



# RRCA CRUSADER

## 2016-2017 Parent / Student Handbook



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Round Rock, TX 78681

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[www.rrca-tx.org](http://www.rrca-tx.org)



## **ADMINISTRATIVE STRUCTURE**

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

### **ROUND ROCK CHRISTIAN ACADEMY BOARD OF DIRECTORS**

The RRCA Board of Directors acts as the legislative body in formulating policy for the conduct of the school. The Board is directly responsible for approving the Mission and Vision Statement, the policies under which the school operates, the Strategic Plan and overseeing its preparation and implementation, hiring the Head of School, the annual operating budget, including tuition levels, major capital expenditures, and fundraising programs. The Board is responsible, through its oversight, for assuring that the curriculum and all of the activities of the school conform to the Mission Statement and the applicable policies of the school. The Board has delegated to the Head of School the authority for the day-to-day operation of the school.

## **ADMINISTRATIVE TEAM**

The Head of School, Becky Blauser, manages the day-to-day operation of the school, including the hiring of faculty and staff. Mrs. Blauser graduated from the University of Maryland, earning a Bachelor's of Science in Secondary Education/Social Studies, and also holds a Masters in Educational Leadership from Concordia University. Mrs. Blauser began her teaching career in 1986 at Richard Montgomery High School, in Rockville, Maryland. Upon moving to Texas, Mrs. Blauser was the Customer Service Manager for Trimble Navigation. Beginning in 1994, she served as the Children's Director of Central Baptist Church. She has served at the Academy since 1999, formerly as the Secondary Principal, Athletic Director and Guidance Counselor. She holds a Superintendent Certification from the Association of Christian Schools, International.

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

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

Dan Headley joined the RRCA staff in 2010 as Athletic Director. Coach Headley began coaching and teaching in Central Texas in 1996. He holds an Athletic Director certification from ACSI and oversees all of the athletic programs from 5<sup>th</sup>-12<sup>th</sup> grades. Coach Headley has a Bachelor's of Science in Biblical Studies from Emmaus Bible College and received his teaching credentials in Physical Education at the University of Northern Iowa.

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

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

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

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

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

Spiritual truth is God's desire, and it is His plan that academics be the method whereby students learn about the world He has made. Therefore, we provide a sound academic foundation, integrating character training and biblical principles into each discipline that we teach. We consistently give praise and honor to God, the Creator and source of all knowledge.

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

## **VISION STATEMENT**

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

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

## **MISSION STATEMENT**

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

## **ROUND ROCK CHRISTIAN ACADEMY'S STATEMENT OF FAITH**

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

### **COVENANT WITH PARENTS**

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

## ROUND ROCK CHRISTIAN ACADEMY CORE VALUES

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### ♥ **A Heart to value the soul**

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

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

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

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

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

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

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

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

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

### ♥ **A Heart to discipline with dignity**

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

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

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

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

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

# **ROUND ROCK CHRISTIAN ACADEMY'S GOALS AND OBJECTIVES**

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## **Fear the Lord – Wisdom and Knowledge**

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

## **Walk in His Ways – Spiritual Growth**

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

## **Keep His Commandments – Responsibility**

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

## **HISTORY AND AFFILIATION**

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

### **ACCREDITATION**

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

The Early Childhood program at RRCA is accredited by the Association of Christian Schools International (ACSI), Advanced ED, and the National Association for the Education of Young Children (NAEYC). 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](http://www.daycare.com/texas/texas_centers_licensing.html).



# **ADMISSIONS POLICIES AND PROCEDURES**

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## **ADMISSIONS PHILOSOPHY**

Round Rock Christian Academy is open to anyone interested in seeking a Christian education. RRCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must be always understood that attendance at RRCA is a privilege and not a right. If at any time a student's conduct, academic progress or cooperation with RRCA administration is not in keeping with the school's policies and/or Statement of Faith, the school Board reserves the right to take disciplinary action, up to and including dismissal from RRCA.

## **NON-DISCRIMINATORY POLICY**

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

## **BIBLICAL MORALITY POLICY**

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

## **GENERAL ADMISSIONS POLICY**

1. The student must express a desire to attend Round Rock Christian Academy.
2. At least one parent must be a professing Christian and both parents must be united in their desire to have their child taught from a Christian perspective.
3. The student must give evidence of having the ability to meet the academic requirements of RRCA.
4. The student must possess good emotional and physical health.
5. The student must live with a parent/guardian as long as they are an enrolled student at RRCA (even after turning 18 years old).

## **ADMISSIONS PROCEDURES**

1. An interview with parent(s) and child is required. (It is desired that both parents attend the interview.)
2. The applicant and parent(s) agree to align with the Christian education philosophy, policies, and Statement of Faith of the school.
3. Entrance testing may be administered for K-12 applicants to evaluate the academic potential of each student.

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

## **APPLICATION PROCESS**

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

## **LATE ENROLLMENT**

When students enter after school begins in the fall, the annual tuition will be prorated based on the start date. If a student enrolls after the 15th of the month, half a month's tuition is due. If a student enrolls before the 15th of the month, the entire month's tuition is due.

## **TUITION/PAYMENT**

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

- Upon acceptance, parents will be presented with a contract and may choose from three different payment plans.
- If the tuition is not paid by the 7th of the month, a late notice will be sent and a late fee will be added to the monthly statement.

- When a payment is 30 days late, an email reminder will be sent and a phone call will be made.
- When a payment is 60 days late, a phone call, email, and letter will be sent by certified mail asking the parent to come to the Business Office to make arrangements for payment (Promissory note, payment plan, etc.).
- When a payment is 90 days late and resistance to payment or a no response is received, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn. Collection efforts will continue for recovery and charge-off may occur.
- Unpaid tuition or unpaid fees by May 30 will place the family on the waiting list of the school regardless of re-registration.
- In order to maintain a program based on a certain number of children enrolled, refunds for sickness, mini-vacations, or other temporary absences cannot be given.

**If you are late picking up your child from their regular school day**, there will be a late charge of \$10.00 per half hour, per student, after 2:15 p.m. for pre-kindergarten; after 3:35 p.m. for kindergarten and elementary. Parents will pick up their children from the Extended Care program. For 6<sup>th</sup>-12<sup>th</sup> grade students whose parents are late, there is a \$5.00 per half hour charge for students in Hang Time.

