Parent / Student Handbook
2026-2027

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Welcome to Rebecca Creek Christian Academy!

We are very grateful to the Lord Jesus Christ for His provision of a Christian school in the Spring Branch and Comal County area and are thankful that He has led you to choose Rebecca Creek Christian Academy (RCCA) as your school.

We are trusting the Lord to enable RCCA to assist parents in educating their children in Jesus Christ for many years to come, building them up to serve Him according to the gifts and abilities that He has given them. God has blessed Rebecca Creek with an amazing 21-acre campus, a dedicated faculty, and a high-quality curriculum to offer children the best in Christian education.

This handbook is designed for both students and parents with the goal of providing basic information on the policies and procedures of the school. It is intended to be a readable guide containing important information concerning doctrine as well as school policies and procedures including student conduct, dress code, attendance, discipline and more.

You are encouraged to read this handbook carefully and to make it available for future reference. Please remember that this book is representative of, but not a replacement for formal school policies. Revisions of this handbook may be made on an ongoing basis, and you may also access this and other important information from the school's website at www.rccatrailblazers.com. Your commitment to uphold these obligations will bring about the best experience for your child.

Thank you for choosing Rebecca Creek Christian Academy. May God bless you as we partner with you to raise your children in the nurture and admonition of the Lord.

I have no greater joy than to hear that my children walk in truth.

3 John 1:4

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1.0 ABOUT OUR SCHOOL

1.1 Our Vision

The guiding vision of Rebecca Creek Christian Academy (RCCA) is three-fold. First, it is to help raise up a generation "whose God is the Lord" by instilling in the hearts and minds of our students a passionate and holy fear of the Lord (Psalm 33:12). Unless our foundation is to bring glory and honor to the Father, all else is in vain (Ecclesiastes 1:2-4, 13). The promise given to us by Jesus in John 12:32 provides immeasurable encouragement for those whose desire is to glorify the Savior: "...if I be lifted up...I will draw all men unto Me." Similarly, Proverbs 9:10 states, "The fear of the Lord is the beginning of wisdom, and the knowledge of the holy is understanding." God is the only light by which we can obtain true knowledge and understanding. Without Him, all knowledge becomes a fragmented collection of unrelated, meaningless facts. However, when God is acknowledged and feared, all knowledge coheres.

Secondly, we believe that God has ordained the family as the foundation for all education and training. Scripture makes it clear that parents, not the church or the state, have been entrusted with the instruction of their children (Deuteronomy 6:4-9; Ephesians 6:1-4). With this in mind, it is the aim of RCCA to assist parents in the training and instruction of their children. We desire to supplement the instruction of the home, enabling parents to be more effective in the teaching of their children.

Thirdly, as a school in partnership with the home, we aim to equip students to impact their sphere of influence for Christ (Matthew 28:19-20). To accomplish this, there are three goals we strive to achieve: To begin, it is our goal to provide instruction that is directed by Scripture. God has made it clear that He wants His children to live in an environment conditioned by His Word (Psalm 119:105). This being the case, RCCA aims to provide thorough biblical instruction that relates to the whole of life. RCCA also strives to provide an environment of learning which fosters the Lord's command to love Him with all our heart, soul, mind, and strength (Matthew 22:37; Mark 12:30). The command to instruct and train our children is not limited to religious instruction. Our aim is to teach our children to think biblically when they are studying math, science, language arts, music, history, or when exercising their bodies, thereby fulfilling Christ's command.

Finally, to train and equip students to impact their world for Christ, RCCA aims to ensure that our students are not misled by false teachings (Colossians 2:4, 8). Using the Scriptures as our fixed reference point, we will present the arguments of our opponents as accurately as we can to be weighed and understood in light of the Scriptures. This is done according to the belief that the Christian position can be honestly defended and will not only withstand but will triumph over the assault of humanistic philosophies.

1.2 Our Purpose

Our purpose is to EDUCATE, EDIFY and EQUIP each student. To this end we will glorify God by purposefully imparting knowledge, skills and a Biblical worldview that results in confidence, direction, and motivation for life.

1.3 Our Mission

Our mission is to reach young souls for Christ, to EDUCATE them by imparting academic excellence with a Biblical worldview, to EDIFY them to grow and excel in their personal relationship with Christ, and to EQUIP them to live their lives for the Lord.

1.4 Educational Philosophy

Our educational philosophy is to glorify God by purposefully imparting knowledge, skills and a Biblical worldview that results in confidence, direction, and motivation for life in every student.

Scripturally, the process of education should lead the student toward the development of true knowledge, righteousness, and holiness in Christ, thus the student can mature spiritually, mentally, socially, and physically through teaching and leading in accordance with God's design.

Christian education develops students who think from a Christ-like perspective, holding a world and life view in which all issues are understood within the context of the eternal, causing all issues to be seen as God sees them. Secular education, on the contrary, either ignores God's existence or His involvement in human affairs, and thus, develops students who think only in human terms, bound by the limits of this life, seeing all issues as man alone sees them.

The full truth of any subject cannot be taught if God is ignored or denied. A Christian education can be achieved when the following biblical truths are taught and integrated throughout all areas of the school:

- God is self-existent, infinite, sovereign, and the source of all truth and life. He is the triune God—God the Father, God the Son, God the Holy Spirit (Genesis 1:1; Romans 1:7, 8:28; Hebrews 1:8; Acts 5:3-4).
- God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity, and divine nature. Creation is the general revelation of God (Genesis 1:1-23; Romans 1:20).
- The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the express image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom (Colossians 1:15-17; John 14:3, 6; I Timothy 2:5; Luke 1:34-38; Matthew 1:23; 1 Corinthians 15:3-4).
- The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God. He presents the righteousness of Christ and convicts the world of judgment at the cross. The Holy Spirit indwells the believer, enabling him to obey God in the process of conforming to Christ (John 14:16-17, 16:7-11).
- The Bible is truth, the living Word, the specific revelation of God to man. The Bible is complete, inerrant, and is the final authority over man. Through the Scriptures, man can have knowledge and wisdom about God, life, and himself (John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3).
- God created man in His own image, after His likeness, and for His glory. In his original state, man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin, and thus sin entered into the world. This resulted in man's separation from God, eternal death passed on to subsequent generations, and an imposed curse on the rest of creation. Through his sin nature, man omits God and thereby fails to relate himself and his knowledge to God (Genesis 1:26, 3:1-6; Romans 1:24-28; 5:12; 8:22).
- Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, Who shed His blood in payment for sin. An individual is redeemed by God's grace through faith alone, not by works or service (2 Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8-10; Titus 3:5).
- The believer matures into Christlikeness as he submits to the Holy Spirit and obeys the Word of God. The fruit of the Spirit, righteous living, and good works evidence being Christ-like. Maturing in Christ is a process evidenced by continual growth (Romans 8:29; 2 Corinthians 3:18; Galatians 5:22-23; Ephesians 2:10).
- Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer, God's power and grace are made available to the believer (Philippians 4:6-7; Matthew 6:9-15).
- Christ has established the church and is its Head. Individual believers are to be related to a local

church for Christian worship, instruction, fellowship, and service (Ephesians 5:23; Hebrews 10:24-25).

- God has established marriage between one biological man and one biological woman as the basis for the family (Genesis 2:18, 21-22; Mark 10:6-9). God has created people as sexual beings with the expression of a physical/sexual relationship being fulfilled only in the context of marriage. We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23).

1.5 Our Core Values

The following core values are the convictions that support and empower the purpose of Rebecca Creek Christian Academy, providing certainty, stability, and a strong foundation for achieving it. They provide the school with security and ultimately shape its moral culture. At Rebecca Creek Christian Academy (RCCA), **WE VALUE…**

A Personal Relationship with Jesus Christ: We desire to see each student accept Jesus as their personal Savior. We look to Him for guidance. Our school environment is a place where the Lord is worshiped as we sing to Him, pray to Him, and obey Him. We anticipate His work in our lives and the lives of our students.

Submission to Christ: The lordship of Christ is the daily submission and surrender of the entire self to the authority and leadership of Jesus Christ, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit every area of their lives to Him so that they might experience the joy, blessings, and fullness of Christ in their lives. Each child is encouraged to begin and/or develop a relationship with Jesus Christ.

A Godly Character: It is our desire to have Christ-like qualities evidenced in our daily living as we encourage these same qualities in others: Honesty, integrity, leadership, confidence, faith, respect and responsibility. We will strive to develop in our young people a sense of responsibility as a citizen and as a Christian. Every child receives individual discipleship in self-discipline and personal responsibility in an orderly environment of Christian love and compassion. Each student will be trained to be a leader as he/she is given opportunities to lead others.

An Excellence in Education: Our goal is to be the premier Christian educator in Comal County. Thus, we see it as a privilege, not a right, to attend RCCA. Our focus on teaching and learning is a high priority. To this end, we will strive to provide an excellent academic foundation to prepare each student for a productive and successful future. High academic standards are maintained for all students with the expectation that each can succeed. Every child is encouraged to maximize his/her learning potential and to develop a lifelong love for learning. Students will be equipped with a high-quality education to think critically and to influence the world for Christ.

Biblical Scholarship: The authority of God's Word for faith and practice is taught to every student. The Bible is a core subject in the academic curriculum, and biblical integration is planned into the learning experience. Students will learn how to process information and to think critically in the context of a biblical worldview to defend their faith and to live a lifestyle in accordance with the Bible.

A Biblical / Absolute Truth: We do not lie or deceive people – children or adults. We will always teach the TRUTH of God's Word and expect the same from our students.

The Word of God: We memorize verses and passages encouraging our students to hide God's Word in their hearts (Psalm 119:11). We desire to live a life that resembles the Bible and its instructions for daily

living. Our young people will learn how to use the Bible as the basis of discerning truth from error. All teaching will be done from the King James Version.

A Biblical Worldview: We seek the wisdom, knowledge, and understanding within the Bible as we teach every subject and discipline from God's Word. We will encourage our young people to think clearly, logically, and independently in accordance with Biblical absolutes.

Authority: The Bible tells us authority is given by God for our good and protection. We will honor and obey authority.

Compassion for Others: Students are taught to love God with all their heart, soul, mind and strength, and to love their neighbors as themselves (Mark 12:30-31). As students grow in their relationship with God, they will glorify Him though their interactions with others. A student's relationship with fellow students, parents, and teachers will be Christ-centered and edifying.

Diligence / Hard Work: God grants each of us with gifts, talents, and abilities. We work to improve, strengthen, and become competent in these areas. Developing competence in these areas leads to positions of leadership. We will offer opportunities for each student to find God's will for their life, and to prepare them for spiritual leadership in the school, home, church, state, nation, and the world.

Evangelism: Every student is taught to develop a servant's heart. Students will learn ways to serve others through evangelistic outreach, missionary projects, and community service. Students will be trained and equipped to win others to our Lord and Savior Jesus Christ.

Parent Involvement: A high level of parental involvement at school and church is encouraged. Effort will be made to encourage parents to take part in their children's education and to build a strong relationship between the home, church, and school.

