic Director, and parents mutually agree that it is in the best interest of both the player and the team.

PLAYER EJECTIONS

At RRCA, we hold our student-athletes to the highest standards of sportsmanship and Christ-like conduct on and off the field of play. Any player ejected from a contest will face both financial and competitive consequences, as outlined by TAPPS and school policy.

Ejection Policy:

- The player and/or their family are responsible for paying all TAPPS fines related to the ejection.
 - *Minimum fine: \$100*
 - Payment must be received before the player is eligible to return to competition.
- The ejected player will be ineligible for the next scheduled contest, whether that is:
 - A single game
 - A tournament game
 - In football: the next first half of the competition

Further Disciplinary Action:

- RRCA reserves the right to impose additional sanctions beyond the TAPPS requirement based on the nature and severity of the offense.
- Any player or coach who deliberately makes physical contact with or threatens an official will receive:
 - A minimum five (5) game suspension
 - A fine (per TAPPS regulations)

These standards are non-negotiable and are in place to protect the integrity of the game and uphold the values of RRCA Athletics.



OFF SEASON GUIDELINES AND EXPECTATIONS

YEAR-ROUND STRENGTH AND SPEED TRAINING

A successful athletic program is built on a foundation of year-round strength and speed development. All high school student-athletes are expected to participate in strength and speed training throughout the year — in the weight room, gym, or on the field.

- The Athletic Director and coaching staff will offer both voluntary and mandatory training opportunities, in accordance with TAPPS rules.
- These sessions are vital to both injury prevention and athletic performance across all sports.

SEASON EXPECTATIONS

Student athletes are expected to give their in-season sport full priority.

- They are not expected to participate in strength/speed or skill-specific training for a different school sport during their current season.
- If an athlete desires to train for another sport while in-season, approval must be obtained from both the current in-season Head Coach and the Athletic Director.

SUMMER CAMPS AND CLUB TEAMS

During the summer, all RRCA student-athletes are expected to continue developing their athletic abilities through camps, workouts, or club opportunities.

- RRCA offers school-sponsored summer sports camps led by our coaching staff.
- These camps focus on improving general athleticism and sport-specific skills for both boys and girls.
- Participation in club teams is permitted, but must not conflict with school expectations, values, or schedules.

RECRUITING POLICY

RRCA is committed to maintaining integrity in the admissions and athletic processes.

- All families must follow the school's established admissions procedures.
- No student will receive preferential treatment in admissions based on athletic ability.
- All TAPPS regulations concerning transfer students, including those addressing solicitation, enticement, or inducements, must be strictly followed.
- RRCA does not offer or endorse athletic scholarships or any recruiting advantages of any kind.

The Athletic Department and all representatives of RRCA are committed to upholding the letter and spirit of TAPPS rules to ensure fair and ethical competition.



PARENT GUIDELINES AND INFO

FAN BEHAVIOR

The conduct of our athletes, coaches, teachers, and fans should consistently reflect our desire to honor God. Fans of Round Rock Christian Academy are expected to support our teams with enthusiasm and integrity, never insulting or provoking the opposing team. Respect for game officials is mandatory at all times—before, during, and after the contest.

Inappropriate comments directed at officials will not be tolerated and may result in the removal from the event by the game administrator. Fans must not approach officials, opposing coaches, or players after the game—whether on the sideline, in the stands, or in the parking lot.

Per TAPPS regulations, any fan removed from a contest will incur a \$250 fine and a mandatory game suspension. In cases involving physical contact or threats toward officials, coaches, players, or fans, additional disciplinary action will be taken in accordance with TAPPS and RRCA policies.

SPORTSMANSHIP

RRCA expects all students, parents, and guests to demonstrate Christ-like sportsmanship at every athletic event. This includes respecting both the personnel and facilities of host schools, whether home or away. We cheer for our team—not against our opponents—always remaining humble in victory and gracious in defeat. Players are to play, coaches are to coach, and officials are to officiate. No official has ever “lost” a game for a team, and all officials are to be treated with the utmost respect.

Any member of the RRCA community—whether athlete or spectator—who uses profanity, engages in fighting, or displays inappropriate or disruptive behavior will be removed from the event and may face further disciplinary action by school administration.

SOCIAL MEDIA

Any student athlete or parent who uses social media to engage or interact with others must keep in mind that as a student or parent they are representative of our school. Students and parents must ensure that their posts, messages, content, and pictures are appropriate and meet the standards of faith and conduct required by RRCA. Any interaction between student athletes and other schools should be God honoring and encouraging. Negative posts about other schools or students will not be permitted.

PRESENCE AT GAMES AND PRACTICES

Family involvement plays a vital role in the success of RRCA Athletics. Parents and family members are encouraged to be actively engaged by attending both home and away games. A parent’s presence communicates care, encouragement, and shared investment in their child’s athletic journey. It also provides opportunities to build community with other families and witness the athlete’s growth throughout the season.



While practices are considered critical for instruction and evaluation, they are not public events. Non-team or non-program personnel may attend practices only with prior approval from the Head Coach. Guests must avoid distracting or interacting with players or coaches during these sessions. Coaches may at times designate closed practices to ensure focus and productivity.

PARENT VOLUNTEERS

A thriving athletic program depends on the faithful support and involvement of parent volunteers. All RRCA athletic families are strongly encouraged to serve at games and school-sponsored athletic events. Volunteer opportunities include:

- Gate ticketing
- Concession stands (organized by the RRCA Booster Club)
- First-down marker/chain crew (football)
- Clock/scoreboard operation (volleyball, basketball, baseball)
- CrusaderFest activities
- Event setup and post-game cleanup
- Team chaperoning

Your service not only supports our teams but also helps create a welcoming, well-organized game-day environment for everyone involved.