## **CONTRACTUAL AGREEMENT**

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

## **WITHDRAWAL**

To withdraw a student from the Academy, a parent must come to the office, complete the necessary forms, and schedule an exit interview with Administration. Test scores, grades, or transcripts may be held until these forms are completed, and all fees are paid. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

## **RE-ENROLLMENT**

Re-enrollment for current students is in February of each year and there is a 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

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## THE ACADEMIC PROGRAM

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

It is our desire that your child be greatly enriched for having attended Round Rock Christian Academy. In addition to academic learning, students participate in enriching experiences in fine arts, physical education, foreign language, and extracurricular activities and competitions.

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

## CURRICULUM

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

## SCHOOL SUPPLIES

School supplies are provided for preschool through 5<sup>th</sup> grade. A school supply list for 6<sup>th</sup> – 12<sup>th</sup> grade students is posted on the website. We ask that students be good stewards of their own possessions. The students are responsible for purchasing and replacing all the supplies they need to be successful in the classroom.

## CHAPEL

Since spiritual growth is a vital part of Round Rock Christian Academy’s ministry, a special time is set aside for corporate worship. Chapel is held on Mondays for all elementary students. If a holiday falls on a Monday, then chapel is held on Tuesday. **Elementary chapel wear**, which consists of the navy school shirt with khaki colored bottoms is **required for elementary students on chapel days**. The elementary chapel dress code applies to every scheduled chapel including chapel dates that fall on Tuesday due to Monday holidays.

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

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

## **DISCOVERY**

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

## **ASSESSMENT REPORTS**

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

## **TUTORIALS/HELP CLASS**

For students who are falling below teacher/administration expectations in basic skills and in circumstances where the teacher has exhausted every effort and available resources, outside tutoring will be required. **Teachers will have 2 weekly help classes available before or after school one day per week.** Part-time teachers will work with administration to schedule a help class time. Every attempt will be made to have one before and one after school help class. Attendance in the weekly tutorials/help class is mandatory for students who fail a subject in a progress reporting period.

## **RETENTION POLICY**

The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be part of this effort. Early communication between the home and school, combined with vigorous intervention efforts, is essential in order to reduce the potential for retention. Parents may initiate a “retention discussion.” The goal of retention is for the student to meet with success in the classroom and develop age appropriate social and emotional maturity. The general policy regarding retention is that a child may not be retained more than once while enrolled at RRCA.

### **Retention Procedures**

- 1) If, after careful observation a teacher feels that retention is a possibility, the teacher will consult with administration. The teacher will then schedule a parent conference to discuss the child’s academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.
- 2) Depending on the child’s progress, a recommendation for retention will be made to the parents by the classroom teacher and the appropriate administrator. This conference will be scheduled at the earliest time possible during the second semester.
- 3) In some cases, in spite of appropriate intervention, retention will still be necessary. The teacher will finalize this recommendation with administration. A conference will be scheduled with the parents. The desired result of this conference is to have parental consent for retention. We recognize this is a vital and necessary component for the retention to be effective and positive. Therefore, RRCA will generally not retain a student

without consent and support of the parents. However, in some cases in which the school believes the promotion would be educationally detrimental to a student, the school reserves the right to require the retention of the student in order for the student to continue at RRCA.

### **Criteria for Retention**

A child may be retained based on the following criteria:

- 1) Failing academic average (69 or below) in one or more core subjects.
- 2) The combined judgment of the teachers and the administration indicates that retention would serve the best interest of the student.
- 3) Attendance (excessive absences).

### **FAILING GRADES**

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

### **ACADEMIC PROBATION**

Students who receive failing grades at the end of any nine week reporting period are placed on academic probation. They will be given one grading period to demonstrate ability to obtain passing grades. At that time, academic records will be evaluated and appropriate recommendations made as to whether RRCA can meet the needs of those students.

### **MAKEUP WORK/TESTS/ASSIGNMENTS POLICY**

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

Students are allowed one class day for each day missed in order to make up the missed assignments. **Prior assigned tests given on the day of an absence must be taken on the day of return.** If a student is absent the day before a test and the test has been assigned in advance, the student should return expecting to take the test. In the case of prolonged illness or absence, the teacher may make other provisions. The student is responsible to make necessary arrangements to obtain **and submit** missed assignments. It is the teacher's responsibility to schedule the make-up test with the student. Missed tests must be made up during the student's free time or before or after school. A student may not miss a class to make up a test.

### **STANDARDIZED TESTING PROGRAM**

Achievement tests are given in the spring of each school year to help evaluate the progress of each student in kindergarten through eleventh grade. The data provides dependable achievement measures that can be of assistance in improving our academic program. In order for us to have complete and accurate information, it is important that your child is present for the scheduled standardized testing.

## HOMEWORK POLICY

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

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

### **Student Responsibilities:**

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

### **Parent Responsibilities:**

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

### **Teacher Responsibilities:**

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

## HOMWORK ENFORCEMENT PROCEDURES

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

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

**Teachers:** If a teacher is presented with a documented concern from a parent (that has been logged over a week's time), the teacher will set up a meeting with the parent to discuss the issue using the Matthew 18 principle. If the issue is not resolved, then a meeting with the administration is advised. At this meeting, a plan of action will be coordinated by the parents, teacher, and administration to address the homework concerns.

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

### Guideline for Estimated time for Assigned Homework

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

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

## READING FOR PLEASURE

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



## HONOR ROLL

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

### Elementary Honor Roll (3<sup>rd</sup>-5<sup>th</sup> grade):

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

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

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

### Secondary Honor Roll:

**Distinguished Honor Roll**—grade average of 93 and above

**Honor Roll**—grade average of 85-92

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

## GRADING SCALE

### GRADING SCALE

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. Administration will determine an extension time, generally not to exceed two weeks, for the student to make up the assignments. If the work is not made up within the stated time, the student will receive a zero for each missing assignment and a course grade average will be calculated.