Godly Teachers: The faculty and staff commit to exhibiting Christ-like character and serving as role models for the students. Each has a personal relationship with Jesus Christ and has been called to serve at the school. All continually pray and seek the Lord for wisdom and discernment in ministering to parents and students and have a love for learning and for the students.

1.6 Christian Patriotism

At Rebecca Creek Christian Academy, we place an emphasis on God, family, church, and our country. We refer to it as Christian Patriotism. This places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the doctrines of self-discipline, respect for those in authority, obedience to the law (with God's law being supreme), and their natural outgrowth, love and respect for God, the Bible, family, church, our flag, and country. Because of this, every morning we will pledge to the American flag, Christian flag, and the Bible. All students and staff that are physically able must stand to attention and salute in effort to show respect and allegiance to our nation and faith.

1.7 Objectives

The faculty of RCCA realizes their earnest responsibility in molding the lives and character of students. Our intent is to EDUCATE our young people through a Biblical worldview that results in a growing relationship with Jesus Christ, to EDIFY them by empowering them to change their world, all the while EQUIPPING them to serve their families, churches, and communities. The following objectives are the result of this philosophy and determine the policies and programs of the school.

- To encourage each student to make a personal commitment of their life to God through the Lord Jesus Christ.
- To provide an excellent academic education to prepare each student for a productive and successful future.
- To instill a desire for excellence in all areas of life, so that each student reaches their fullest physical, spiritual, and mental potential.
- To encourage students to think clearly, logically, and independently in accordance with Biblical absolutes.
- To teach them how to use the Bible as the basis of discerning truth from error.
- To develop a moral, ethical, and spiritual sense, which will aid them in appreciation of their own personal worth and responsibility and that of others.
- To offer opportunities for each student to find God's will for their life, and to prepare them for spiritual leadership in the school, home, church, state, nation, and the world.

1.8 Statement of Faith

God's Truth can be found in the pages of Scripture. We believe that the Word of God is the only sure foundation upon which to build your child's life. That is why we make no apology for taking a strong Biblical stand, seeking to help you ensure that the Word of God is the reliable guide your child will hold to all the days of his/her life. We believe the Bible is clear in its teaching on many vital subjects. We believe in the verbal, plenary inspiration, and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, God's plan and purpose for the ages, and how to live this life victoriously. The King James Version of the Bible is the sole translation used at Rebecca Creek Christian Academy.

God the Father, God the Son, and God the Holy Spirit. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ. We believe that salvation is by grace plus nothing and minus nothing. The conditions for salvation are repentance and faith. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. Justification is an eternal relationship that can never be broken. We believe in the visible, personal, and premillennial return of Jesus Christ. We believe in the ever-lasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Creation of Man/Woman. We believe that God wonderfully and immutably created each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Marriage, Gender, and Sexuality. We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one biological man and one biological woman (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

We believe that any form of sexual immorality; including adultery, fornication, homosexuality, lesbianism, bisexuality, bestiality, incest, trans-genderism, and use of pornography are sinful perversions of God's gift of sex and are offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 2:24;

Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 1 Corinthians 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4).

We believe, in order to preserve the function and integrity of Rebecca Creek Christian Academy and to provide a biblical role model to the Rebecca Creek Baptist Church families and the community, it is imperative that all students and families who attend the school, all personnel employed by Rebecca Creek Christian Academy in any capacity, and all volunteers agree to and abide by this statement on marriage, gender and sexuality (Matthew 6:16; Philippians 2:14-16; 1 Thessalonians 5:22).

Forgiveness, Redemption, Restoration. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Rebecca Creek Christian Academy.

For a more complete understanding of our church/school doctrines, please see our church website, www.rebeccacreek.org.

1.9 Identity and Organizational Model

Rebecca Creek Christian Academy (RCCA) is a ministry of Rebecca Creek Baptist Church. RCCA will operate under Rebecca Creek Baptist Church and is subject to all the church policies, practices, and doctrines. The King James version of the Bible will be the only acceptable translation for use on the school campus.

Hebrews 13:7, 17 serve as the basis for pastoral authority. Our pastor will be the final authority in all matters of Rebecca Creek Christian Academy, as he is for our church.

1.10 Accreditation

Rebecca Creek Christian Academy is actively seeking accreditation with ACTS. RCCA will use the Abeka curriculum, which is a nationally recognized, accredited, and accepted curriculum that facilitates transferring to other locations.

1.11 Curriculum

We train students using an academically robust curriculum. RCCA has a strong academic program with a caring and dedicated faculty. We use the Abeka curriculum. Abeka is a trusted curriculum that has been around for over 40 years and is used by over 10,000 Christian schools and over 1 million children worldwide. The Abeka curriculum provides an academically challenging, college-preparatory education while at the same time emphasizing strong Christian values, development of character, self-discipline, and proper study habits.

1.12 School Traditions

School Colors:	Purple & White
Mascot:	Trailblazers
School Motto:	Obey right away, all the way, and with a good attitude every day!

School Verse: 1 Timothy 4:12-13 -- "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity. Till I come, give attendance to reading, to exhortation, to doctrine."

2.0 SCHOOL PROCEDURES

2.1 School Hours of Operation (K4-8th)

Early Drop Off:	7:00am – 7:34am (Church Fellowship Hall)
School Hours:	7:35am – 3:10pm
Student Pickup:	3:10pm - 3:20pm
After School Care:	3:10pm – 6:00pm (Yellow Door)

2.2 Closed Campus

Rebecca Creek Christian Academy operates on a closed campus principle. This simply means that attendance at school is required from the advertised start time to the advertised dismissal time regardless of breaks a student may have in their schedule. Students may not come and go as they please.

No visitor or outsider may speak or perform in any program unless prior permission is secured by the Head of School. This includes guest speakers and lecturers in the classroom.

The school will not be held responsible for any activity that is not officially approved or sponsored by the school.

Conduct and dress requirements apply for all school-sponsored functions.

Students are not to visit classrooms utilized by the school during non-school hours. Exceptions would be when attending church functions/classes, when the leader is present, or when performing a service for the church under the supervision of an adult.

2.3 Communication/School Telephone Use

Students may use school telephones in the event of an emergency or with a teacher's permission when deemed necessary. Arrangements for after-school activities or personal business should be made at home, not using school telephones. Parents are discouraged from calling the school to talk to students or give messages during school hours unless absolutely necessary. Because of time constraints, it is difficult for office personnel to deliver messages to students or teachers. Unless it is an emergency, teachers and students will not be disturbed during class periods.

There is a phone in the school office and the number is (830) 885-2188. In the event of an emergency, call that number and we will notify your child immediately. If a child is sick or needs to be picked up from the school, a school employee will call the appropriate guardian using the school office phone.

2.4 Electronic Devices

Due to their disruptive nature, electronic devices such as cellular phones are prohibited during school days. If a student brings one to school, it must be turned off and stored by the teacher inside their classroom. If a cell phone rings during class or a student is seen using one during school hours, the item will be confiscated and stored in the school office until school is dismissed or it is retrieved by a parent.

Repeated cell phone use shall warrant the student being disciplined in accordance with the Discipline section (Section 12.0) of this policy.

Personal laptop computers may be used in the classroom for taking notes and for assignments at the discretion of the teacher. Laptops may not be used for quizzes, tests, or exams without teacher permission. Students are not permitted to use laptops for purposes other than approved class work and the inappropriate use of a laptop or other device may result in a loss of privilege of their use or in their confiscation. The personal use of CD players, radios, headphone stereos, electronic or digital game devices, digital music and video players, video recorders, cameras, and all other electronic or digital devices is generally prohibited while students are under the supervision of the school. However, if the Head of School or teacher deems it appropriate to use one of the above-mentioned electronic devices, an exception can be made under the supervision and discretion of that person in charge.

2.5 Parent/Teacher Communication

At Rebecca Creek Christian Academy (RCCA) we encourage open communication between our staff and parents throughout the year. Feel free to email your child's teacher with any questions via the Parent Portal on QuickSchools student information system. Please keep in mind, that during the school day, it can be difficult for teachers to respond to messages or emails. When immediate communication is not possible, responses will be sent after the school day has been completed.

We ask that you do not use the carline to have a conversation with your child's teacher, and respect staff worship during church services on both Sundays and Wednesdays. If you would like to have a face-to-face conversation with your child's teacher, please work with their teacher to find a time that works for everyone.

2.6 Lunch/Snack Procedures

Students must bring personal lunches daily.

A healthy lunch and drink should be brought to school each day.

- Lunches may contain a juice box or water bottle.
- No soda allowed.
- Gum is not permitted.
- There will be a snack break each morning for K – 2nd grade.
- Snacks should be healthy and low in sugar.
- Occasionally, lunch options will be offered via pizza delivery or food trucks.

2.7 Visitors

With prior permission from the Head of School, parents, family, friends, and prospective students are welcome to visit Rebecca Creek Christian Academy (RCCA) to visit students and/or observe classes. All visitors are required to report to the school office and sign the Visitor Sign-in/Out Log and obtain a visitor badge upon entering the premises. The visitor badge is to be worn at all times while on the school premises. The Visitor Sign-in/Out Log must be updated with the "Time Out" before exiting the premises.

All visitors who will be entering school classrooms will need to have a background check on file with the school office before their arrival. The volunteer will sign a Volunteer Disclosure Form which will be kept on file in the school office. The Registrar will perform a background check through VeriFYI to determine if the individual is eligible to volunteer at the school.

Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without the Head of School's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent the right to see his/her child without a court order. Visitors are not permitted during the first week of the year or when standardized tests are administered.

Student-age visitors interested in RCCA may observe classes, but they must follow all rules and procedures in effect for regular students. RCCA faculty and staff reserve the right to deny any student (former or otherwise) visiting privileges if they believe the visit would be disruptive or not in the best interests of the school.

Parents are requested to stop by the office if they need to leave something for their student or teacher, or if they need to pick up their student. **Please do not go directly to the classroom, as this interrupts teaching.** Parents are not allowed in the classroom after 7:35 a.m., unless they are accompanied by a staff member.

3.0 ADMISSIONS

3.1 Policy of Non-Discrimination

Within the context of its theological convictions and mission, Rebecca Creek Christian Academy (RCCA) admits students of any race, color, national and ethnic origin and sex (biological sex of man or woman as defined in Genesis 1:26-27) to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin, and sex (biological sex of man or woman as defined in Genesis 1:26-27) in administration of its educational policies, admissions policies, scholarship, athletics and other school-administered programs.

3.2 Special Behavioral, Learning, or Physical Issues

While RCCA does not discriminate against those with behavioral, learning, or physical disabilities, RCCA is unequipped to properly handle those with unique challenges in the classroom. The administration reserves the right to determine the enrollment status of each student, including those that would be better served by a school that is staffed and trained to handle special cases.