COMMUNICATION WITH TAPPS, OFFICIALS, AND OPPOSING TEAMS

Parents are strictly prohibited from contacting game officials, opposing teams, or the TAPPS office to discuss or dispute athletic matters—including decisions made during contests or behavior by coaches, players, or fans. If concerns arise, they must be directed to the RRCA Athletic Director, who will determine the appropriate course of action in accordance with TAPPS and school guidelines.

SAFETY, FIRST AID, AND TRAVEL TO GAMES

STUDENT ACCIDENT INSURANCE

RRCA provides supplemental Student Accident Insurance for all enrolled students. This policy is designed to offer additional coverage for students who are injured while participating in any school-sponsored or supervised activity, including athletics.

Please note:

- This insurance is secondary to the student's primary health insurance.
- It may cover eligible out-of-pocket expenses not reimbursed by the primary provider.

In the event of an accident, parents should contact the Athletic Office immediately for instructions on how to file a claim and access available benefits.

HEALTH and SAFETY STANDARDS

In compliance with TAPPS guidelines and to ensure student well-being, both parents and athletes are expected to review educational materials related to:



- Concussions
- Sudden Cardiac Arrest
- Steroid Abuse
- Heat Stress
- Dehydration

These resources can be found at the TAPPS Health & Safety website: <https://tapps.biz/health/>. Familiarity with these topics is essential to maintaining a safe and healthy athletic environment.

FIRST AID/CPR/CONCUSSIONS

All RRCA coaches are required to maintain current First Aid and CPR certifications. In addition, all high school coaches receive annual training that meets TAPPS standards in:

- General health and safety protocols
- Concussion recognition and response
- Emergency action procedures

These measures ensure that our coaches are equipped to respond quickly and appropriately to medical situations on and off the field.

CONCUSSION POLICY FOR ALL EXTRA-CURRICULAR ACTIVITIES

The academic management of a student diagnosed with a concussion will be handled on a case-by-case basis. In all instances, RRCA administration will err on the side of caution to prioritize the student's health and recovery.

If a medical professional places a student on concussion protocol, the administration will develop an individualized academic plan in coordination with the student, parents, teachers, and healthcare provider. This plan will outline the students' participation in academic and extracurricular activities based on their medical status.

During Recovery: Rest Is Key

Certain routine school and daily activities may worsen concussion symptoms and should be limited or avoided during recovery. These may include:

- Physical exercise
- Loud or stimulating events (pep rallies, games, fine arts performances)
- Driving
- Video games and extended screen time
- Cell phone usage
- Reading or writing for extended periods
- Concentrating or studying intensively
- Working on a computer



Possible Academic Accommodations

Students returning to school after a concussion may require temporary adjustments, including:

- Reduced school hours or modified class schedule
- Rest breaks throughout the day
- Extended time on assignments or tests
- Reduced reading or writing demands
- Limited screen time (TV, computer, phone, etc.)

Activity Participation & Attendance

The individualized plan will clearly outline the student's level of permitted participation in all school-related activities—academic, athletic, or extracurricular—until the student is medically cleared to resume a full academic schedule without recurring symptoms.

All accommodations are designed to support a safe, complete, and timely recovery in alignment with RRCA's commitment to the well-being of each student.

DEALING WITH HEAT

Participating in outdoor sports during the late summer and early fall in Texas presents unavoidable challenges due to extreme heat. Sports such as football, cross country, and outdoor volleyball conditioning require intentional preparation and awareness to ensure the safety and health of every student-athlete.

COACHES RESPONSIBILITY

RRCA coaches are responsible for preparing athletes to compete safely in hot conditions. This includes:

- Adjusting practice intensity and duration based on temperature and humidity levels
- Monitoring athletes for signs of heat-related illness
- Enforcing regular hydration breaks
- Following the RRCA Heat Guidelines and TAPPS best practices

Common sense will always guide decisions regarding outdoor training and competitions in high-heat conditions.



ATHLETES RESPONSIBILITY

Hydration is the most important factor in preventing heat-related illnesses. Student athletes are expected to:

- Begin hydrating well before practices and games
- Drink fluids consistently throughout the day, not just during activity
- Avoid excessive caffeine or energy drinks that can contribute to dehydration
- Report any signs of dizziness, nausea, cramps, or confusion immediately

RRCA follows a defined Heat Safety Policy (see School Policy on Heat Guidelines) to determine when outdoor practices must be modified, moved indoors, or canceled due to excessive heat index or unsafe environmental conditions.

INCLEMENT WEATHER/EMERGENCY SITUATIONS

RRCA carefully monitors weather conditions to ensure the safety of all athletes and coaches. In the event of inclement weather:

- Every effort will be made to notify families by 1:30 PM regarding changes to practices or games.
- Communication will be sent via RenWeb Parent Alert (text) and/or email.

LIGHTNING

If lightning is observed in the area, all outdoor activity will immediately cease, and athletes and coaches will seek shelter in a building or vehicle.

- Activity may not resume until 30 minutes after the last observed lightning strike.
- During competitions, once a game has begun, the decision to delay or cancel lies with the officials on site.

TRANSPORTATION AND TRAVEL

When possible, RRCA athletic buses will be used for team travel. Safety and accountability are essential at all times.

General Guidelines:

- Seatbelts must be worn on athletic buses.
- All athletes must travel as a team to games and events when leaving during school hours.
- Athletes may only return with a parent if prior communication is made directly with the Head Coach.
- Athletes may not drive themselves **to** away games.



Practice Travel Exceptions (Case-by-case with signed parental waiver):

- A student-athlete may drive themselves or a sibling.
- A student-athlete may drive other students with written approval from both sets of parents.
- A student-athlete may ride with another adult with parental permission.