## **ELEMENTARY GRADING POLICY**

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

## **SECONDARY GRADING POLICY**

### **High School Courses Taken Prior to High School**

RRCA presently offers Algebra I and Spanish I to middle school students for high school credit. Courses taken in middle school will be counted for high school credit toward graduation, however; the course averages will not be included when calculating GPA or numeric average for class rank. While enrolled in these advanced courses, it is recommended that the student maintain a “B” average in the course to continue to course on the advanced track.

### **Homeschool Courses Taken Prior to Enrolling at RRCA**

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

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

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

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

## **Credit by Examination**

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

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

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

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

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

## **Independent Study Courses**

Students in the 11<sup>th</sup> and 12<sup>th</sup> grade may take an Independent Study course if their schedule cannot be arranged to complete the course requirements for graduation. These courses must be supervised by a certified teacher of RRCA or be an accredited, RRCA-approved course. Seniors must finish all Independent Study courses at least one week prior to graduation. The student’s grade will be determined by test scores and projects. The grade will be included on the student’s transcript, but it will not be included in the GPA or Numeric Average for determining class rank.

Exceptions to this policy may be made for students who have extenuating circumstances of prolonged illness or documented severe learning disabilities.

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

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

Online courses must be taken from an accredited institution which has been approved by administration. The student must submit an official transcript for the course to receive credit. This grade will be added to the student’s transcript, but it will not be included in the GPA or numeric average for determining class rank. Seniors must complete online courses at least fifteen days prior to graduation. The student will incur all costs associated with the course.

## **Dual Credit Courses**

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

university. If the courses are offered on campus, the student must enroll in the on-campus section.

To enroll in dual credit courses, the student must receive parental and administrative approval. The student must incur all costs associated with the course. The student must submit an official transcript with a passing grade to receive high school credit. Although credit will be granted for the course, the grade will not be included in the GPA or Numeric Average for determining class rank. For complete information regarding the RRCA Dual Credit Policy, see the Secondary Office.

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

### **Summer School**

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

### **Grade Point Average (GPA) and Numeric Average**

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

## **SECONDARY GRADE LEVEL CLASSIFICATION**

For the purpose of classifying high school students:

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

### **Determining Class Rank**

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

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

## **GRADUATION**

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

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

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

### **Determination of Valedictorian and Salutatorian**

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

Students that meet the following criteria will be considered:

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

## **RRCA COURSEWORK STANDARDS (SECONDARY)**

### **Graded Projects/Research Papers**

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

### **Late Work**

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

Teachers may set their own grading criteria with administrative approval. All teachers will distribute in writing their individual grading policies at the orientation meeting. They will also require parent and student signatures for verification of receipt of their policies.

### **Test and Quizzes**

#### **Quizzes**

1. Quizzes may be administered to cover broad or general information and to check if assignments have been read and comprehended.
2. Unannounced quizzes should not take more than 10 minutes of class to administer.
3. Quizzes should not cover more than 5 days of material.
4. Announced quizzes should be put on RenWeb.

#### **Tests**

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

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

### **Middle School Semester Exams**

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

4. If a middle school student is taking an advanced level course for high school credit, he/she will be expected to complete the semester exam.

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

### **High School Semester Exams**

1. Cumulative semester exams are given in high school.
2. Semester exams are mandatory in Bible, English, Math, Science, History, and Foreign Language.
3. Semester exams may be given in elective courses if the teacher desires.
4. Semester exams will be given a value of 20% of the semester grade.
5. The following criteria must be met to be considered for exemption from semester exams:
  - A) Course average of **90** or above, with no more than **4** absences; or
  - B) Course average of **85 – 89**, with no more than **3** absences.
  - C) Teacher grants permission for exemption.*(For the purposes of exemption only, college visits and approved school activities will not count against attendance limits.)*
6. Students may not exempt a final exam in the same core subject both semesters.
7. Students may not exempt from more than two exams in one semester.
8. With the teacher's permission, a student who takes an AP Exam in a core subject may exempt the course semester exam.
9. Disciplinary actions such as cheating and plagiarism will affect approval for exam exemptions. Administration reserves the right to determine eligibility for exemption in all situations.

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

### **STUDENT RECORDS**

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

If your child transfers to another school and RRCA receives a request to release your child's records, RRCA will release the records within one week upon notice of withdrawal. If the student is not returning for the next year, RRCA will release records after the closure of the current school year. Extenuating circumstances may require records to be released before the close of the school year. If this is the situation, administration will give the approval to release records within one week. Records will not be released for student's with past due accounts unless a promissory note has been signed and a payment plan has been established.



## GENERAL INFORMATION

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### INSTRUCTIONAL TIME

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

### HOURS OF OPERATION

RRCA is open Monday through Friday. Morning care begins at 7:30 a.m. The school offices will be open from 7:30 a.m. until 4:30 p.m.

### CLASS TIMES

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

It is important that children are picked up **ON TIME**. We have strict teacher/student ratios to abide by. Students are not allowed to wait outside the school building without adult supervision. Parents will be charged if their children are not picked up promptly. The late fee will be charged when children are not picked up from early childhood classes by 2:15 pm and elementary students by 3:35 pm. These designated times reflect a fifteen minute grace period for emergencies. A late fee is also charged for students in extended care who are not picked up at the 6:00 pm designated closing time.

### STAFF/CHILD RATIO

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

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

### EARLY RELEASE DAYS

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

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

## COMMUNICATION WITH FACULTY AND STAFF

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

**School Website ([www.rrca-tx.org](http://www.rrca-tx.org)):** The school calendar, lunch menu, school news, athletic practice schedules, and more can all be found on the website.

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

**Teacher Communication:** Each teacher will communicate the best procedure for establishing communication at the beginning of the school year. Teachers prefer to conduct business with parents efficiently during the school day. If you have a quick question for a teacher, you may email them using the email addresses listed on the website, and teachers should respond within (24 hours). If you desire a phone conversation, please email your child's teacher or call the school offices to ask a teacher to return your phone call. Teachers will return calls within one business day (24 hours). Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to administration.

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

**Messages to Students:** The school receptionist is not free to leave the reception area to take messages to students. Urgent messages concerning a change in normal procedures can be handled by phoning the administrative offices with a message for the teacher to give to the student, provided we have the message early in the day. High School students may check their phones between classes; however, all other students must turn off their cell phones during school hours. Please do not call, text, tweet or Facebook your student during regular school hours.