3.3 Requirements for Parents/Guardians

For purposes of this Admissions section, "parent/guardian" means a parent, legal guardian, or other person who has legal authority to enroll the student and make educational decisions on the student's behalf. It is the goal of Rebecca Creek Christian Academy (RCCA) to assist parents/guardians in the spiritual training and instruction of their children as an extension of the Christian home. Recognizing that the effective teaching of spiritual truth requires reinforcement from the home and church, RCCA requires the following for all student admissions:

- At least one parent/guardian must express a personal, saving (born-again) faith and relationship with Jesus Christ as described in John 3:3 and Romans 10:9 in order to enroll the student.
- The parent/guardian with legal authority to enroll the student must read and sign the Parental Agreement (section 14.0 of the Parent/Student Handbook) and support the expectations and values of RCCA.
- Students and families who hold to doctrines in direct conflict with evangelical Christianity or who do NOT hold the Bible as the only inspired and authoritative Word of God will not be considered for admission.
- Students and families do not have to be of a certain Christian denomination to be accepted at RCCA, however, because our goal is to fill RCCA with strong Christian families, faithfully attending a sound Bible-teaching church as a family is a vital part of the child's education and is strongly recommended.

3.4 Requirements for Students

Though salvation is not a pre-requisite for students, we seek to enroll students who will exhibit the biblical values of care and concern for others in our school community as well as demonstrate enthusiasm for the learning process. Therefore, the following requirements are necessary for student admission:

- Students are admitted based on available classroom space (limited to 15 students per classroom), the student's personal character, scholastic records, and entrance tests.
- Students who have been expelled from their previous school(s), who have been withdrawn to avoid such action, or who have a history of discipline involving aggressive behavior, drug-related offenses, weapon violations, immorality, or significant absenteeism will not be permitted to enroll.
- By September 1st of each year, children must have reached the following ages in order to apply.
  - K4: 4 years old by September 1st
  - K5: 5 years old by September 1st
  - First Grade: 6 years old by September 1st
- Must be potty trained and able to use the restroom independently. There are no exceptions.
- The student should have a desire to attend RCCA and all families will be interviewed.
- All students must provide evidence of immunization or an exemption waiver. If you need to request an Immunization Exemption Affidavit from the state of Texas, you may obtain one at the following address: https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions.

3.5 Admissions Standards

RCCA reserves the right to admit or reject students, either new or current, at its sole discretion on the basis of academic performance, religious commitment, philosophical compatibility, behavioral conduct, sexual conduct (including but not limited to sexual activity outside of marriage, lesbian, gay, bisexual and/or transgender conduct), and/or the willingness of students and their parent(s)/guardian(s) to cooperate with and abide by the policies of RCCA. Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding information may forfeit their opportunity to enroll or to remain enrolled. Parent(s)/guardian(s) who do not support the school's mission, policies, and/or leadership may subject the student to disenrollment or expulsion at any time without refund of tuition and fees. For the 2026-2027 school year, this no-refund provision is an express exception to the general withdrawal refund provisions in Sections 3.11 and 4.2.

Rebecca Creek Christian Academy (RCCA), as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship.

Our goal at Rebecca Creek Christian Academy (RCCA) is to be the premier Christian educator in Comal County, therefore, we realize RCCA is not for everyone. It is only for those who can meet the academic standards and abide by all the requirements that are set forth by the school.

3.6 Entrance Testing

Entrance testing may be required for new students to assess a student's academic potential, assure proper grade placement, and identify educational conditions or disabilities which the school is unable to address. Final decisions regarding grade placement are made by the Head of School with input from the student's parent/guardian.

3.7 Transfer Students

It is the practice of Rebecca Creek Christian Academy (RCCA) to consider applicants for enrollment during a school year on a case-by-case basis. Due to the rigorous curriculum, RCCA will refuse admission to any student applying after the start of the 4th and final quarter of the school year. RCCA reserves the

right to refuse admission to any student for any reason deemed appropriate by the administration, consistent with applicable law and RCCA policy.

Academic and other records from the previous school are required to be provided for each transferring student. Grade placements will be determined after review by the Head of School in corroboration with the applicant's prospective teacher. Credits awarded by the previous school will be accepted into RCCA records upon approval of admission.

Homeschooled students transferring to Rebecca Creek Christian Academy must present proper documentation listing the courses taken, grades, and credit earned. Documentation must be signed by the parent/guardian with legal authority to enroll the student. If homeschooling was done under the authority of a homeschool organization, an official transcript from that organization must be presented to Rebecca Creek Christian Academy before placement in RCCA is made.

3.8 Admission Procedures

The admission process to enroll at Rebecca Creek Christian Academy (RCCA) includes:

- Schedule a School Tour.
- Complete an **Enrollment Packet**. You may obtain an Enrollment Packet in-person at the school, visit our website at www.rccatrailblazers.com to print an Enrollment Packet, or you may request to have an Enrollment Packet sent to you by requesting one from trailblazers@rebeccacreek.org. Once complete, please email to trailblazers@rebeccacreek.org or mail/deliver to Rebecca Creek Christian Academy, Attention: Registrar, 11755 Highway 281 N, Spring Branch, TX 78070. Along with the following documents:
  - A copy of the student's birth certificate.
  - A copy of the most recent report card and standardized test results.
- The Parent/Guardian and Student Interview will be initiated and scheduled by RCCA when the Enrollment Packet has been submitted.
  - The family will be given a brief orientation about RCCA. The interview includes a general inquiry regarding the parent/guardian's and student's background, academic needs, Christian testimony, and interest in attending Rebecca Creek Christian Academy. Participation by the parent(s)/guardian(s) who possess legal authority to enroll the student and make educational decisions on the student's behalf is required, along with the student to be enrolled. RCCA may request participation by additional parents/guardians when appropriate to understand the student's needs and family circumstances.
  - Prospective students may be required to take an entrance test to accurately determine his/her grade level and to identify academic strengths or weaknesses. The test will be administered by a teacher or administrator at RCCA during the interview process.
- **Final Acceptance** of student admission is provided by **written notification** and **via email**. The email will detail the next steps and paperwork required to complete the admissions process. The following must be received within 10 days of acceptance to ensure the student's place on the class roster.
  - Enrollment Fee
  - Immunization Records (or Affidavit of exemption)
  - New Student Medical Forms
  - Annual Family Tuition Worksheet
  - If applicable, the most recent court order or other legal documentation defining custody, educational decision-making authority, or visitation rights.

3.9 Immunization Records

Before the first day of school, each student is required to have on file and completed, the Rebecca Creek Christian Academy New Student Medical Forms listing all immunizations, diseases, and illnesses. Immunizations must be dated, and the form must be signed by a physician. Those who have elected to exempt their child from any/all mandated immunizations must provide an original, notarized Affidavit for exemption from the State of Texas by the start of the school year. If you need to request an immunization exemption Affidavit from the Texas Health and Human Services, you may obtain one at the following address: https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions.

3.10 Re-enrollment for Returning Students

All families are required to re-apply for each school year. Re-enrollment for families intending to return in the Fall begins January 1. All applications are reviewed and approved or declined by the Head of School before a student is re-enrolled. Classes have limited space and are filled in order of the following preferences:

- Children of faculty/staff.
- Current students.
- Siblings of returning students.
- New applicants

Current students will have until January 31 to reserve their seat for the next school year by reapplying, paying the enrollment fee, and submitting all required enrollment forms or the above preferences will be forfeited. Following re-enrollment, open enrollment will begin on February 1 for new students and returning students on a first-come basis until classes are full (class sizes are limited to 15 students each). A Final Acceptance letter for students petitioning re-enrollment shall be provided either by **written notification** or **email**.

Re-enrollment will be approved at the sole discretion of Rebecca Creek Christian Academy.

3.11 Withdrawals and Dismissals

A parent/guardian with legal authority to withdraw the student should notify the Head of School in writing at least two weeks before a final withdrawal takes place. This allows time to notify a new student should there be a waiting list and for office staff to complete their responsibilities related to the withdrawal.

RCCA has the right, for any reason, to ask a student to withdraw with written notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

- The enrollment fee is **non-refundable**.
- One full month's tuition is required for any fraction of a month attended (no refunds will be given for a partial month's attendance).
- Records and report cards will not be released until all bills are paid in full.
- All refunds given will be for tuition paid in advance in excess of the months actually attended by a student and not to any other fees or expenses.

2026-2027 Exception: The general refund provisions above do not apply when a student is disenrolled or expelled under Section 3.5 because a parent/guardian does not support the school's mission, policies, and/or leadership. In that circumstance, tuition and fees are non-refundable.

3.12 Parental Involvement

The success of Rebecca Creek Christian Academy (RCCA) is directly related to the involvement of its parents. The Board, administration, teachers, and staff are highly committed in their ministry to each child and expect that parents, likewise, will make a commitment to that ministry. Once they enroll their children, parents are encouraged to make a genuine commitment to the work of godly parenting, as evidenced by their support of the school through words, actions, prayer, attendance at school functions, pursuit of financial obligations to the school, and by adhering to the following expectations:

- **Attend weekly church services as a family.**
  In an effort to increase involvement in the education of their children, parents are encouraged to attend weekly church services with their children. Believing that the school's role is to assist the Christian home in the task of training young people, it is of utmost importance that all families regularly attend their local church.
- **Become familiar with and pledge to uphold the school's policies.**
  All parents are required to read and support the policies and school rules as expressed in this handbook.
- **Commit to frequent parent/teacher communication.**
  Each teacher at RCCA makes an effort to keep lines of communication open with parents. To strengthen this vital connection, parents are encouraged to build a trusting relationship with their child's teacher(s) and to take initiative for keeping apprised of their children's performance at school. Parents may contact teachers to ask questions, voice concerns, or fellowship by contacting them at school during regular business hours by telephone, e-mail, or with an appointment. All parents are expected to attend scheduled parent/teacher conferences. We ask that you permit our teachers to worship on Sundays and Wednesdays at church without disruption.
- **Volunteer.**
  RCCA encourages parents to become actively involved in their child's classroom. Parents often have talents, abilities, and experiences that can benefit the students and school as a whole. Information regarding opportunities to volunteer may be obtained by contacting the classroom teacher(s) or school office.

4.0 FINANCIAL INFORMATION

Rebecca Creek Christian Academy (RCCA) is a tuition driven institution. Therefore, it is necessary that tuition and fees be paid when due. Prompt payment of tuition is vital and essential to the ongoing operation of the school.

4.1 Tuition and Fees

Each family is assessed an annual enrollment fee of $500 per student for the purpose of ensuring the child's place in the class and for the facilitation of textbook and materials purchases. **Enrollment fees are non-refundable.**

4.2 New Students & Student Withdrawals

New students, entering after the first day of the school year, will be charged the $500 Enrollment Fee. A full month's tuition will be invoiced if entering on or before the 15th of any given month ($675) and one-half of the monthly tuition will be invoiced if the student starts after the 15th of any given month ($337.50). Students withdrawing will pay a full month's tuition for the month they withdraw.