Safety & Supervision:

- Athletes may not travel alone with coaches of the opposite sex.
- A second adult must be present when traveling with student-athletes.
- Female trainers may not travel alone with male athletes, and vice versa.
- Adult supervision is required when administering medical care to a student of the opposite sex.

LATE RETURN FROM AWAY GAMES

Athletes are expected to communicate promptly with parents about estimated arrival times. If a team returns to campus after midnight, students may be allowed to report to school by 9:00 AM the following day, with parental notice to school administration.

MINISTERING TO OTHER SCHOOLS

RRCA Athletics views competition as an opportunity for ministry. We recognize that our interactions with coaches, athletes, officials, and fans reflect our identity as followers of Christ.

Our teams regularly compete against a diverse group of schools—public, private, parochial, and secular—ranging in size and background. While these schools may not share our theology or values, every game presents a chance to be a witness through our actions, words, and sportsmanship.

As players, coaches, and families, we are called to:

- Display love, respect, and integrity—win or lose
- Treat opponents and officials with grace and dignity
- Represent Jesus Christ in every interaction
- Understand that our attitudes and behavior reflect our faith

Let every competition be a testimony that glorifies God. RRCA families are encouraged to embrace every event as a chance to be the body of Christ to those we encounter.





Round Rock Christian Academy Athletics /PE Uniform Guide

	School Issued Gear	Athlete Purchased Gear
9th-12th grade Athletics Practice Wear	Practice gear (one grey shirt and navy shorts) to be worn at all practices	Additional RRCA practice gear purchased through online store
9th – 12th grade Travel Uniforms	Navy jacket (full zip) and navy athletic pants	
6th-8th grade PE / Athletics	One grey shirt and navy shorts to be worn during all PE classes / Athletics team practices	
Team Uniforms for MS and HS Athletic Teams		
	School Issued Gear	Athlete Purchased Gear
Cross Country/ Track Uniform	Singlet, navy shorts, compression running shorts (5 inch inseam boys, 4 inch inseam girls)	
Football	Helmet, shoulder pads, navy and white game jersey, navy game pants, practice jersey (school issued)	Football cleats, mouth guard (shock doctor), girdle
Volleyball	Navy and Red game jersey, navy game shorts, navy spandex shorts (4 inch inseam)	Knee pads and volleyball shoes (Additional RRCA practice gear purchased through online store)
Basketball	Navy and white game jersey, navy and white game shorts	(Additional RRCA practice gear purchased through online store)
Baseball	Two game jerseys, white game pants	Glove, metal cleats, grey practice pants, grey game pants (Additional RRCA practice gear purchased through online store)
Golf, Tennis, Swim	Athletic Department will determine apparel to be worn dependent on available apparel at the time and the number of athletes in those sports	





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. Elementary and Secondary students may receive consequences or demerits 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. 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 teachers primarily manage their classrooms with a climate of mutual respect, positive reinforcement, and loving relationships, as small children generally want to please their teacher. Our 1st-5th grade teams will communicate the school and class rules to the students. Parents will receive a copy of these rules. Elementary classes will use a visualized discipline system with a graduated plan of consequences. Every teacher will also have a positive reinforcement component in their classroom management system which will reward both corporately and individually.

Students begin each day with a clean slate. However, all of us are born with a sin nature, and redemptive right choices must be taught and consistently reinforced. Discipline should be redemptive yet give children the opportunity to make amends for their mistakes and correct their behaviors. If a student continually chooses a wrong behavior after correction, the teacher will privately discuss the concern with the child. The student can correct their behavior and move forward. Students are given the opportunity to ask and receive forgiveness and return to the classroom with a clean slate. If there is a pattern of poor choices, the teacher should be in communication with parents. Parent conferences will be held to reach a positive resolution and to address behaviors that cannot be resolved with the graduated plan of consequences. In some cases, the department principal may be called to temporarily remove a child, especially if, the behavior is harmful to others or hinders learning and instruction. Parents will be notified when their child is sent to the department principal. We value the partnership between home and school and will communicate clearly to parents any behavior concerns regarding their child.

Major Behaviors

If a student exhibits extreme behaviors (fighting, cursing, hitting, disrespecting a classmate or teacher) or other serious behaviors, they will be sent immediately to the department principal and parents will be called. The elementary principal will determine the most appropriate consequence which may include lunch detention, In-School Suspension, or removal from the school for the day. In school suspensions will be instituted at the discretion of the principal. 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 3 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 3 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 \$30.

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) or out of school suspension** 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 which is \$50 per day. Out of school suspension will include grade penalties for assignments and tests missed that are occurring during the school day while the student is serving suspension at home.

GUIDELINES FOR ALL GRADE LEVELS

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. 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. Therefore, 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**.

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. Therefore, 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 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.

MAJOR DISCIPLINE PROCEDURES

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, RRCA administration will provide guidance that will assist the student and parents with further education options.

**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, 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 obtain or 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 6th-12th Grade

Round Rock Christian Academy is a school founded and centered on God and His Word. 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 (both on or off campus). Students will also avoid participating in, supporting, promoting, or condoning sexual immorality (both on or off campus); or being unable to support the moral principles of the school. Body piercings and tattoos are not allowed. Students should refrain from using profane language and use good judgment when choosing dress, entertainment and the way in which time is spent (both on and off campus). Students should use technology appropriately and with good judgement, refraining from sharing inappropriate texts, pictures, and posts with individuals or on social media that are not aligned with the school's stated biblical standards. Violent, inappropriate, discriminating, or degrading acts toward another person or thing will not be tolerated. Participation in such behaviors may lead to dismissal.

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







Round Rock Christian Academy Technology Acceptable Use Policy

Round Rock Christian Academy is committed to its mission and 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. Administration 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 in this policy will result in consequences 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 audio, photos or video of anyone on campus during school hours, unless otherwise allowed by a teacher.
- Devices may only be used to access data or internet sites which are relevant to the classroom curriculum.