## SCHOOL DIRECTORY

The school directory is available online and is accessible only to school families through RenWeb. This directory includes the name, address, phone number, and names of children of each school family. It is not to be released to anyone outside the school nor is it to be used by anyone in the school for the purpose of distributing circulars or soliciting the school families. The only exception to this policy is class lists are given to the preferred provider of class rings, senior portraits and graduation supplies for juniors and seniors. Parents have the option to

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

## **CALENDAR OF EVENTS**

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

## **HOLIDAYS**

The following holidays will be observed: Labor Day, Columbus Day (No School, Parent/Teacher Conference Day), Thanksgiving Thursday and Friday, Christmas Holidays, New Year's Eve and New Year's Day, MLK Day, Presidents' Day, Spring Break, Good Friday, and Memorial Day. Other days may be taken as deemed appropriate by administration. **CHECK THE SCHOOL CALENDAR FOR A COMPLETE SCHEDULE OF HOLIDAYS** and refer to the website and the weekly electronic newsletter for any changes or additions to the calendar.

## **CELEBRATIONS AND SPECIAL DAYS**

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

We realize a child's birthday is a special occasion at any age. Parents may provide a treat during lunch, recess, or snack time (after coordinating with the teacher). Be sure to check with your child's teacher for any food allergies in the classroom. If party invitations are being distributed at school, ALL STUDENTS in a class must be included. Otherwise, the invitations must be mailed out by the parents.

## **ELECTRONICS TECHNICAL GADGETS, READERS, AND TOYS**

RRCA will allow the use of electronic tablets, readers and laptops as a powerful and compelling means for students to learn core subjects and applied skills in relevant ways. Electronic tablets, readers and laptops may only be used in the classroom when permission is given by the teachers and should only be used for academic purposes. High School students will have a school issued Chromebook in which to complete their assignments. There will be consequences if students abuse these privileges.

## **PHONE AND CELL PHONE USAGE**

**Elementary Students:** Students must get permission from their teacher to come to the Main Office to use the school telephone. Cell phones may not be used during the school day. Any cell phone which is used during the school day will be confiscated. Confiscated phones will not be released until the end of the school day and a \$10 fee is paid. If a student has a persistent problem with his/her cell phone they will have other restrictions placed upon them and parents will be required to come in and pick up the phone. We will not ban cell phones from school for safety reasons, but we must insist that cell phones are not used during school hours, including lunchtime, in the restrooms, and the pick-up line.

**Middle School Students:** Students must get permission from their teacher to come to the Main Office or Secondary Office to use the school telephone. When students enter the classroom, students must place their cell phone in the cell phone storage bin located in each classroom. Cell phones may not be used during the school day. Any cell phone which is used during the school day will be confiscated. Confiscated phones will not be released until the end of the school day and a \$10 fee is paid. If a student has a persistent problem with his/her cell phone they will have other restrictions placed upon them and parents will be required to come in and pick up the phone. We will not ban cell phones from school for safety reasons, but we must insist that cell phones are not used during school hours, including lunchtime, in the restrooms, and during class changes.

**High School Students:** Students must get permission from their teacher to come to the Main Office or Secondary Office to use the school telephone. When students enter the classroom, students must place their cell phone in the cell phone storage bin located in each classroom.

High school students have the privilege of using their cell phone during class changing times and lunchtime. If a student is using a cell phone during a non-permitted time, the cell phone will be confiscated and will not be released until the school day is over and a \$10 fee is paid. If a student has a persistent problem with his/her cell phone they will have other restrictions placed upon them and parents will be required to come in and pick up the phone.

## **FIELD TRIPS**

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

Teachers may request volunteers to drive and chaperone for field trips. We encourage parents to participate whenever possible, and require appropriate dress for parents, students, and guests. Secondary students are required to dress according to school dress code policy.

Parents are encouraged to complete the necessary paperwork to become an approved driver for field trips. Any parents who will be driving a school van or transporting students in their personal vehicle, must complete the driver information packet, which includes an official copy of their driving record obtained from the Texas Department of Motor Vehicles. This information must be turned into the office prior to the date of the trip.

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

1. We request that all dress meet our secondary dress code standards.
2. Please do not wear T-shirts with inappropriate slogans.
3. Use of tobacco or consumption of alcohol is not allowed during the entire field trip or school event.
4. Be especially cognizant of the choice of music you allow the children to listen to while in your care. Choose music which reflects the character of God.

The budgeted monies allocated for field trips may not be used for class parties, group celebrations, or party favors. The field trip budget is for educational purposes only and may be

used for class or school-wide programs such as guest chapel presentations, guest authors, and theatrical presentations.

## **PETS/ANIMALS**

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

## **PRAYER MEETINGS**

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

## **SCHOOL PICTURES**

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

## **SNACKS/LUNCH/FOOD ITEMS**

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

## **VISITORS**

Parent visitation is encouraged, but we ask that prior arrangements be made with administration if you wish to visit a class. All visitors are required to check in at the main school office, secondary office, or preschool desk for a visitor's badge before visiting any room, student, or teacher. **Please respect the learning environment by limiting interruptions and following proper procedures.**

## **YEARBOOK**

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

## **FINANCIAL GIFTS TO THE SCHOOL**

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

## HEALTH CARE POLICIES AND HEALTH CARE RECORDS

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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 1<sup>st</sup> through 4<sup>th</sup> grade must provide proof of Vision and Hearing Screening.
- All new students 5th grade – 12th grade must provide proof of Vision, Hearing, and Scoliosis Screening. If new students are unable to provide proof of the required screenings, or would prefer to be screened at RRCA, the screenings will be performed on campus in the Fall.