4.2.1 Tuition Refund Policy - Effective Beginning with the 2027-2028 School Year

Beginning with the 2027-2028 school year, all academic tuition payments made to Rebecca Creek

Christian Academy are non-refundable, whether paid monthly, by semester, annually, in advance, or under any other payment plan. This policy applies regardless of withdrawal, dismissal, transfer, absence, or other disenrollment after tuition has been paid, except as otherwise required by applicable law. The tuition refund provisions presently stated in this handbook remain in effect for the 2026-2027 school year. This future policy applies to academic tuition only;

After School Care (ASC) fees remain subject to the separate refund provisions in Section 7.0.

4.3 Multiple-Child Discounts

RCCA offers a **family discount** to those with multiple children enrolled at the school. The first student is charged the full tuition rate. Each additional child receives a 5% discount off the annual cost of tuition only. The full Enrollment Fee is invoiced for each student enrolled at RCCA.

4.4 Payment Plans

Parents may choose from among three payment plans to pay tuition:

Plan A Payment paid in full on or before August 1.

Plan B Payment paid in two equal installments. The first installment is due August 1, and the balance is due January 1.

Plan C Twelve (12) equal payments due on the first of each month, July 1 through June 1.

4.5 Billing Schedule/Delinquent Accounts Policy

All tuition payments are due on the first of the month. Upon enrollment, parents/guardians will receive an email invitation to access a payment portal through QuickSchools to verify any outstanding balances, make payments, and see a history of all payments made regarding school fees and tuition. To prevent the occurrence of insurmountable past-due balances and enable RCCA to meet its financial obligations in a responsible fashion, the following delinquent account process has been established:

- **10 days past due**: The account is considered delinquent and a late fee of $25 will be assessed each month the account remains past due.
- **30 days past due**: The student may not attend classes until the account is brought current. The parent/guardian may email the RCCA Head of School to request temporary relief. The Head of School may grant or deny temporary relief and may establish reasonable conditions for any relief granted.
- **If temporary relief is denied**: The parent/guardian may appeal the Head of School's decision directly to the School Board under Step 5 of the Grievance Procedures. The student remains ineligible to attend classes unless relief is granted or the account is brought current.

Temporary exclusion from attendance for payment delinquency does not constitute withdrawal or disenrollment. Tuition and fees will continue to accrue according to the student's enrollment agreement and applicable payment schedule until the student is formally withdrawn or otherwise disenrolled in accordance with RCCA policy.

No financial adjustments are made for student absences or family vacations. Report cards and transcripts will not be released to any student or another school until the account is paid in full.

4.6 Fundraising

Rebecca Creek Christian Academy (RCCA) endeavors to keep low tuition rates for the benefit of each family. For this reason, we may conduct occasional fundraising programs and anticipate each child and/or parent's participation in helping raise additional funds needed for the designated school projects.

Participation in these fundraisers by parents and students is highly encouraged. The school receives no state or federal assistance other than a tax exemption status.

4.7 Donations

Because tuition and fees do not cover the entire cost of operating a Christian school, RCCA depends on God to meet its financial needs through individuals who contribute in the following ways: Monetary gifts designated for RCCA operating costs or special projects to purchase equipment or other needs. RCCA is a non-profit 501(c)(3) organization, and as such, all gifts are tax deductible per IRS regulations. https://www.rccatrailblazers.com/support

** Individuals wishing to donate to a particular family's tuition are encouraged to do so but do not qualify for a tax deduction.*

5.0 ATTENDANCE POLICY

School attendance is required by Rebecca Creek Christian Academy and by Texas law. Research has found that a high correlation exists between regular attendance and student success at school. For students to do well and benefit from educational opportunities available, students must be in school and have good attendance records. Every student is expected to be present and punctual at school each day and is responsible for attending all classes, reporting on time, and making up missed work due to absence. Missing class may severely hinder a student's ability to master subject matter and may be reflected in their grades.

5.1 Limit on Absences

Regular attendance at school is the responsibility of the parent. For a student to advance to the next grade, they will need to have been in attendance for 90% of the instructional days.

An absence is recorded whenever a student is not in class, regardless of the reason. **A parent's excuse does not change the fact that the student was absent.** Students with five (5) excused or unexcused absences per quarter must petition the administration to receive credit in the affected classes. Upon review by the administrator, the student may receive credit if absences were excused, all work was made up on schedule in a quality manner, and/or the absences were due to a chronic illness as confirmed by a physician.

5.2 Absences

A record of attendance is taken at the beginning of each school day. When a student is absent for any reason, parents must notify the school office, either by calling (830) 885-2188 or emailing trailblazers@rebeccacreek.org, prior to the start of the school day by 7:35a.m. Unless the absence has been previously approved by administrators, parents must notify the school when their children are absent. Due to safety concerns, the school will enforce this provision to the fullest extent possible, including calling parents at home to verify a child's absence.

Teachers should notify the Registrar if a student will be absent, and the parent has contacted them directly. For security purposes, the Registrar should be notified if a student is late to school or picked up early from school. This will help the school office manage visitors on campus throughout the day.

If the school is not notified, students will be required, upon their return, to provide a note from a parent explicitly stating the reason(s) for the absence. If the parent does not contact the school, or if the student

fails to bring an excuse signed by a parent or guardian by the second day following his/her return to school, the absence will be recorded as unexcused.

All absences from school will be counted toward the attendance limit. Students who are absent from school as a result of illness for five (5) or more consecutive days must report directly to the office with documentation upon their return to school.

A student must attend school the day of any activity (concert, program, etc.) to participate in that event unless given prior approval from the principal.

5.3 Excused absences

Absences will be considered excused for the following reasons only:

- Illness (with a physician's note).
- Involvement in an accident.
- Bereavement/funeral in the immediate family.
- Medical appointments.
- Participation in school-approved programs outside the school.
- Pre-arranged absences for which administrative approval has been given.

All other absences will be counted as **unexcused.**

Appointments affecting normal school hours should be communicated by the parent to the teacher in advance.

5.4 Unexcused Absences

Absences without prior approval from the school for reasons other than those permitted for excused absences are considered unexcused. Unexcused absences include but are not limited to: Vacations, visiting friends or relatives, hair or photography appointments, or any other reason unacceptable to the school. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. **Missed work may be made up for credit at the teacher's discretion. The teacher may require work to be completed before the absence or may establish a different deadline upon the student's return.** Excessive unexcused absences may result in dismissal from school.

5.5 Pre-Arranged Absences

If an unexcused absence is unavoidable, a student may request make-up work a minimum of (3) days in advance before the absence. Teachers determine what work can be made up, what work should be done before the student leaves, and when the work is due. Teachers may require advance work to be completed and turned in before the absence.

5.6 Make-Up Work

Students with excused absences are given one (1) day for each day of absence to make up missed work, quizzes and tests, unless additional time is approved by the teacher or administration. In all cases, the student is responsible for inquiring about, obtaining, and completing make-up work as assigned by the teacher. Work that is not completed within the time allotted by the teacher is considered late and/or may not receive credit. It is reasonable to expect that some work cannot be made up due to the nature of the assignment, particularly if assignments are performance-based or experiences, in which case a student's grade may be affected.

In the case of extended absences (such as serious illness, hospitalization, or death in the family), more time can be given at the teacher's discretion, and each of these cases will be considered on an individual basis. However, arrangements must be made by contacting the teacher(s). Parents seeking to obtain schoolwork for their absent children may contact the school office by 9:00am on the day of their absence to request assignments. If possible, student work will be collected from teachers and available for pickup at the school office or teacher's classroom by the end of the day. Parents are encouraged to collect their child's assignments by contacting the teacher(s) directly.

A student who is absent the day before an assigned test may be excused from taking the test on the first day back to school at the teacher's discretion.

Long-term projects due on the day the student was absent are due on the day the student returns to school unless the project clearly states otherwise. Teacher discretion will dictate projects affected by a student absence.

Regardless of the reason for an absence, students remain responsible for obtaining and completing work assigned during the period of absence.

5.7 Tardiness

Students who consistently arrive at school on time are establishing a responsible pattern for life. While it is true that occasional situations arise that may cause delays, students are fulfilling their end of a contract with the school by adhering to the school's schedule. The student's future employers or clients will appreciate how well he/she keeps a commitment. Even more importantly, punctuality teaches students to understand how God views their stewardship of time and commitment.

School starts at 7:35am. Students are expected to arrive on time. A student is declared tardy when arriving after the starting time. Personal illness, family emergencies, bad roads or weather conditions, and doctor appointments are the only valid excuses for late arrival.

While emergencies will be understood, persistent tardiness will not be accepted. Additionally, students in 5th grade or higher grade level will receive a demerit for each tardy.

K4-4th Grade

A parent conference with the teacher will be scheduled when a student is tardy three (3) times within a quarter of school.

5th-8th Grade

See Section 12.8 of this policy outlining the Demerit System used for older grade levels, which addresses tardiness.

5.8 Leaving Early

Frequent early dismissals are not conducive to learning. Parents who wish to remove their child during the school day are required to inform the office of their intent before removing the child. The student will be dismissed at the appointed time and must record his/her time of departure on the Student Sign In/Out Sheet form in the office in order to leave. If the student returns before school is out, he/she must check in at the office before returning to class.

Coming unannounced to pick up students without warning interrupts the teacher's class and schedule. A phone call to the office, and/or a note to the teacher is required.

If, for any reason, you need to take your student out of school during the school day, please come to the office and sign your child out. Please **DO NOT** go directly to the classroom.

Students can **never** be signed out/taken from the playground. **Always** see the office first.

If your child returns to school again on the same day, they must be signed back in at the office.

If you must pick up your child(ren) early, you must do so before regular dismissal procedures are in effect. No students will be called to the office for early dismissal to be signed out after 3:00 pm.

5.9 Drop Off/Pick Up Procedures

Drop off 7:00am – 7:34am

Pick up 3:10pm – 3:20pm

Vehicles should follow the car line under the covered awning located at the front of church to drop off/pick-up their children and should continue to pull through quickly to exit the parking lot on to Highway 281 so that others can do the same expeditiously.

Do not leave your car unattended anywhere the students are dropped off. All parked vehicles must be in the parking lot.

You will receive a pickup placard with your student's name and grade. Please ALWAYS display this tag prominently on your dashboard to assist the teachers during carline dismissal.

Students must be picked up by someone listed as "approved for pickup" in their QuickSchools account.

Parents must send a note or call the office by 3:00pm to change their child's transportation home if it is not someone "approved for pickup" in their QuickSchools account. The school must have written parental permission informing us.

If the person picking up the student is not a parent or recognized by the office, we will check identification against the student's emergency or transportation contacts listed in the QuickSchools account.

Be sure to inform the pick-up person that we will require proof of identification before releasing your child. ***This is for your child's safety!***

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the office a certified copy of the court order of final judgment.

5.10 Not Participating in P.E.

For a student not to participate in a Physical Education (P.E.) class, a note from the student's medical doctor must be submitted to the office. Students without a note from their medical doctor will not be excused from participating in P.E. for any period. Accommodation to activities played will be made for those noticeably not feeling well.