Technology Use 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 social media sites such as Twitter, Facebook, 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 technology devices 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 potential 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. Examples of unacceptable behavior includes but is 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 accountable for the cost of repairing devices or equipment.
6. 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.
7. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language. Students may not use RRCA technology systems or devices for any purpose that is illegal and/or violates school rules.
9. Students may not misuse RRCA or personal distribution lists or discussion groups.
10. 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.

RRCA Chromebooks

RRCA students in K-12th grades are issued or have access to Chromebooks to enhance the collaborative learning environment. Students in K-5th grade leave their Chromebooks in the classroom, while 6th-12th graders will keep their devices in their possession. Chromebooks allow students to access Google Apps for Education, educational web-based tools, and many other useful programs and websites.

Students are prohibited from using a personal laptop, tablet, Chromebook, or other similar electronic device on campus. Students in high school who have a demonstrated need to bring their own device must first get approval from Administration. The following items apply to personal devices:

- Personal devices are subject to search by school administrators if the device is suspected to have been used in 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.
- **Lost, Stolen, or Damaged Devices:** Each user is responsible for his/her own personal device and should use it responsibly and appropriately. RRCA takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Returning Chromebooks

Once a student graduates or leaves Round Rock Christian Academy, they 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.

Physical Care of the 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 office so that they can be repaired and taken care of properly.

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.
- Do not have food or drink near the Chromebook.
- The case/cover should remain on the Chromebook at all times.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and cases must remain free of any writing, drawing, or stickers.
- Do not stack things on top of a Chromebook, or cover/block any of the vents.
- Chromebooks should never be left in a car or left unsupervised.
- **Students are responsible for bringing completely charged Chromebooks each day.**

Carrying Chromebooks

- Chromebook lids should always be closed and secured when moving from place to place. Do not leave the power cord plugged in when moving the device.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

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 touch 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.

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.

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.
- 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. Students or parents must provide a report for instances of theft, vandalism or fire-related damage. (Theft and vandalism require a police report for the Chromebook insurance claim.)
- Students and families should never attempt to fix a broken Chromebook or have it repaired themselves. This will void the warranty and negate the purchased insurance.
- A loaner Chromebooks may be issued when a 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.

Account Access

- Students are required and only permitted to use their *@rrcastudents.com domain user ID and password to protect their accounts and are required to keep that password confidential.
- To ensure the safety of their 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.

Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be requested at the school office with Mrs. Grosser.
- Inappropriate media may not be used as a screensaver or background image. Information/pictures referencing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, 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.

Printing from your Chromebook

RRCA encourages digital transfer of information by sharing and/or emailing papers, information, assignments etc. to teachers. Printing to RRCA network printers is available.

Home Use and Internet Access

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. Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook.

Managing and Saving Digital Work with a Chromebook

- Google Apps for Education is a group of apps that allow 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 an 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. The school does not back up any downloaded data for students.
- Prior to leaving the school, or graduating, students may want to transfer data to their personal Gmail account.
- Since all student work will be saved to Google Drive, Chromebook malfunctions are not an acceptable excuse for not submitting work.

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.

Student Agreement and Compliance

I accept and agree to abide by the guidelines and rules listed in this Technology Acceptable Use Policy. I realize that the use of technology at RRCA is a privilege, not a right. Email, network use, 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. 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.

Students will indicate their agreement to this policy by reading and completing the online Technology Acceptable Use Form emailed from RRCA at the beginning of each school year.





Policy on Audio and/or Video Recording

As a Christian institution, we are committed to fostering a respectful and trusting environment that upholds the Christian values of integrity, respect, and trust. Recording conversations and/or images without consent undermines these values and may cause harm to relationships within our school community. We encourage open and honest communication and ask that all members of our community engage in discussions with mutual respect and transparency. To protect the privacy and dignity of our students, parents, and staff, the following policy regarding audio or video recordings is in effect:

1. Prohibition of Unauthorized Recording

- Students, parents, and visitors may not record, video, or otherwise capture conversations with staff members, students, or other individuals on school premises or at school events without prior written permission from school administration and all parties involved.
- This includes, but is not limited to, audio recordings, video recordings, and live streaming via any device or platform.
- To ensure the privacy and safety of all students, recording, videoing, or taking photographs in locker rooms, restrooms, or other private areas is strictly prohibited.

2. Exceptions

- Authorized recordings for educational purposes, school events, or official documentation may be permitted with prior approval from administration.
- Parents or guardians may record public events such as performances, sports games, or assemblies, provided they do not infringe on the privacy of others.

3. Consequences for Violations

- Unauthorized recording or videoing may result in disciplinary action, including but not limited to warnings, suspension, or other appropriate measures as determined by administration.
- Parents or guardians found in violation of this policy may be restricted from certain school activities or events.





Policy on Respectful Communication with School Personnel, School Families, Students, Referees, and Visitors

At RRCA, we strive to create a Christ-centered environment built on mutual respect, kindness, and integrity. As part of our commitment to fostering a positive and supportive school community, we expect all interactions among parents, guardians, school personnel, school families, students, referees and visitors to reflect Christian values. We believe in treating others with grace, patience, and respect, even in moments of frustration or disagreement. We ask all parents, guardians, and visitors to model Christ-like behavior in their interactions with school personnel, school families, students, referees, and visitors, setting an example for students and the broader community.

Parents and visitors are encouraged to address concerns or disagreements in a calm and respectful manner, following appropriate channels for resolution. If a parent or visitor has an issue that requires discussion, they should request a meeting with the appropriate staff member or administrator to seek a peaceful and productive resolution. School administration is available to mediate discussions if needed to ensure that all concerns are handled professionally and respectfully.