### HEALTH CARE POLICIES

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

- Fever (temperature of 100 degrees or more, with or without medication)
- Vomiting
- Diarrhea
- Conjunctivitis (pink-eye)
- Contagious rash (i.e. impetigo, chicken pox)
- Lice (may return to school after first treatment)

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

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

**Medications** will be administered by the nurse if the parent/guardian completes the appropriate form and provides the medication in its original container. All prescription medications must have a current label with the student's name and dosage instructions. All over-the-counter medications will be dispensed according to package directions unless a physician's order

indicates otherwise. The **only** medications provided by RRCA are Tylenol, cough lozenges, and Benadryl for emergencies. **All medications** must be kept in the nurse's office and dispensed by the nurse with the following exceptions: insulin/glucagon, asthma inhalers, Epi-pens, and cough/throat lozenges. Parents/guardians must complete an "Authorization to Dispense Medication" form acknowledging that the student is capable of self-medicating for insulin/glucagon, inhalers, and Epi-pens. A physician's signature may also be required if circumstances warrant. It is a violation of school policy for students to have any medications on their person other than the exceptions listed above. Please note that if a student gives or offers medication to another student, it will be considered a serious discipline infraction and appropriate consequences will follow.

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

## **STATE REQUIRED SCREENINGS**

RRCA abides by the State of Texas requirements for health screenings. Students age 4 by September 1st, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades will have Vision and Hearing screenings. Students in 5<sup>th</sup> and 8<sup>th</sup> grades will have scoliosis screenings. All new students must provide these screenings with their health records or the screenings will be done at RRCA for a fee.

## **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, they must apply to the State of Texas for a "Reasons of Conscience" Exemption form. The form must be notarized and updated every 2 years (or the time table required by the state).

## **MEDICAL INSURANCE FOR STUDENTS**

Medical 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 (more information is available regarding this plan upon request.)



# GENERAL POLICIES AND PROCEDURES

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## ARRIVAL AND DISMISSAL PROCEDURES

### MORNING ROUTINES

**Morning Care Students:** For security, all preschool and elementary students arriving **before 7:45 am** must be accompanied by a parent and signed in to early morning care in the lunchroom in the main building.

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

From 7:45-8:10 am, elementary students will wait in their assigned morning care rooms until they are released to go to the classrooms at the 8:10 am bell. The preschool hallway doors are opened at 8:20 am. Drop-off time is not the appropriate time to speak with your child's teacher. Please schedule a conference with your child's teacher by emailing the teacher.

**Secondary:** Secondary students can be dropped off by the picnic tables after 7:45 am. Secondary students will be released to the classrooms at 8:05 am. Students may not wait on the portable decks or unattended in the classroom. On bad weather days, secondary students are allowed to wait in the gym foyer.

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

### DISMISSAL ROUTINES

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

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

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

## **AUTHORIZATION TO PICK UP CHILDREN**

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

## **PERMISSION TO LEAVE SCHOOL**

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

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

**Note:** Secondary students who drive must also have written parental approval and must follow sign-out procedures before leaving campus.

## **EXTENDED CARE SERVICES**

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

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

## **ATTENDANCE POLICY**

(Please read carefully for compliance is crucial)

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

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

subjects. Secondary instructional time is counted by semester; thus nine absences per subject per semester is the maximum allowance.

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

The only excusable reasons for absences are:

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

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

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

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

## **TARDINESS**

A tardy is recorded when a student is not in his/her assigned place when a class begins. Three tardies will result in **1 unexcused absence**. Secondary 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.**

## **Elementary Attendance Policy**

The Parent/Student Handbook states, “A tardy is recorded when a student is not in his/her assigned place when a class begins. We strongly advise that students arrive a few minutes early so that they are at their desks and ready to begin work when the bell rings.”

In order to help 2<sup>nd</sup>-5<sup>th</sup> grade students get to class as quickly as possible, students who arrive *before* 8:45 am will no longer have to stop at the preschool foyer check-in desk for a tardy slip.

Teachers will be recording these unexcused tardies (TU) in RenWeb, and also noting the time the student arrived at the classroom. *After 8:45 am*, the monitor at the preschool foyer check-in desk will record tardies. The monitor will also collect tardy/absence excuse notes for 2<sup>nd</sup>-5<sup>th</sup> grades. The monitor will give these slips to the Student Registrar daily.

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

## NOTES FOR TEACHERS

- Every teacher will take roll by 8:45 am every day. Students are to only be marked AU (unexcused absence) or TU (unexcused tardy) by the teacher. Students are considered tardy if they are not ready to start class at 8:20 am. Please note the time in RenWeb that a tardy student arrived.
- If a student is marked AU but comes in later, the teacher may change it to TU and note in RenWeb the time the student entered the classroom.
- The Student Registrar is the only person who can list an excused absence (AE) or excused tardy (TE). When parents send in documentation for a valid excuse; the designated code will be changed in RenWeb by the Registrar.
- Please be very diligent in marking this for *every student/every day*. Our siblings' tardies should match from teacher to teacher.

## PRE-APPROVED ABSENCES

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

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

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

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

## **LOSS OF CREDIT**

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

## **EVENING PROGRAMS AND EVENTS**

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

## **EARLY DISMISSAL FROM CLASS**

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

## **INCLEMENT WEATHER**

It may be necessary to close, dismiss early, or delay the start of school due to ice, snow, or other inclement weather. We inform families of school closings via Parent Alert, Facebook, the school website, and emails. 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.

## **CHILD PROTECTION POLICY**

When a school employee knows of or suspects abuse or neglect of a RRCA student, they are obligated to report it to the school administration. The 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. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to the Head of School and the school nurse.
2. If necessary, the school nurse will examine the student and document findings.
3. School officials will cooperate to the extent required by the state agency and perhaps beyond.
4. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

## NON-CUSTODIAL PARENTS

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

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

## SECONDARY STUDENT DRIVING POLICY

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

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

## SENIOR LUNCH PRIVILEGE

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

## VISITORS AT LUNCH FOR SECONDARY STUDENTS

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

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

## LOCKERS

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

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

## TEXTBOOKS/LIBRARY BOOKS/LOCKS

Round Rock Christian Academy may assign either an EBook or textbook to our students. Textbooks are the property of Round Rock Christian Academy and are issued to students at the beginning of the school year. Each student is responsible for all items that have been assigned to them such as textbooks, novels, lockers and locks. Physical **textbooks must be covered at all times**. During the last week of the spring semester, the books and locks will be checked in and the student's record cleared. In the event physical textbooks, novel, lockers or locks are lost or damaged, the student will be charged with the replacement cost.