5.11 School Closings, Early Releases, Weather Closures, Holidays

Early Release

All early dismissals will be at 1:10 p.m.

School Closings

One-hour delay	RCCA will open one hour late (8:35am)
Two-hour delay	RCCA will open two hours late (9:35 am)

** We will send a text message to all parents usually by 6:30 a.m.*

Severe Weather

Rebecca Creek Christian Academy will implement the emergency dismissal program through QuickSchools to assist during the event of a bad weather day, emergency early dismissal, etc. You will receive a phone call advising you of bad weather days, emergency cancellation, or emergency dismissal.

Contact information placed in the QuickSchools Parent Portal must be up-to-date and accurate in order to receive all communications sent from the school.

6.0 ACADEMIC POLICIES

Rebecca Creek Christian Academy (RCCA) is committed to providing its students with a high-quality, well-rounded education from a Christ-centered perspective. Instruction at RCCA emphasizes the mastery of a core body of knowledge but adds the higher goal of exposing students to the depth and breadth of learning that comes only from recognizing God as the source of all knowledge.

Core academic subjects include Bible, math, good citizenship, English, science, and history. Each student is challenged to excel academically and spiritually to the glory of God, with the expectation that all can succeed. Students have the opportunity to be creative and influential for Christ and to think in an innovative and independent manner in a broad range of subjects. A love of learning is fostered in each child.

A quality education is one of the most effective tools for influencing the world for Christ. Children are trained to think critically from God's perspective, now and for the rest of their lives. Students are taught a biblical worldview to discern the values of the present culture and to navigate it successfully as Christians. By doing so, RCCA students learn to become advocates for the lost while fighting the doctrines of the enemy.

6.1 Student Planners/Take Home Folders

Each classroom at RCCA operates with its own means of daily communication between teacher and parents. This may include a take home folder or daily planner. Parents should develop a daily routine of checking both the student's planner and take-home folder each night to avoid missing important information.

6.2 QuickSchools Student Information System

QuickSchools is an online student information system that facilitates parent-teacher communication. Parents can check online for updates on their child's grades, assignments, calendar events, discipline information, and financial information. Additionally, all report cards will be released through the parent's login.

6.3 Homework

Homework is an important part of each student's educational process. The purpose is to practice, reinforce, or apply acquired skills and knowledge. It also equips students to develop regular study routines and the ability to complete assignments independently. It contributes toward building responsibility, self-discipline and lifelong learning habits that go beyond academic outcomes. Homework is an opportunity for teachers to provide individualized instruction that is tailored to an individual student's needs.

Our teachers do not give unnecessary homework. They assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply and extend the information they have learned, complete

unfinished class assignments, and develop independence. That which is given will be checked by the teacher for completeness, accuracy, and neatness.

Time required to complete assignments will vary with each student's study habits, academic skills, and grade level. For grades K4-4th, homework times should not exceed 20-30 minutes. If homework is taking more time than necessary, please contact your child's teacher to discuss a plan. In addition to homework, we encourage students of all ages to read each night.

Homework is the responsibility of the student, but parents play an integral role in monitoring completion of assignments. Parents should encourage students' efforts and provide a conducive learning environment at home.

Parents:

- Work to create and establish homework routines (time, place, etc.) and help your student with time management/weekly planning.
- Allow your child to work as independently as possible.
- Communicate with the teacher if your child needs extra support or if they are unable to complete homework.

6.4 Grading Scale

Academic, specials, social and conduct grades are interpreted as follows:

E --	Excellent	**A = 90-100%**	Excellent
S --	Satisfactory	**B = 80- 89%**	Good
D --	Developing	**C = 70- 79%**	Average
N --	Needs Improvement	**D = 60- 69%**	Below Average
NI --	Not Introduced	**F = 0- 59%**	Poor
I --	Incomplete		

Teachers will post grades in QuickSchools weekly (no later than Friday).

If a student is failing, the teacher must notify the parents not later than the 5-week mark of the 9-week grading period. No grade posted on the report card may exceed a grade of 100% (A+). Teachers of students who receive a failing grade must contact the parents of those students before the report cards are distributed. In the event that a student receives a failing grade on any test or evaluation, the teacher will notify the parents of the grade through the Parent Portal on QuickSchools.

6.5 Report Cards

Students will receive report cards at the completion of each 9-week quarter in the Student and Parent Portal of QuickSchools.

6.6 Promotion/Retention

In K4 through 8th grade, a student's teacher will communicate the need to repeat the following year before the conclusion of the year.

6.7 Academic Testing

Students in 3rd through 8th grade will participate annually in standardized testing using the **Iowa Test of Basic Skills**. Additional standardized testing may be administered when deemed necessary to evaluate academic progress or student needs.

6.8 Awards & Honors

Each quarter, students will earn the opportunity to receive recognition for academic and character achievements. The **School Honor Roll** and **Principal Honor Roll** will highlight superior scholastic achievement, and a **Character Counts Award** will be given to a staff-selected student. An end-of-year award ceremony will take place in May.

AWARD DETAILS

Principal Honor Roll	97-100 (A+)
School Honor Roll	90-96 (A- to A+); All E's for K4
School Merit Roll	80-89 (A's & B's); All S's and E's for K4
Attendance Award	Perfect Attendance
Character Counts Award	Must exhibit trustworthiness, responsibility, fairness, citizenship, caring toward others, respect toward authority and property, and love for God and the Bible.

6.9 Student Permanent Records

Report cards, transfer records, medical reports, suspension notices, and registration forms are maintained in a digital student folder through QuickSchools for each child.

Parents requesting access to records will be referred to the Registrar. A written request must be obtained before copies of student records may be sent anywhere. **Tuition must be paid in full before records can be released.**

6.10 Field Trips

Field trips allow students the opportunity for hands-on learning outside the classroom. Additionally, they have the potential to build stronger relationships as teachers get to interact with students on a more personal level and students get opportunities to engage with peers from another grade.

There are two types of field trips at RCCA:

- School field trips are typically open to family member participation. Details about these trips will be communicated in writing from the school.
- Class field trips are more personal in nature and typically connect with a unit of study a class or group of classes is studying. These trips are restricted to only students and staff, unless otherwise announced by a staff member.

Everyone attending the field trip is expected to abide by the rules noted on the flier and those shared upon arrival at the site. Additionally, those in attendance are expected to wear clothing that is appropriate in content and style, and that provides a modest appearance.

6.11 Holidays

Rebecca Creek Christian Academy will abstain from all secular observances of any holidays throughout the school year. No secular images or displays will be put forth. RCCA does not directly or indirectly

celebrate holidays with pagan overtones such as Halloween and Winter Solstice, nor does it recognize or endorse the secularized elements of Christian holidays such as Santa Claus, elves, reindeer, the Easter Bunny, etc.

Christmas - The focus of Christmas will be the Birth of Christ.

Easter - The focus of Easter will be on the resurrection of Jesus Christ.

7.0 AFTER SCHOOL CARE (ASC)

ASC operates only on school days from 3:10 p.m. – 6:00 p.m.

ASC is not available on early dismissal days, holidays or during the summer.

Fees:

- $50/child annual enrollment fee.
- $125/child bi-weekly (every 2 weeks).
- All fees are regardless of attendance.
- If a child is not picked up by 6:00 PM, a 15-minute grace period will be given. At the 30-minute mark, a $5 charge will be assessed. A $5 charge will be invoiced for every 15 minutes the child is not picked up from the ASC program. (i.e., if a child is not picked up by 7:00 PM, the child's account will have a $15 charge added to their account.)
- No charge for full week holidays (Spring Break, Thanksgiving, Christmas)

If an unenrolled child has not been picked up by 3:20pm from the carline, they will be sent to ASC and charged $15/hour. After the child has utilized ASC three times, they will be required to enroll, pay enrollment fees and ASC bi-weekly rates.

Withdraw from ASC and Refunds

- One (1) week notice is required to withdraw from ASC. Please email the Registrar at trailblazers@rebeccacreek.org to withdraw your child.
- If you withdraw your child, unused tuition will be refunded. Enrollment fees are non-refundable.

8.0 EMERGENCY, HEALTH AND SAFETY PROCEDURES

Our facility is not staffed with a nurse, but we are prepared to handle minor care issues. Our staff is able to tend to bumps, scrapes, cuts, and similar injuries. We are also able to take temperatures and administer medicine for aches and pains **with the approval of parents**. If more attention is necessary, every attempt will be made to contact a parent. In the event that a parent or designated contact is not able to be reached, every effort will be made to provide immediate care.

8.1 Illness

For the welfare of your child and others in the school, all students who are sick must be kept at home. When the child is well enough to participate in a normal school day, and they have been symptom-free for 24 hours, they may return to school.

Children should not return to school until the fever has broken for 24 hours without fever-reducing medicine. Students who are vomiting, have diarrhea, or are nauseous may not attend school until symptoms have subsided for 24 hours. For strep or bacterial infection, doctor-prescribed antibiotics must have been taken over a 24-hour period before a child may return to school.

These are signs/symptoms that warrant your child must be sent home or kept at home:

- Has vomiting or diarrhea.
- Becomes short of breath or is wheezing.
- Has a cough that disrupts normal activity.
- Has lice.
- Seems very tired and needs bed rest.
- Distracting pain from earache, headache, sore throat or recent injury.
- Has yellow or green drainage from eye(s) or nose.
- Breaks out in a rash; not all rashes require that a child stay home from school. Check with your child's doctor.
- A temperature above 99.5 F.
- Any contagious disease.

A child missing five (5) days or more in succession due to illness must have a physician's note to return to school. A physician's note may be requested at other times, also, such as for repeated absences not in succession.

8.2 Medication Procedures

IMPORTANT! Please make sure the classroom teacher and school office are aware of all known allergies and medical conditions. Additionally, all medical records and forms should be kept up-to-date and provided to the school office to ensure accurate instructions are received for your child. A New Student Medical Form and Health History must be completed each school year for every student and will be kept in their electronic file.

Whenever possible, give your child medication before school, after school, and at bedtime so the school does not have this responsibility.

NO medications of any kind may be carried on the student's person or in their backpacks.

Students are prohibited from administering medication to other students.

If a student needs to take medicine during school hours, it must be brought to the school office by a parent/guardian (not a student) and left with office personnel with written instructions.

- All medication must be in the original container labeled with the student's name, dosage, and time of administration. The school will not administer any medicine that is not labeled properly by a physician or dentist.
- All medication will be kept in a safe and secure place.

Students that require medication on an emergency basis (allergic reactions, asthma, migraine headaches, etc.) may leave the appropriate medication with the school. Parents/guardians will be asked to provide specific instructions for the administration of the medication such as an asthma action plan, allergy action plan, seizure action plan, etc.

In the event of an accident, responders will administer first aid.