1. Prohibition of Profanity and Yelling

- Parents, guardians, and visitors are expected to communicate with school staff, other school families, students, referees, and guests in a respectful and courteous manner at all times.
- The use of profanity, cursing, or vulgar language directed at school personnel, parents, students, referees, or visitors is strictly prohibited.
- Yelling, shouting, or engaging in aggressive behavior toward any member of the school community or visitors is not acceptable and will not be tolerated.
- All referees and event officials, whether at school-hosted events or external competitions, must be treated with respect.
- Disputes or concerns regarding officiating decisions should be addressed through proper channels rather than through verbal aggression or inappropriate language.
- Any parent, guardian, student, or visitor who engages in disrespectful behavior toward referees or officials may be subject to disciplinary action.

2. Consequences for Violations

Any parent, guardian, or visitor who engages in profanity, yelling, or aggressive behavior toward school personnel, school families, students, referees, or visitors may be subject to the following actions:

- A verbal or written warning from administration.
- A required meeting with school leadership to discuss appropriate communication.
- Restrictions on access to school events or campus visits.
- In severe cases, further disciplinary measures may be taken, including potential dismissal of the student from the school.



Chaperone Guidelines, Field Trips, and Overnight Student Trips Policies



ROUND ROCK CHRISTIAN ACADEMY

Chaperone Guidelines for Volunteers

The purpose of a field trip or school sponsored activity is to enrich a student's education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. Round Rock Christian Academy authorizes the use of chaperones during activities, functions and events organized by the school. Clearly, the safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibilities of the sponsor and chaperones, and all persons fulfilling those roles must sign and date this form to indicate their agreement with these guidelines.

Trip Sponsor

As approved by administration, an RRCA employee will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities.

Chaperone Ratios

The sponsor, in cooperation with school leadership, will determine the number of chaperones needed. The general chaperone to student ratio for an overnight trip is 1:7 for 6th-8th grade and 1:8 for 9th-12th grade.

Chaperone Pre-Approval

All chaperones must completely fill out the Round Rock Christian Academy Volunteer Application before the scheduled field trip and are subject to criminal background checks. Chaperones must be approved in advance by Administration.

If driving, the chaperone must complete the Volunteer Application and Volunteer Driving Application form (annually). These forms and links can be found on our website: <https://www.rrca-tx.org/news-events/parent-resources-and-forms/>. All Transportation Guidelines are attached to this document.

General Responsibilities

1. Be a positive role model by conducting yourself in a professional manner at all times.
2. All chaperones recognize that the designated sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones. Chaperones are to be used only in an auxiliary capacity under the direction and supervision of a RRCA employee and may not be used as a substitute for an employee.
3. Chaperones are volunteers and not considered employees of the school for any purpose. Chaperones are not compensated for their services and receive no employment or other rights with the school as a result of their service.
4. Chaperones should know the specific duties expected for the trip/event. Their role is that of a watcher and facilitator. Chaperones are to comply with all laws, school policies, rules and regulations.
5. Understand that students must be kept under direct adult supervision at all times. Chaperones are to report issues of concern immediately to the sponsor.
6. Chaperones are "on duty" the entire time they are away from the school campus and must be willing to adhere to the guidelines. Chaperones must assume a full-time commitment to their responsibility and must follow these guidelines for the entire trip, function or event.
7. Each chaperone should know the trip itinerary and have it available at all times. Chaperones may not deviate from the established itinerary without explicit direction from the RRCA sponsor. At no time should a student travel without a chaperone, nor should a chaperone take a student(s) anywhere that is not included on the trip itinerary without permission of the RRCA designated sponsor.

8. Chaperones shall not possess, consume, use, or distribute alcohol, tobacco, electronic cigarettes, vapes, or drugs at any time while acting as a chaperone.
9. Understand that any sensitive information that you may learn about a student must be kept confidential.

Monitoring Student Behavior

1. Chaperones will be assigned to specific students to monitor on the trip.
2. Chaperones should know and enforce all trip rules for students, including dress code, curfew, and conduct rules for the trip. These rules will be enforced at all times. Be consistent in dealing with the students. Do not “bend” the rules.
3. Monitor the students to make certain they are safe and that they are following the rules. Make instructions and corrections as needed in a firm but courteous manner. If a student fails to comply, is disrespectful, or is involved in a serious infraction of the rules, notify the sponsor immediately.
4. When being transported to off-campus events, Secondary students may leave their cell phones on, but the phone must be pouched and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.
5. When travelling for overnight events, cell phones can be left on in the vehicle but must be pouched and notifications silenced. Students will be allowed to use their cell phones as permitted by the coach and/or sponsors while away from campus, as long as the phone use is not distracting to the planned activity or event. Students who do not follow the policy will be referred by Administration and disciplinary consequences will be assigned.
6. Report any problems, especially related to medical needs, to school personnel immediately.
7. Chaperones realize that they are not acting as a parent on the trip and that their children are required to abide by all rules put in place by the RRCA supervisor in charge. Plan for your child to be treated as any other.

Overnight Trips

For trips involving 6th-8th grades, a chaperone will oversee either one single or two adjoining rooms, one of which the chaperone will sleep in. The connecting door will remain open at all times. Students must be escorted or monitored by an adult when departing from or returning to their hotel room.

For trips involving 9th-12th grades, the following guidelines will be in effect:

- A night/morning curfew will be clearly announced to all students. During this time, students are to remain in their hotel rooms.
- Selected chaperones may monitor the hallways.
- Chaperones will verify that students are in their assigned rooms at the established curfew time.
- The primary leader will be given a key for each student room.

I understand the requirements to be a chaperone for Round Rock Christian Academy. I have read, understand, and agree to abide by the above guidelines. I hereby release Round Rock Christian Academy from any damage or liability in connection with, or resulting from, my services as a volunteer chaperone.