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

## **POSTERS, PLAQUES, OR DISPLAY BOARDS**

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

## **BOUNDARIES AND OFF-LIMIT AREAS**

All church facilities, offices, and equipment are off limits unless special authorization is given. Students are not to be behind any building, portables, or any landscaped areas.

## **PERSONAL PROPERTY**

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

## **DAMAGE TO SCHOOL PROPERTY**

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

## **CRISIS RESPONSE PLAN**

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

## **DISCIPLINE**

You will find a separate addendum to this handbook that explains our discipline philosophy and policy in detail. In reference to corporal discipline, please note that corporal discipline is **never administered by the school** to discipline students in our MDO, preschool, or prekindergarten program without written consent of the parents for each incident. Corporal discipline is **never** used in any situation without prior parental notice or without parental consent.

## **VOLUNTEER POLICY**

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



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

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

## STUDENT ACTIVITIES

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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	Awards Banquet	TAPPS Competitions
Athletics	Fine Arts Events	ACSI Competitions
Junior/Senior Prom	Spiritual Emphasis Week	NHS and NAHS
Student Council	Homecoming Events	Speech and Debate
Mission Trips	PSIA Competitions	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, Winter Formal and mission projects
NHS:	Plan service projects throughout the year

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

### NATIONAL HONOR SOCIETY

The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in the students of Round Rock Christian Academy. Membership is both an honor and a responsibility. Once selected, these students are expected to continue to demonstrate the qualities of **scholarship, service, leadership, and character**. To be eligible for selection to RRCA's chapter, you must have been in attendance for a period of one semester. Other eligibility criteria include the following: 1) must be a sophomore, junior, or senior; 2) have a GPA of at least 3.5; 3) be pursuing a distinguished graduation plan; 4) submit a thorough application documenting service; and 5) character and discipline record reflects a worthy candidate.

While the above criteria are necessary for all applicants, it does not guarantee acceptance into RRCA's national chapter. The faculty selection committee will make the final decision based on a rubric system; however, the students and parents have the right to know how they scored overall in each area. Students may make a formal written appeal within 48 hours after notification. Students transferring in from other chapters of the National Honor Society need to see the NHS sponsor for entry requirements.

## PROBLEM SOLVING AND RESOLUTION

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*“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.

### Principles

- **Unity of the Spirit**

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

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

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

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

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

reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly, and lovingly to the one who is more directly involved in the problem.

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

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

- **A Spirit of Gentleness**

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

- **Looking to Yourselves**

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

- **Seeking Counsel**

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective; however, great caution must be exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete

anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person and may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander we will make every effort to keep the name of the offender out of the discussion. It takes **great discipline and integrity** to be conscientious in this matter of seeking counsel.

- **Reconciliation is the Goal**

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

- **Procedures:**

Step 1: Self-examination and prayer.

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

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

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

**If resolution is not achieved:**

Step 5: Write a letter to the Board of Directors containing a clear statement of the grievance, the present settlement of the grievance, and the settlement desired. The Head of School will present the letter to the Education Committee of the Board of Directors.

If a question arises concerning the correct procedures, begin with Step 3.

Please understand that official action will not be administered unless the above procedures are followed.

## **Addendum: Classroom Management Policy**

### **Elementary Classroom Management Policy**

#### ***Minor Behaviors***

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

The 1<sup>st</sup> and 2<sup>nd</sup> grades use the “Stick System” for behavior management. Students begin each day with a clean slate and all their sticks. Each time a student makes a wrong behavior choice, they must pull one stick.

- 1 stick pulled = Warning
- 2 sticks pulled = Natural Consequence
- 3 sticks pulled = Natural Consequence
- 4 sticks pulled = Parent Contact
- 5 sticks pulled = Principal Visit

The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades use the Behavior Chart Mark System. Students receive a blank behavior chart each week. The students’ charts go home every week for parents to view and sign. They mark their chart as necessary using the following code:

- U: Unprepared
- T: Talking without permission
- D: Disrespect
- OT: Off Task
- O: Other (with description)

Consequences for # of marks in a week:

- 1-4 = Wise Counsel
- 5-6 = Parent Contact
- 7-9 = Teacher Discretion or Principal Visit
- 10 = Lunch Detention

Teachers in Preschool through Elementary are committed to communicate to parents by phone or email no later than 4:00 of the same day the offense occurred if needed. Every teacher will also have a positive reinforcement component in their classroom management systems which will reward both corporately and individually.

#### ***Major Behaviors***

If a student should exhibit an extreme behavior that is contrary to RRCA’s core values and/or is highly disruptive to the learning environment, the student will be sent to the Elementary Principal. The Elementary Principal will determine the most appropriate consequence for the incident and communicate with the student’s parents.

## Secondary Classroom Management Policy

### Minor Behaviors

Round Rock Christian Academy utilizes a demerit system for secondary students. Demerits are issued by the teacher to students for minor discipline infractions. The teacher enters the demerit with a brief description of the behavior in RenWeb. When a student reaches 5 demerits, 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

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.

### 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.

## PARENT SUPPORT TEAM (PST)

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### **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 and no dues are charged to be in the PST. The PST sponsors many events throughout the year and provides volunteers for fundraising events such as the Annual Fund Gala, Jog-A-Thon, and CrusaderFest.

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

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

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

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

### **PST Sponsored Events:**

- New Family Breakfast
- Grandparent's Day
- Muffins with Mom
- Donuts with Dad
- Teacher Appreciation Week
- Teacher Treats
- Teacher Lunches
- Crusaderfest





**DISCIPLINE**  
**HANDBOOK**

## ROUND ROCK CHRISTIAN ACADEMY

### Discipline Handbook

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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.

During the first week of school the teacher will communicate four or five class rules to the students. Parents will receive a copy of these rules. Lower elementary classes may use a

visualized discipline technique while upper elementary and secondary classes use a demerit system.

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

***Students are to be self-controlled.***

A student observed violating a campus standard while not under the direct supervision of a specific teacher may be given correction by any teacher. Demerits will accrue and a consistent graduated plan of consequences will be implemented in accordance with the school-wide discipline plan.