8.3 Communicable Diseases

Rebecca Creek Christian Academy (RCCA) maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Examples include flu,

vomiting, diarrhea, colds, strep throat, chickenpox and pinkeye, covid, as well as any other health hazard that may be spread to other students and faculty.

It is the responsibility of the parent or guardian to inform the school at the time of diagnosis if their child has contracted a communicable disease. A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Head of School.

This person will be removed from school to protect the health of those that are well, and to prevent further infections.

8.4 Head Lice

Head lice do not pose a major health hazard, however, any child with head lice or nits will need to stay home and not return to school until they have been treated, and all nits are removed. If a student has either lice or nits, a parent, guardian, or emergency contact will be notified and asked to immediately pick up the student. After being treated, the student can be brought back to the school and checked before they will be allowed to return to class. If lice or nits are found, the student will not be admitted and will be sent home again for further treatment.

If it is determined that a student has head lice, a letter to parents and guardians will go home with all students who share a classroom as the child with lice.

9.0 COMMUNICATIONS

9.1 Parent/Student

Parents are encouraged to take care of all communication with their children before they arrive at school. However, if it is necessary to get an urgent message to a student at school, please contact the main school office at 830-885-2188 or trailblazers@rebeccacreek.org. Students are not permitted to use the office telephone except in cases of emergency. Please do not use text messaging to communicate with your child during school hours. **CELL PHONE USAGE IS NOT PERMITTED DURING SCHOOL HOURS.**

Parents should make every effort to speak with their child's teacher before or after school hours. A meeting should be arranged when possible. Parents may call the Registrar during school hours to leave a message for their student's teacher to return their call during a more appropriate time.

9.2 Parent/RCCA

Parents are responsible for all information sent home by RCCA personnel. Student planners and take-home folders must be checked daily, and email boxes weekly for updates.

9.3 Parent/Teacher Meeting

Parent/Teacher meetings have been scheduled on the Academic Calendar, which can be found under "Parent Resources" on the school's website https://www.rccatrailblazers.com/. RCCA operates on a first-come-first-served basis when scheduling meetings, and, at the minimum, one parent/teacher conference is mandatory for each student during the school year. Childcare is not provided for students or siblings, so please make other arrangements. Parents are welcome to arrange a meeting with their child's teacher any time throughout the year if they feel additional parent/teacher conferences are warranted.

9.4 Resolving Conflicts – Process for Conflict Resolution

Rebecca Creek Christian Academy (RCCA) believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ (1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4). In response to God's love and in reliance on His grace, RCCA has established the following policy for the school to follow when conflict arises. Based on Matthew, Chapter 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority.

Biblical Steps to Conflict Resolution

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Luke 6:27-36; Galatians 5:19- 26; Matthew 5:9).

- **Glorify God**

Instead of focusing on your own desires or dwelling on what others may do, seek to please and honor God by depending upon His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.

- **Get the Log Out of Your Own Eye**

Instead of attacking others or dwelling on their wrongs, take responsibility for your own contribution to conflicts: confess sin, ask God to help you change any attitudes and habits that lead to conflict, and seek to repair any harm you have caused.

- **Go and Show Your Brother His Fault**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, choose to overlook minor offenses, or talk directly and graciously with those whose offenses seem too serious to overlook. When conflict with another Christian cannot be resolved in private, ask others in the body of Christ to help settle the matter in a biblical manner.

- **Go and Be Reconciled**

Instead of accepting premature compromise or allowing relationships to wither, actively pursue genuine peace and reconciliation, forgiving others as God for Christ's sake has forgiven us, and seek just and mutually beneficial solutions to your differences.

Proper Channel for Resolving Conflict

When a parent has a problem with a teacher, that parent should contact the teacher to arrange a conference first. If the problem cannot be resolved, the parent should contact the Head of School to arrange a conference with the teacher and the Head of School in order to work out a solution. If the parent has a problem with the Head of School, he/she should contact the Pastor and arrange a conference.

9.5 Telephone Communications

Teachers will not discuss personal or school matters on the telephone during school hours. Teachers shall not use the phone for parent/teacher conferences during regular school hours.

10.0 DRESS CODE

Rebecca Creek Christian Academy (RCCA) is committed to presenting a scriptural philosophy for the appearance, grooming and dress of its faculty and students. We believe that this commitment helps create an atmosphere that promotes positive and appropriate behavior and attitudes, maximizes learning, and fosters Christian character, spiritual wisdom, knowledge, and understanding. While God's Word does not specifically address our attire as Christians, there are scriptural principles that guide our appearance; among them, modesty, avoiding the appearance of evil, not conforming to the pattern of this

world, and others. The dress code boundaries are also designed to promote the safety, security, protection, and the moral well-being of the students and staff.

Our desire is for every student at RCCA to appear neat, orderly, and modest in their dress at all times. This standard is based upon the biblical principles that Christians should dress modestly (1 Timothy 2:9), conduct all things decently and in order (1 Corinthians 14:40), and seek to glorify God in all that they do (1 Corinthians 10:31; Colossians 3:17)

Rebecca Creek Christian Academy places the responsibility for the daily appearance of each child on the parents. We reserve the right to make any necessary changes to maintain neatness, orderliness, and modesty.

10.1 General Guidelines

These guidelines ensure that the students of RCCA consistently represent God, themselves, and the school in a positive manner. Because there are sincere differences among Christians as to what constitutes dignity, modesty and humility in dress, and because there is a strong correlation between high personal standards and academic achievement, RCCA has adopted the following standards for attire for its students.

General Requirements

- All polo shirts and RCCA T-shirts need to be purchased from the following website with our embroidered school logo: https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900202763
- All other uniform items are general in nature and can be purchased from the store of your choice.
- Shorts and skirts should be no shorter than 1.5" above your child's knee. Skirts and slacks should be modest in fit.
- **Girls must have shorts under their skirt. Shorts may be any color.**
- All shorts, slacks, shirts or jumpers **may only be gray or khaki**.
- Students will need to wear the school polo shirt with gray or khaki shorts/slacks/jumper/skirt **Monday through Friday** each week. The school T-shirt may be substituted on **Friday** for a more casual attire day.
- Shirts are to be tucked in.
- All students must wear white or black socks.
- Student attire must always be neat, clean, in good repair, and fitted properly.
- All students are required to wear tennis shoes as part of their daily school uniform. Those struggling to tie shoelaces should wear some with Velcro or similar synching mechanisms to simplify putting them on for the student. All other forms of shoes are not acceptable for school attire (no dress shoes, sandals, Crocs, etc.)

School Uniform Pieces

- **Gray** or **khaki** colored slacks
- **Gray** or **khaki** shorts – 1.5" or less above knee while sitting
- **Gray** or **khaki** skirt or jumper for girls (modest length and fit) – 1.5" or less above knee
- Purple or white polo shirt (purchased from approved site listed above with embroidered logo)
- School T-shirt (purchased from the above approved site with embroidered logo) – Fridays only
- White or black socks
- Belt (if the shorts/pants have belt loops)
- Tennis shoes

Jewelry

Girls *only* are allowed to wear earrings. They must be studs and no dangling or hoop earrings are permitted.

Boys may not wear jewelry of any kind.

Facial piercings are not allowed.

Hair

Hair styles for boys and girls must be neat and clean and in a natural color. Natural color dyes are acceptable; unusual or unnatural hair dyes (e.g. green, pink, purple, or striped) are not allowed.

Dreadlocks and cut-in lettering are not allowed.

All styles are to be worn off the face and eyes.

Boys must have their hair cut above the shirt collar.

Additional

Any item worn additional to the school uniform (jacket/sweater/hat) should not cause any distraction to the school's purpose or promote any causes that conflict with Rebecca Creek Christian Academy's beliefs. Students are required to be in regular school dress beneath these articles.

No movie, television, video game, cartoon, or other entertainment characters are permitted on jackets, lunch boxes, backpacks, or other school supplies.

The administration reserves the right to use discretion when implementing dress code standards for unique cases.

10.2 Dress Code Enforcement

The staff of Rebecca Creek Christian Academy (RCCA) will do their best to enforce the above requirements consistently, equitably, and with kindness and compassion. The school appreciates the students' cooperation and God is pleased with their obedience.

If found out of dress code, students will not be able to return to class until they have changed into appropriate attire. Disciplinary action will be taken for students who knowingly or repeatedly violate the dress code.

11.0 CHARACTER & CONDUCT

11.1 Philosophy

The administration of Rebecca Creek Christian Academy believes that discipline and character building is the key to developing Christ-like character. It is our desire to see each student reach their God-given potential and walk worthy of their calling. This includes both their salvation and God's individual calling on their life. Through instruction, counseling, and proper examples of character, Rebecca Creek Christian Academy provides an excellent environment for each student's growth. We also realize that, according to the Scriptures, discipline is necessary. Discipline is necessary for the well-being and safety of the entire school. We recognize that this should be administered first in the home; however, we take very seriously the responsibility that is given to us in having your child in our care.

Attendance at Rebecca Creek Christian Academy is a privilege and not a right; this privilege may be forfeited by any student who does not conform to the standards and regulations of the school. At any time, the school may request to withdraw any student who, in the opinion of the administration, continues to display a rebellious spirit or negative attitude after numerous attempts of counsel by those in authority. At Rebecca Creek Christian Academy, there is a great sense of commitment and love for the students and families we serve. Additionally, there is a commitment to school families and to the Lord

Jesus Christ. Rebecca Creek Christian Academy reserves the right to deal with any conduct or attitude within the guidelines set forth in this Parent & Student Handbook.

Please remember that Rebecca Creek Christian Academy is a Christian educational institution with high expectations for those enrolled. We believe that "all things should be done decently and in order" (1 Corinthians 14:40) and that our students should be taught to accept a given responsibility to "walk honorably before all men." Only God can change a person's heart. **Therefore, please help us by giving full cooperation and support to our code of conduct.** This can be done by carrying out the following procedures:

- Give the staff the benefit of the doubt. The administration is deeply invested in the training and character building of our students.
- Your child's reporting is emotionally biased and may not include all the information. Seek to know the whole truth of a situation.
- School rules are set with intention, and they are enforced without partiality.
- Support the administration and call the school for the facts.

This will ensure a consistency between home and school for the benefit of the child.

11.2 Statement of Christian Lifestyle

Rebecca Creek Christian Academy (RCCA) is a uniquely religious educational ministry that seeks to provide a quality education in a distinctly Christian environment. One of the goals of RCCA is to work with parents and guardians to train young Christian men and women to be salt and light in their communities. RCCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. RCCA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs both on and off campus.

Relying on the teachings of Scripture, Rebecca Creek Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside of the marriage of one man and one woman.

On those occasions in which a particular home or student is acting in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or revoke enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

1 Thessalonians 4:3 For this is the will of God, even your sanctification, that ye should abstain from fornication:

11.3 Student Cooperation

Rebecca Creek Christian Academy is a Christian institution in both philosophy and practice with a reputation for having a student body with an excellent spirit and with every student treated fairly. Students who promote division or a divisive spirit through symbols, pictures, social media posts, flags, slogans, or any divisive activism out of harmony with the standards and Christian philosophy of Rebecca Creek Christian Academy may be withdrawn or refused re-enrollment at the discretion of the administration.