Printed Name

Date

Signature

TRANSPORTATION AND VEHICLE USE

Only employees and volunteers with an unrestricted, current driver's license and who have adequate insurance coverage may operate RRCA vehicles or use a vehicle to conduct RRCA business. Any employee or volunteer operating an Academy vehicle must do so in a safe manner and abide by the laws of the road. Employees and volunteers should refrain from using cell phones unless hands free while transporting students. Any employee operating an Academy vehicle under the influence of drugs or alcohol will be immediately terminated. The Academy has the right to search any Academy vehicle at any time.

RRCA has one 15 passenger Terra Transport, one 15 passenger Mercedes and one 28 passenger bus available for field trips and sporting events. These vehicles need to be reserved at least two (2) weeks in advance through the RRCA scheduling software. Parents or employees who volunteer to be placed on the designated driver's list must complete the RRCA driver's application, submit driver's license, Type II 3 year driving history record, proof of insurance and complete a background check in advance of a scheduled trip. Parents who are scheduled to drive children other than their own in their personal vehicle must also submit copies of their drivers license and proof of insurance in advance. Extreme caution and careful planning is advised when taking children off campus. Each school vehicle must have an adult to supervise students in addition to the driver of the vehicle unless stated otherwise in protocols below.

BUS BEHAVIOR STANDARDS FOR STUDENTS

1. Students must sit and remain seated during travel.
2. All passengers must wear seat belts while bus is in motion.
3. Students should sit in seats normally with feet on the floor, not placing their feet on other people, seats, windows, or walls.
4. Students must talk quietly during travel.
5. Mixed genders will not sit together in the same rows during travel. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. No food or drink is allowed. The other exception is a water bottle with a tightly closed lid.
7. Students must leave the buses clean and ready for the next trip.
8. Students must be respectful of the driver, passengers, and other travelers. For the safety of our students and the reputation of our school, exemplary conduct is expected on every trip.
9. Students must exit from the front row first in an orderly manner.
10. Armrests and seats must be returned to upright/correct positions and seat belts clicked and locked in place before exiting the bus.
11. When being transported to off-campus events, Secondary students may leave their cell phones on, but the phone must be pouched and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.
12. When travelling for overnight events, cell phones can be left on in the vehicle but must be pouched and notifications silenced. Students will be allowed to use their cell phones as permitted by the coach and/or sponsors while away from campus, as long as the phone use is not distracting to the planned activity or event. Students who do not follow the policy will be referred by Administration and disciplinary consequences will be assigned.

Requirements for Drivers of RRCA Passenger Buses

1. All drivers must be at least 25 years old to be allowed to drive any school vehicle.
2. All drivers must complete an approved 15 passenger van driving course before operating the 15 passenger vehicles.
3. Any driver must present the school office with a current drivers license, proof of insurance, a three year MVR printout and have a completed background check on file prior to the use of any bus before he/she can be considered as a driver.
4. All drivers of the 28-passenger bus must hold a current CDL license.
5. The school reserves the right to refuse the use of a vehicle to anyone making a request.
6. Vehicle drivers are responsible for filling out the trip log completely and returning the form, clip board, and keys to the school office.
7. After each trip, the driver or sponsor must verify that there are no visible signs of damage on the interior or exterior of the vehicle and that the interior is clear of trash or debris.
8. A vehicle evacuation drill must be completed annually.

Driving Rules for All Bus Drivers

1. Driver should perform the bus safety checklist prior to departure.
2. Drivers will announce to riders that passengers must wear seat belts while the bus is in motion.
3. Drivers will remind students that there will be no food or drinks on the bus.
4. Drivers will remind students to sit properly with their feet on the floor during the ride, and to return their armrests and seats to the upright correct position before they exit the bus.
5. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. Students will follow school cell phone and Yondr pouch policy while on bus.
7. There will be at a minimum of 1 chaperone, in addition to the driver, on the 28-passenger bus to monitor students while on trips. A chaperone, in addition to the driver, is required on the 15-passenger bus for any trip longer than a few miles from school.
8. The buses may not proceed without the appropriate chaperones.
9. Chaperones/coaches will sit in areas where they can monitor students.
10. Drivers will adhere to the posted speed limit.
11. When multiple buses or school sponsored vehicles are traveling together, the group must travel together. Drivers must stay with the group.
12. Drivers are not to use cell phones when they are driving unless there is an emergency. The driver should attach their phone to Bluetooth in the bus if hands free is available. The bus chaperone will be the point of contact for all calls. The chaperone will be provided with a school issued cell phone if they do not want their personal number distributed.
13. The cell number of the chaperone will be distributed to parents prior to the event departure. Parents will be notified if that number changes during the course of the event.

BUS EVACUATION PLAN

1. Students will exit the van/bus from the front to the back in a single file line in an orderly manner. Please emphasize to the students that to hear directions, there must be no talking during a drill.
2. Students will line up in a single file line at least 100 feet away from the bus.
3. Teacher will call roll and do a head count using the trip event roster.
4. Make sure the teacher or driver has the van's first aid kit, the clipboard, and the keys in his/her possession.
5. A verbal command will signal clearance and students may reload.
6. If there is a real emergency and the vans/bus cannot be used, please follow the additional procedures outlined in the CRITICAL RESPONSE PLAN (Red Emergency Binder).
7. Each class will practice a bus evacuation at the beginning of each year prior to riding on buses.





RRCA Harassment Policy

Purpose

The purpose of this policy is to maintain a safe learning environment at Round Rock Christian Academy that is free from harassment for students and staff members. Harassment activities of any type are inconsistent with the overall mission and educational goals of Round Rock Christian Academy and are prohibited at all times. Harassment will not be tolerated whether it occurs during the school day, during off campus school-related activities, or during non-school hours.