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

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

***Students are to do their best.***

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

***Students are to exemplify Christ.***

A student whose behavior or attitude evidences **mockery** (Proverbs 22:10) may be expelled. The administrator is authorized to expel a student who is willful in disobedience, defiance, or violent. A **pattern** of profanity, cheating, dress code violations, fighting, immoral acts, excessive absences or tardies, blatant disrespect, and disregard of the public laws of the community, state, or country, are grounds for expulsion. Expulsion may also occur when there is evidence of a lack of partnership between home and school and when it becomes apparent that the student or parent is out of harmony with the spirit of the Academy.

## **ELEMENTARY DISCIPLINE PLAN**

Elementary teachers develop individual plans with graduated consequences in compliance with the school-wide discipline plan. When the consequence involves administration, the parent will be notified of the corrective actions within 24 hours.

## **CORPORAL DISCIPLINE**

The Head of School or a grade level principal will administer corporal discipline when deemed necessary. Administration **will** call the parents to discuss the situation and to inform them of the impending consequence. It is preferred that the parent come to the school to administer corporal discipline. However, if that is not possible corporal discipline will be administered by the Head of School or the grade level principal. Corporal discipline is administered in a way that brings honor to the Lord and guards the dignity of the student. There is always a witness to this form of discipline, and the student will never be given more than **three** swats.

## **DEMERIT SYSTEM FOR SECONDARY STUDENTS**

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

### **Per Nine Weeks Period:**

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

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

**Saturday Detentions** are automatically assigned for the following infractions:

1. Inappropriate language.
2. Chewing gum on campus during the school day.

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



## Cheating, Plagiarism and Collusion

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

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

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

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

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

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

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

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **PUBLIC DISPLAYS OF AFFECTION**

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

## **OFF-CAMPUS BEHAVIOR**

The Academy recognizes and seeks to support parental authority in all situations. It should be noted, however, that any student whose off-campus behavior results in a detrimental attitude toward the testimony of Christ and the reputation of the Academy may be subject to dismissal for his actions or may be refused admission for the following school year. Administration strongly suggests that students be cautious of inappropriate activity on social networking sites, emails and through text messaging. All of these activities may lead to school issued consequences.

## **STUDENT CONDUCT COVENANT**

The biblical and philosophical goal of Round Rock Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities and characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Round Rock Christian Academy, all students are expected to exhibit the qualities of Christ-like life espoused and taught by the school and to refrain from certain activities or behavior.

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

Students, families, faculty, and staff are required to read, sign and abide by the following **Biblical Morality Policy** as stated on page 8 of this Parent/Student Handbook.

## **BIBLICAL MORALITY POLICY**

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

## **SCHOOL VIOLENCE**

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

## **SEARCH AND SEIZURE**

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

## **SEXUAL HARASSMENT**

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

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

Round Rock Christian Academy does reserve the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. A **redemptive**

**approach** may be considered if a student and his/her family exhibit repentant and humble hearts and if administration determines that continued enrollment is in the best interest of the student and the RRCA student body.

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

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

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

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



## **ZERO TOLERANCE**

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

## **EXPULSION POLICIES AND PROCEDURES**

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

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

## **DUE PROCESS**

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

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



## RRCA Student Conduct Covenant 7<sup>th</sup>-12<sup>th</sup> Grade

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

### **Spiritual Life and Accountability**

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

### **Academic Integrity**

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

### **Social Integrity**

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

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

**Having read the above, I make a covenant to live by the expectations of Round Rock Christian Academy.** Failure to sign this covenant or to abide by it will result in RRCA considering the student to be out of harmony with our fundamental principles and, therefore, may lead to dismissal.

\_\_\_\_\_  
Please print student name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print parent name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**DRESS CODE**  
**POLICY**

# ROUND ROCK CHRISTIAN ACADEMY

## DRESS CODE HANDBOOK

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### PHILOSOPHY

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

Studies have shown that dress does influence a student’s behavior, self-image, and performance. We want to encourage students to develop an attitude about their appearance that shows not only self-respect and esteem, but also respect and reverence to the Father. Dress codes, a common requirement in many schools and businesses, encourage students to dress in a clean, neat, and modest fashion and often result in the student building self-respect and clear gender identity. Since our desire is for students to base their decisions about dress on Godly principles, our dress code allows the flexibility of choice rather than a set uniform. Students are expected to know what is acceptable or ask before they wear anything questionable. **The final decision on what is acceptable dress is the responsibility of the administration. Remember, at all times you should be dressed so that your face, and Christ’s Spirit in you is the first thing someone else sees.** If we see your body first...you are dressed inappropriately and will be asked to change immediately.

### GENERAL CLOTHING GUIDELINES

Student clothing must meet the standard of being conservative, neat, clean, pressed, and modest. Clothing should meet the following standards: Honors God, promotes modesty, is professional, functional, is safe and is not a distraction.

### HOURS OF ENFORCEMENT

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

### AFTER SCHOOL AND/OR SCHOOL SPONSORED EVENTS

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

## **HAIRCUTS**

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

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

## **COSMETICS**

Extreme fashion in any area of dress will not be permitted because our desire is to help students understand that bringing attention to themselves is a pride issue that could cause themselves or a brother to stumble. Young ladies in grades 7-12 may wear cosmetics to enhance the natural skin tones. Make-up, including nail polish, is to be applied at home and not at any time during the day at school. Cosmetics are not permitted in lower and upper elementary grades.

## **TATTOOS OR BODY PIERCING**

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

## **DRESS CODE STANDARDS FOR GRADE LEVELS**

### **EARLY CHILDHOOD AND KINDERGARTEN**

#### **Daily Wear**

Children at this grade level may come to school comfortably dressed in washable play clothes. Shoes and socks must be worn on PE days, preferably athletic type shoes. Open-backed or slip-on shoes are not allowed. If students wear sandals, there must be a strap around the heel. **Please, NO flip-flops.** Students are permitted to wear shorts and skorts. It is strongly suggested that young girls wear shorts under dresses and skirts for P.E. and outside play. Wind suits are also permitted. Complete independence in dressing is a goal our students are encouraged to achieve. Fastenings they can manage themselves are encouraged. Provide jackets for cool mornings and afternoons. Coats, jackets, sweaters, caps, and other clothing likely to be lost or misplaced should be clearly marked with the child's name.