11.4 Student Technology and Internet Acceptable Use Policy

Rebecca Creek Christian Academy provides access to technology and Internet resources for the purpose of supporting instruction, learning, communication, and school operations. Access to school technology and Internet resources is a privilege and must be used in a manner consistent with RCCA's mission, Christian standards, academic expectations, and rules of student conduct.

This policy applies to the use of school-owned devices, school accounts, the RCCA network or Internet connection, and personal devices used while at school or for school-related activities.

Acceptable Use

Students may use technology and Internet resources for educational purposes as directed or authorized by a teacher or school administrator. Students are expected to use technology responsibly, respectfully, safely, and only for purposes consistent with the assigned activity.

Students must follow teacher instructions regarding websites, applications, online research, communication tools, artificial intelligence, and other digital resources.

Prohibited Use

Students may not use school technology, Internet access, or personal devices at school to:

1. Access, search for, display, create, send, or share material that is obscene, sexually inappropriate, violent, hateful, profane, threatening, or otherwise inconsistent with RCCA's Christian standards.
2. Access entertainment, gaming, streaming, social media, messaging, or other nonacademic websites or services unless specifically authorized by a teacher for an educational purpose.
3. Attempt to bypass Internet filters, security settings, device restrictions, or network controls, including through unauthorized VPNs, proxies, or similar services.
4. Download, install, or modify software, applications, extensions, files, or device settings without authorization.
5. Access another person's account, share passwords, impersonate another person, or attempt to gain unauthorized access to any computer, account, network, or data.
6. Engage in cyberbullying, harassment, threats, inappropriate communication, or the unauthorized sharing of photographs, recordings, or personal information concerning another person.
7. Make purchases, conduct personal business, or subscribe to online services using school resources without authorization.
8. Use artificial intelligence or other digital tools in a manner prohibited by RCCA's Ethical Use of Artificial Intelligence Policy or Academic Integrity requirements.
9. Use technology in any way that violates school rules, disrupts instruction, damages equipment, compromises network security, or interferes with the rights or learning of others.

Privacy and Monitoring

Students should have no expectation of privacy when using RCCA-owned devices, accounts, networks, or technology resources. RCCA may monitor, review, restrict, or remove access to school technology and Internet resources when necessary for safety, security, instruction, discipline, or school operations.

Internet filtering and other safeguards are used to help protect students; however, no filtering system can prevent access to all inappropriate material. A student who accidentally encounters inappropriate or concerning content should immediately leave the site or application and notify a teacher or administrator. Students will not be disciplined for promptly reporting accidental access.

Personal Information and Online Safety

Students shall not share passwords or unnecessarily disclose personal information online, including home addresses, phone numbers, personal account information, or other private information. Students must immediately report suspicious messages, requests for personal information, inappropriate content, security concerns, or other unsafe online activity to a teacher or administrator.

Supervision and Authorization

Student Internet use during the school day must occur under the direction and expectations established by RCCA faculty and staff. Permission to use a device does not constitute permission to access any website, application, platform, or content the student chooses.

Violations

Violation of this policy may result in restriction or loss of technology privileges and may also result in disciplinary action under the Student Conduct and Discipline policies. Serious or repeated misuse may result in additional consequences as determined by the Principal/Head of School.

Technology-related academic dishonesty shall also be addressed under RCCA's Academic Integrity and Ethical Use of Artificial Intelligence policies.

11.5 Parent Conduct

Our objective at Rebecca Creek Christian Academy (RCCA) is to partner with parents in the academic growth of their child. To facilitate this partnership, RCCA uses various tools such as QuickSchools, our online student management portal, to foster transparency with parents and encourage teacher/student communication.

As partners, we ask that parents work with school staff as peers. Improper conduct by a parent can result in the child's dismissal from school. This includes shouting at a teacher or staff member, continual or flagrant disruption of classes in progress, and any public outburst or display that is inappropriate or detrimental to the spirit of Rebecca Creek Christian Academy.

11.6 Student Conduct

Rebecca Creek Christian Academy (RCCA) wants to see its students grow spiritually and achieve academic excellence in an atmosphere which is Christ-honoring. We insist that proper order be maintained, responsibility developed, and character built. The Head of School is present not only to administer correction when needed, but also to counsel students, parents, and teachers. The administration is staffed with experienced personnel, trained in meeting the needs of young people and helping them to be found "in favor with God and man." (Luke 2:52). Effective discipline for the betterment of our young people requires courage, consistency, conviction, diligence, and enthusiastic effort on the part of parents and school personnel. To help in this area, Rebecca Creek Christian Academy has adopted certain standards of conduct that must be upheld.

Classroom

The teacher is in full control of the classroom. The teacher will handle all misconduct of a general nature. This type of misconduct includes deliberate disobedience, disrespect, lack of courtesy, incomplete homework, and other minor distractions.

NOTE: The administration of Rebecca Creek Christian Academy places confidence in the judgment and ability of its teachers. All parents and students should understand that the administration will support the teachers in matters of discipline.

It is always best to adhere to the Matthew 18 principle. Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the Head of School. It is understood that the Head of School will have no comment on a matter until the teacher has been contacted.

Drugs & Alcohol

The possession or use of drugs (any form except prescription for the student), intoxicating beverages, or tobacco products of any kind will result in extreme disciplinary measures, which may include suspension or expulsion of the student.

Respect for Adults

An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr. or Brother should be given respectfully regardless of time or place. Students should always answer with "ma'am" when talking to ladies and "sir" when talking to men.

Respect for Students

An attitude of respect for fellow students is to be maintained by the student body. Conversations and comments should be kind and appropriate in every situation. "Name calling", disrespectful, and demeaning language communicated verbally, in writing, or by gestures is not behavior for a young Christian and will be addressed if the situation arises.

Physical Contact

General - Rebecca Creek Christian Academy operates with a no-touch policy. Excluding forms of encouragement, during group games, or when helping someone in need, we will not permit students to touch. This includes when students are related. Violations of this policy will be handled through our routine discipline procedures. Serious violations, such as touching with the intent to hurt, may result in a meeting involving the student, their family, teacher, and school administration where more serious punishment is given.

Sexual - Romans 13:14 teaches us that we should avoid situations that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid temptation, Rebecca Creek Christian Academy does not permit displays of affection such as handholding, walking arm-in-arm, or any other act of physical contact that is intentional. Violations of this policy will result in in-school punishment in keeping with our discipline procedures. Serious violations such as touching inappropriately will require a meeting with the student, their family, and necessary school administration, and may result in suspension or expulsion. Depending on the seriousness of the violation, legal authorities will be notified in matters of sexual misconduct.

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must always maintain a six-inch distance. Behavior should be above reproach.

Profanity

Profanity will not be tolerated in any form (verbal, written, or gestures). Any student who is guilty of violating this rule will be given demerits and possibly suspended. Euphemisms or slang words are not permitted. If repeated offenses occur, then the student will be expelled. Colossians 3:8 teaches us that filthy communications should not be allowed.

Fighting

Fighting will not be tolerated. The teacher's or principal's discretion shall be used to determine the discipline. Colossians 3:5 teaches that we should put off anger.

Bullying

Bully – A person who habitually seeks to harm or intimidate those whom they perceive as vulnerable.

Bullying is habitual aggressive behavior among school-aged students that involves an imbalance of power with intent. Whether bullying is verbal, social (including cyber-bullying), or physical, it will **not** be

tolerated. The administration reserves the right to discipline students involved with bullying in whatever way is deemed necessary to stop the threat and protect the welfare of our students.

Ephesians 4:32 optimally expresses how students should relate to one another, "And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you."

Cheating

Integrity, trustworthiness, and a godly character are key to the development of students at RCCA. RCCA maintains a zero-tolerance attitude towards cheating. Students should always perform their own work on assignments, projects, quizzes, and tests to increase their knowledge and understanding of the material being covered. If a concept seems beyond their ability to master on their own, they should seek the assistance of their teacher for further explanation. The following steps are in place to deal with any student who breaks this policy.

Homework/Class Assignment

- First attempt/act: Zero on grade, call to parents.
- Second attempt/act: Zero on grade, family meeting with teacher, and Head of School to discuss punishment for any ongoing acts.

Quiz/Test/Project

- First attempt/act: Zero on grade, family meeting with teacher, and principal to discuss punishment for any ongoing acts.

Stealing

Stealing may result in suspension and possible expulsion. Restitution will be made. Borrowing without permission is considered stealing.

Pornography

Pornographic literature (including that viewed on the internet), may result in immediate expulsion, and may result in the alerting of local authorities.

Care of Property

Rebecca Creek Christian Academy is God's property. Respect for the appearance and care of the school is a part of the Christian testimony.

Sitting on desks, carving, and defacing desks, throwing things, littering, etc. are not permitted. Willful damage to, or destruction of, school property will result in discipline and demerits being issued. All damage must be paid for if willfully done.

All students are expected to report immediately to the school office upon discovery of any damaged furniture or other school property.

11.7 Ethical Use of Artificial Intelligence (AI)

Purpose

This policy establishes guidelines for the responsible, ethical, and Christ-honoring use of Artificial Intelligence (AI) tools within our school community.

Definition of AI

Artificial Intelligence (AI) refers to digital tools or systems that generate content, provide answers, assist with problem-solving, or simulate human thinking. Examples include but are not limited to

writing assistants, tutoring tools, image generators, and research aids.

Guiding Biblical Principles

All AI use should reflect:

Integrity – Honest representation of one's own work (Proverbs 12:22)

Stewardship – Wise use of resources and abilities (1 Peter 4:10)

Discernment – Testing information for truth (1 Thessalonians 5:21)

Accountability – Responsibility before God and others (Romans 14:12)

Student Responsibilities

Students may use AI only when permitted by the teacher and must follow these expectations:

Appropriate Use

Use AI as a learning aid, not a replacement for thinking

Ask AI for explanations, summaries, or practice problems

Use AI to brainstorm ideas (with teacher approval)

Prohibited Use

Submitting AI-generated work as your own

Using AI during tests or assignments where it is not explicitly allowed

Copying AI responses without citation

Using AI to bypass learning or academic effort

Transparency Requirement

Students must:

- Disclose when AI tools were used
- Cite AI assistance when required by the teacher

Teacher Responsibilities

Teachers are expected to model ethical AI use and provide clear guidance:

Instructional Use

Teach students how to use AI responsibly and critically

Design assignments that encourage original thinking

Clearly state when and how AI may be used

Professional Use

Review all AI-generated content for accuracy and bias

Protect student data and confidentiality

Assessment Integrity

Avoid over-reliance on AI-detectable assignments

Incorporate in-class, oral, or handwritten assessments when appropriate

Parent Responsibilities

Parents play a key role in reinforcing ethical use at home:

- Encourage honesty and integrity in schoolwork
- Monitor student AI usage when possible
- Support school guidelines and expectations
- Discuss the difference between help and cheating

Academic Integrity

Using AI dishonestly is considered a form of academic misconduct, same as plagiarism or cheating.