Definitions

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating, which may occur because of an individual's race, color, national origin, or physical disability. It includes, but is not limited to any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person; name calling, gossiping, teasing, or mocking; written communication that is intimidating and/or inappropriate for student or adult learning environment.
- **Physical Harassment:** Unwanted physical touching, pulling on clothing, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
 - **Hazing:** Physical brutality; physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or activity that intimidates, threatens, causes extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student.
- **Visual Harassment:** Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words, notes, book covers, or drawings.
- **Sexual Harassment:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature, unwelcome touching, suggesting or demanding an inappropriate relationship or sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.
- **Social Harassment:** Includes use of peer pressure and manipulation to isolate, target or hurt someone's feelings; online social media or internet activity that is meant to embarrass, target, defame, intimidate, or misrepresent a person and/or their character.

Adapted from appendix C of the Becker Senior High School Handbook, Becker, Minnesota.

Bullying

Bullying, cyber-bullying, and social aggression will be dealt with using the same framework as that cited for harassment. The definition of bullying is as follows: Bullying means any intentional written, electronic, verbal, or physical act or actions against another person that will have the effect of:

- Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property;
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target;
- Interfering with a student or staff member having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits;
- Perpetuating bullying by enticing, soliciting, or coercing an individual or group; embarrassing or causing emotional, psychological, or physical harm to another person.

Three questions that will assist in determining if a behavior is considered bullying:

1. Is it repeated, persistent, and/or pervasive?
2. Was there an intentional display of force, intimidation, or humiliation, real or perceived?
3. What is the level of disruption in the orderly operation of the classroom and/or school environment?

Hazing

No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone, encourage, or engage in hazing. This policy applies to hazing behavior that occurs on or off school property and during or after school hours. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Sexual Harassment

Sexual harassment is contrary to biblical teaching, violates federal law, and will not be tolerated at RRCA. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, unwelcomed touching, making improper sexual comments, having or sharing pornographic material, or otherwise creating an intimidating, hostile, or offensive environment. Students shall not harass others through conduct or communication of a sexual nature.

If a student has concerns about the nature of any conduct or physical contact by a fellow student or by a member of the public, the student is encouraged to report this conduct to RRCA Administration as well as discuss this concern with their parent or guardian. Any student who becomes a victim of sexual harassment should immediately report the incident to the principal, Head of School, Athletic Director, and/or parent/guardian. School authorities will investigate all such reports immediately.

Adapted from appendix C of the Becker Senior High School Handbook, Becker, Minnesota.

Harassment Reporting Procedures

Any person who believes he or she has been the victim of any of the forms of harassment listed above or any person with knowledge or belief of harassment shall report the alleged acts immediately to a RRCA Administrator (Head of School, Principal, or Athletic Director). Specific guidelines will be followed to gather all the appropriate information, and administration will walk individuals through that process.

The school is required by law to report any incidents of child abuse to the appropriate state agencies.

RRCA Administration Action

Upon receipt of a complaint or report of harassment, RRCA Administration shall undertake or authorize an investigation. RRCA Administration may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of the investigation.

Upon completion of the investigation, RRCA Administration will take appropriate disciplinary action. Such action may include, but is not limited to, a warning, suspension, or expulsion. Administration will appropriately discipline prohibited behavior and deter others from harassment behaviors. Administration will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of harassment.

Adapted from appendix C of the Becker Senior High School Handbook, Becker, Minnesota.





Elementary Academic Guidance Counseling

Introduction

Guidance Counseling for elementary students is an important aspect of the RRCA initiative to develop the whole child. There are specific steps that teachers and administrators take to ensure that not only academic, but also social, emotional, and spiritual needs of students are identified, targeted and successfully achieved.

Classroom

The classroom setting is a prime environment for developing teacher and student relationships. Teachers strive to create a nurturing atmosphere where mutual respect is expected and practiced. It is a priority for RRCA teachers to foster a sense of community in which all members feel secure and valued. Because of small class sizes, teachers have the opportunity to not only know their students on a personal level, but also develop rich relationships with families as well. Therefore when children are struggling academically, socially, or emotionally, the teacher is often the first line of defense. Parents and teachers partner together to develop a plan of action in order to support students who are exhibiting behaviors that limit or prevent successful outcomes in the classroom.

Teachers use biblical principles as the foundation for not only instruction, but also behavior management. Students are held accountable for their behavior choices; however, teachers value the heart of the child above all else. Therefore discipline is conducted in a loving, redemptive manner. If a student is referred to the Elementary Principal for behavior, there will be natural consequences. Wise counsel based on biblical principles, time out, and parental contact are typical results of an administrative referral. Often, the Principal will pray with the child before allowing him/her to return to class. This gives the student an opportunity to ask forgiveness and help from a loving Heavenly Father, and the child knows they have a “clean slate” and fresh start when they walk into their classroom again.

Academic Needs

Instruction is differentiated in the subjects of Math and Reading in all Elementary grades in order to meet the academic needs of students. Homogenous groups enable teachers to utilize rotating centers and work with individuals at their learning level. Every Elementary teacher also provides a weekly scheduled “Help Class” in which students can access additional tutoring with the teacher. When students with learning differences require more intervention than the classroom teacher alone can accommodate, they have the option to enroll in RRCA’s Discovery Program. The Discovery teacher works with students, who are struggling academically, in their classroom during their scheduled Math or Reading time. This allows both the classroom and Discovery teachers to work cohesively and collaborate until the student is successful in achieving targeted learning objectives. If these interventions are not sufficient in meeting the student’s academic needs, the Discovery teacher may refer the student for academic testing through our partnership with Round Rock Independent School District. RRISD will conduct a full battery of tests for qualifying RRCA students that will result in determining if a learning difference is present, as well as a plan of modifications that will best support the student academically. After formal testing has been completed, a meeting with the parents, teachers, and administrators is conducted so that the RRISD Diagnostician can go over the results and plan in detail. Once a student is identified with a learning difference that requires a modified curriculum, those modifications will be put in place for the student.