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

### **Chapel Dress**

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

### **Field Trips**

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

## **ELEMENTARY (GRADES 1<sup>ST</sup> - 5<sup>TH</sup>)**

### **Daily Wear**

Acceptable wear for elementary students include dresses and skirts (which are no more than 2" above the knee), jeans, and appropriate length shorts or skorts, appropriate T-shirts, collared shirts, and blouses. For example, shorts cannot be shorter than the tip of the fingertips, and leggings may not be worn under shorts to make up for shorts that are not appropriate in length. A collared shirt is not limited to polo-style shirts--a nice long sleeve or short sleeve shirt with a distinctive collar is appropriate. Coordinated sweatsuits and windsuits are permitted. Overalls are also permitted but must be neat (not oversized, no frayed bottoms) with shoulder straps in the appropriate place and an appropriate blouse or shirt underneath. Halter-tops, bare mid-riff shirts, spaghetti straps, sleeveless shirts, fish net shirts, and sheer blouses are NOT permitted. T-shirts with inappropriate slogans, muscle shirts, and tank tops are NOT permitted. Fad clothes (i.e. saggy jeans) or shorts/pants with lettering on the backside are not allowed. Clothing is not allowed that has characters that may be violent or inappropriate in nature that would be in contradiction with school values. Students may not wear oversized shirts as jackets. Closed toed shoes must be worn on PE days, preferably athletic type shoes. Open-backed or slip-on shoes are not allowed. If students wear sandals, there must have a strap around the heel. **Please, NO flip-flops.**

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

### **Chapel Dress**

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

## SECONDARY (GRADES 6<sup>TH</sup> – 12<sup>TH</sup>)

### **Daily Wear:**

**Young ladies** may wear split-skirts, skirts, skorts, and dresses, all of which are no more than 2” above the knee. Leggings or tights may be worn with skirts or dresses that meet the 2” rule. Fish net tights are not to be worn to school. Loose fitting shorts may be worn but must not be more than 4” above the knee. Slacks and jeans that are too tight, too baggy, too low on the hips, or ragged and frayed are not acceptable. Pajamas type pants are not permitted. **Clothing with slogans, characters, and/or bands that are violent or inappropriate in nature that would be in contradiction with school values are not allowed.** Blouses or shirts must not show visible cleavage. No spaghetti straps or tank tops are allowed or shirts that expose the back, shoulders or midriff. Sleeveless shirts which cover the shoulders are permitted. The bare mid-riff must not be shown **at any time**. Sweatpants, compression shorts, or yoga pants are not permitted, but athletic pants are acceptable. Students are not allowed to wear hats, hoodies, or beanies in the classroom.

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

**Students inappropriately dressed will remain in the office until parents bring a change of clothes.** If the student is of driving age, parents will be notified that their child is being sent home to change. The student will receive an unexcused absence for each class missed until they return appropriately dressed.

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

### **Chapel Dress Code for Secondary Students**

#### **Permitted for Young ladies**

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

#### **Permitted for Gentlemen**

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

### **Not Permitted for Anyone on Chapel Days**

Athletic shorts or well-worn blue jean shorts

T-shirts

Flip-flops

### **Inclement/Cold Weather Days**

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

### **MINOR DRESS CODE OFFENSES**

The graduated consequences in a semester are as follows:

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

### **MAJOR DRESS CODE OFFENSES**

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



## EASY REFERENCE SHOPPING GUIDE

Please refer to handbook for specific dress code information.

### LOWER ELEMENTARY

PERMITTED	NOT PERMITTED
Jeans	Spaghetti straps, sheer, halter, or tank tops
Slacks	Fish net shirts
Overalls	Sheer blouses
Windsuits	Over-sized clothing
Coordinated sweatsuits	Clothing with inappropriate slogans
Dresses and skirts (2" rule)	Muscle shirts
Shorts / Skorts (appropriate length)	Shorts or pants with lettering on backside
Camouflage	Full military fatigues
T-shirts	

### SECONDARY

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

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



**ATHLETIC  
HANDBOOK**



**TECHNOLOGY USE  
POLICIES**



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

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Round Rock Christian Academy is committed to its mission to be a Christ-centered, college preparatory school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ. RRCA recognizes that the use of instructional technology is one way of meeting the school's vision and equipping students with the necessary skills to be responsible and productive citizens.

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

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

### **General Guidelines**

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

### **Bring Your Own Technology (BYOT Guidelines)**

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

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

### Technology Usage Guidelines

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

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

### **Student Agreement and Compliance**

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

I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the RRCA internet connection. I understand that in some cases the transfer of such material may result in legal action against me.

Printed Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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



## Round Rock Christian Academy Chromebook Policies and Procedures

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### Device Purpose

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

### Issuing Chromebooks to High School Students

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

### Returning Issued Chromebooks

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

### Taking Care of Your Chromebook

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

### General Guidelines

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

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

### **Carrying Chromebooks**

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

### **Screen Care**

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

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

### **Using Your Chromebook at School**

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

### **Chromebooks Left at Home**

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



### **Chromebooks Needing Repair**

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

### **Charging Chromebooks**

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

### **Passwords and Background Images**

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

### **Audio Restrictions**

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

### **Printing from your Chromebook**

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

## Account Access

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

## At Home Use and Internet Access

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

## Managing and Saving Digital Work with a Chromebook

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

## Operating System of Your Chromebook

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

### **Updating your Chromebook**

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

### **Virus Protection & Additional Software**

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

### **Acceptable Use Guidelines**

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

### **Google Apps for Education Account**

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

### **Consequences**

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

### **Protecting and Storing Your Chromebook**

#### **Chromebook Identification**

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

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

#### **Account Security**

- Students are required to use their [\\*@rrcastudents.com](mailto:*@rrcastudents.com) domain user ID and password to protect their accounts and are required to keep that password confidential.

#### **Storing Your Chromebook**

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

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

### **Repairing and Replacing Your Chromebook**

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

### **Claims**

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

### **Legal Property**

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