Likewise, students who excel academically, and need to be challenged intellectually beyond the classroom, have the option to enroll in RRCA’s Discovery Advanced Program. This is a “pull-out” program for Elementary students who have outstanding academic performance in the classroom and have been identified through standardized test scores as having a high aptitude for learning.



RRCA Guidance Services – Secondary

Round Rock Christian Academy offers a variety of Guidance Counseling services to assist students in planning and preparing for college in an effort to empower students to feel confident in the college application and acceptance process

Guidance Services by Grade Level

Eighth Grade:	College Board's Suite of Assessments: PSAT 8/9 and summer advising
Ninth Grade:	College Board's Suite of Assessments: PSAT 8/9, and summer advising
Tenth Grade:	PSAT, ACC Dual Credit Orientation, and summer advising
Eleventh Grade:	PSAT, Junior College Information Night, SAT School Day, and summer advising
Twelfth Grade:	SAT School Day, Individual assistance with college application questions, Letters of Recommendation, and summer advising

College Visits

Round Rock Christian Academy encourages juniors and seniors to visit the campus of the colleges that they are interested in. RRCA students are also encouraged to attend the College Nights hosted by RRISD and Williamson County to visit with college representatives.

College Information Presentation for Juniors

There is a College Information Presentation for Juniors and their parents early in the fall semester each school year. Parents and their students attend to discover what steps are necessary to feel confident in the college search, application and acceptance process. The topics covered are college preparation, entrance tests, college search, college application, essay and resume, and financial aid. The presentation is also emailed to juniors and their parents during the semester.

PSAT/NMSQT

All students in 9th-11th grades are administered the PSAT/NMSQT. This test assesses the critical reading, mathematics, and writing skills students need for college and beyond. It provides detailed feedback on skills, access to scholarships and personalized online tools, and excellent practice for the SAT.

PSAT 8/9

All students in the 8th and 9th grade are administered the Readistep test. This test measures the skills students need to be on track for success in college and careers. PSAT 8/9 is the first step on the College Board's College Readiness Pathway — an integrated series of assessments that includes the PSAT/NMSQT and the SAT. Together, these assessments measure a progression of skills and help schools and districts make targeted interventions at critical points in a student's career.

Summer Advising

Students entering 9th -12th grades meet individually during the summer with the Academic Advisor to discuss high school course selection, diploma plan selection, dual-credit courses, and AP courses and how these choices impact the student's future academic goals.



Social Media Accounts Guidelines



Social Media Accounts

All Social Media Posts

Social media can be a great tool for promoting RRCA to our school community as well as the public. Below are some guidelines that apply to all social media content, whether posted by an official RRCA account or a RRCA-related account.

- Promote good sportsmanship and citizenship in accordance with our Parent/Student Handbook.
- Promote content that displays RRCA academics, athletics, fine arts, and events in a positive manner.
- Refrain from negative content, such as content regarding school rivalries, mercy-ruled games, etc.
- Refrain from creating or posting RRCA content on TikTok or SnapChat.
- Adhere to copyright laws and regulations including but not limited to RRCA branding, logos, graphic design, social media posts, publications, photography, videos, etc. without first seeking prior written approval from the Administration and/or the content creator.
- Understand that requests made directly from students, parents, or other third parties will not be accepted for submission without approval.
- Be mindful that some students are on a no-media list and pictures including these students should not be posted.

Accounts Related to RRCA

Before creating a social media account related to RRCA (student led groups and/or clubs, booster clubs, Varsity athletic programs, PST, etc.), **you must first receive approval** from Administration. Upon approval, an RRCA employee will be designated to supervise the account. All social media accounts related to RRCA must meet the following guidelines:

- Promote RRCA official accounts by sharing officially created content onto the related accounts.
- Meet all the criteria and guidelines listed above for all social media posts.

RRCA Official Accounts

All RRCA official content, published via social networking posts and uploaded media (specifically through, but not limited to, the RRCA Facebook, Instagram, Twitter, Google and YouTube platforms), will be posted at the discretion of the Administration. Content must meet the following criteria and guidelines:

- Has been submitted by a RRCA employee responsible for the activity/content.
- Serves to communicate information designed to inform the community of a specific event or activity, or to engage with the community by highlighting our students' and schools' accomplishments and achievements.
- Refrains from specifically highlighting any one student, group, department, or event more than other students, groups, departments, or events.
- Will be created with the intent of streamlining logos, colors, and design. If artwork submission does not meet the branding standards, submitted artwork will be recreated to fit the branding standards prior to posting.
- Should be requested 5 business days prior to requested post date for promotional events and/or the sale of items (Booster Club sales, Taco Tuesday, Class Fundraisers, Homecoming Mums, etc.).



Request for Social Media Account

Student or Parent Name	
Proposed Name of Account	
Platform (IG, FB, etc.)	
Purpose for Social Media Account	
Employee Supervising the Account	
Signature of Employee	
Signature of Requestor	
Date of Request	
Approval Granted	Yes No
Date	
Administration Signature	

As the person requesting the account above, I agree to abide by the standards that are outlined in the social media policy. I agree to follow the direction of the employee in charge of monitoring the account and make changes to the account's content when requested.

As the employee named above, with my signature I agree to actively monitor the proposed social media account named above to ensure that the standards outlined in the social media policy will be upheld. This includes ensuring that the following all meet the guidelines:

- Profile picture
- Main tagline and bio
- All artwork, photos, videos, and submissions
- All comments posted