Data Privacy and Safety

All users must:

- Avoid entering personal, sensitive, or confidential information into AI tools
- Use only school-approved platforms when required
- Understand that AI systems may store or reuse input data

Limitations of AI

AI is a tool, not a source of truth. Users should:

- Verify information independently
- Recognize potential bias or errors
- Avoid relying on AI for spiritual, moral, or doctrinal authority

Commitment to Christ-Centered Technology Use

As a Christian school, we affirm that:

- Technology should serve God's purposes, not replace human responsibility
- Learning is a process of growth that AI should support—not shortcut

12.0 DISCIPLINE

As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for people and respect for their property. Since discipline is part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control though the filling of the Holy Spirit as evidence by the fruit of the Spirit (Galatians 5:22-23).

Rebecca Creek Christian Academy (RCCA) is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruption, as well as making school a place where students feel loved and accepted. RCCA strives to train students in Christ-likeness by encouraging them to consider one another as precious and to esteem others above themselves. (Philippians 2:3-5; John 13:34-35; Proverbs 22:6).

The goal of our discipline program is correction of immediate problems, guidance toward acceptable behavior, personal growth, and character development (Luke 2:52). Parental cooperation and support of the school is essential if your child is to learn to accept responsibility for his/her own behavior and to respect authority figures.

Student misconduct will be entered daily into the Discipline section of each parent's QuickSchools login. Routinely checking QuickSchools will allow parents to remain aware of their child's struggles as needed.

12.1 Principles of Discipline

RCCA has adopted the following principles for the discipline of its students:

- Discipline is defined as the training process to help young people mature into godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection, and family commitment, all of which are as important, if not more important, than any punishment (Proverbs 22:6; Hebrews 12:5-11).
- Respect and love are taught throughout the Scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us (Mark 12:30-31).

- Decency and order are clearly commanded as a priority in the Christian's life (1 Corinthians 14:40).
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians (Hebrews 13:17).
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3).
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline (Deuteronomy 19:15).
- Because of our natural inclination to sin, we don't automatically love, respect, and honor each other. Therefore, discipline is administered in the context of Scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining, or questioning (Philippians 2:14-16a; 2 Corinthians 7:9-11).

12.2 Parental Involvement

The RCCA discipline policy is a continuation of the philosophy that school is an extension of the biblically based Christian home. As such, we desire that children live as Christ would have them live: By the standards based on the biblical principles of love, respect, and honor. Since RCCA works with parents to disciple young people outside the home, it is vital that parents support the school in discipline issues involving their children. It is almost impossible to be of any real help to a child unless the parents are in active, harmonious participation with and support of the school.

Parents will be informed when unusual circumstances arise that require disciplinary action of their children. The school expects that there will be godly parental follow-through at home to the disciplinary actions taken at school. In situations where the disciplinary care given by the school staff is not fruitful, parents may be recommended to seek professional help (i.e., pastoral counselor or other biblically trained personnel).

12.3 Rules for Student Conduct

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart, in love and obedience to Jesus Christ; it should not be mere conformity to man-made regulations. Nevertheless, the following behaviors are expected to be observed by students:

- Students will always demonstrate respect for teachers and all school staff.
- Improper (coarse, vulgar, abusive, swearing) language will not be tolerated.
- Students will be considerate of other students in attitudes, words, and actions.
- Total abstinence and absence (use and possession) from alcohol, non-prescribed drugs, or tobacco shall be always expected of all students. Violation of this standard is cause for suspension or expulsion.
- Students who in any way deface and damage school buildings, furnishings, vehicles, property, and equipment will be liable for damages to the extent of replacement or repair costs.
- Students will follow classroom, playground, vehicle, and building procedures and rules.
- Students will practice truthfulness and honesty in word and life.
- Students will practice biblical love, respect, decency, and order regarding themselves and others.

12.4 General Objectives for Student Conduct

- Be honest and kind in actions.
- Respect all people and treat them honorably.
- Respect all personal and school property because it belongs to God and is cared for by people.
- Keep the mind, speech, and actions clean and above reproach.

- Be on time and in the right place at the right time.
- Follow all the teachers' instructions right away, all the way, with a good attitude every day.

12.5 Minor Offenses

Appropriate staff members will be responsible for the administration of consequences for minor offenses through classroom procedures (K4-4th grade) or the demerit system (5th-8th grade). The following violations are typical of minor offenses:

- Actions that violate classroom, vehicle, and playground rules.
- Minor disturbances that prevent classroom order and instruction, including excessive or unexcused tardies.
- Disrespectful actions or attitudes toward other students.
- Willful disregard for the safety of others, such as throwing rocks, shooting rubber bands, running in crowded areas, pushing, and shoving while standing in line, etc.
- Willful disregard for property (i.e., damaging chairs, desks, playground equipment, vehicles, clothing, building, lockers, etc.).

12.6 Serious Offenses

Consequences for serious offenses will be administered through classroom/administration procedures (K4-4th grade) or the demerit system (5th-8th grade). The administrator may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the administrator will notify parents of the incident and, if appropriate, the student will seek forgiveness from the teacher and/or class and ask to be readmitted to class.

Serious offenses include but are not limited to the following:

- Actions and attitudes that demonstrate disrespect for authority. This includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.
- Rebellious or mocking spirit which remains unchanged after much staff effort, including but not limited to the following:
- Blatant or repeated lack of respect for authority.
- Passive rebellion.
- Continual negative attitude, behavior, or influence that prevents classroom instruction.
- Cheating - Cheating involves taking information from another source and presenting it as one's own information (plagiarism). Cheating involves the components of both lying and stealing and is a serious breach of one's integrity. Student work accomplished through dishonest means or improper access, including, but not limited to, copying or handing in another person's work, plagiarizing the words or ideas of another in research papers or compositions, and giving or taking unauthorized assistance is considered cheating. If it is determined that a student has cheated, at a minimum the following actions will be taken:
    - The student will receive a zero on the assignment without the opportunity to make up the assignment.
    - The Head of School (HOS) will be notified, and the student will confer with the HOS.
    - The parents will be contacted.
    - If the student holds a leadership position in a club, class, or athletic team, the student may lose the position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
    - A second offense may cause the student to fail the six weeks in the class where the offense occurred. A conference with the parent, student, teacher, and administration will be held.
    - A third offense in the same year may result in the permanent expulsion of the student from RCCA.

- Unacceptable/inappropriate verbal/non-verbal langage. Because speech is the primary way in which ideas are communicated, a Christian's speech must be considerate and coherent. Profanity, vulgar language, gossip, filthy words, and unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Foul, abusive, or inappropriate language is always barred from use. Students are to use wholesome language that is edifying and encouraging (Ephesians 4:29, 5:4).
- Inappropriate displays of affection. In respecting each other and God's guidelines for relationships, displays of affection between members of the opposite sex in public (i.e., holding hands, kissing, embracing, etc.) are not appropriate at school. This applies to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.
- Actions or use of objects that endanger or threaten the safety of others. A student shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e., sling-shots, matches, knives, razor blades, explosives such as firecrackers and smoke bombs, etc.).
- Violation of federal, state, county, and city laws (i.e., possession of drugs/alcohol, tobacco, weapons, inappropriate literature).
    - A student shall not knowingly possess, use, transmit, or be under the influence of any controlled substance, including but not limited to any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind at any time while on school property or in connection with any school-sponsored activities in any location, whether as a participant or spectator.
    - A student shall not smoke, chew, vape, or possess any tobacco product at any time on school property or in connection with any school-sponsored activities in any location, whether as a participant or spectator.
    - A student shall not bring knives or weapons of any kind onto school property at any time. Knives and other weapons will be confiscated immediately, the student will be disciplined appropriately, and the incident may lead to expulsion. This rule applies to knives or weapons found in student lockers, bookbags, and/or private cars parked on school property.

      A "weapon" is defined as:
        - Any weapon which is designed to or may readily be converted to expel a projectile by the action of an explosive (firearm);
        - The frame or receiver of any such weapon;
        - Any firearm muffler or firearm silencer;
        - Any destructive device;
        - Any instrument, article, or substance that regardless of its primary function, is readily capable of being used to produce death or serious injury.
- Willful destruction of property. Destruction of any school property (desks, textbooks, equipment, buildings, etc.) before, during, or after school hours is not permitted and will result in the offender(s) paying for or replacing damaged or destroyed property, in addition to other action the administrator and/or board may deem fit.
- Fighting/assault. A student shall not threaten, assault, or cause physical injury to other students, school personnel, or any other person on school property or in connection with any school-sponsored activities at any location.
- Immoral conduct.
- Serious misconduct on or off campus or during school-sponsored events which adversely affects the image of our Lord and the school.
- Failure to comply with the disciplinary action of school.
- Truancy.
- Continued violation of minor offenses.
- Bullying. Bullying is defined as any threatening, insulting, or demeaning gesture or physical conduct, including any written or verbal communication or threat against a student that can cause a student physical or emotional harm or creates a reasonable fear of harm.

12.7 Grades K4-4th

Color Chart System

GREEN — Every student begins the day on this color and endeavors to remain here.

YELLOW — Following a verbal warning, a student is moved here and given a second warning – results in a loss of privilege or break time.

RED — A student is moved here due to continued misbehavior, bad attitude, or blatant misconduct. Classroom teachers will input details about these incidents in QuickSchools and the student's take home folder.

In Grades K4-4th, discipline is handled by the classroom teachers as much as possible, using a combination of rewards and consequences for behavior. If a student is unable to follow classroom or school rules, disciplinary consequences will be used at the teacher's discretion (when placed on Yellow and/or Red):

Discipline Consequences

Should a student reach the RED level 3 times within a calendar week, he/she will be sent to the Administrator's office. Upon which, the following will apply:

(3rd RED level of the week) First Visit — Warning & Notification to parents in QuickSchools

(4th RED Level of the week) Second Visit — Phone call to parents requesting a conference, at which time a course of action will be planned.

(5th RED Level of the week) Third Visit — 1 day Suspension or prior agreed-upon consequences.

12.8 Grades 5th-8th – Demerit System

Demerits

Students receive demerits according to the categories listed below. They may be written by any faculty, staff, or administration of RCCA, but the Head of School makes the final decision regarding demerits. Students must sign or initial each demerit slip. This is not necessarily an admission of guilt, but merely an acknowledgment that they received the demerits. Our demerit system is progressive, in that, the more offenses there are, the more demerits will be incurred.

Parents will be notified by teachers/administration when a student is given demerits.

Demerit Penalties: Our 5th – 8th grade demerit system addresses, but is not limited to, the following:

	Offense[1]	1st	2nd	3rd	4th	5th	6th	7th+
1	Tardy to School/Class	1	1	1	2	2	2	3
2	Disorderly Conduct	1	1	1	3	3	3	5
3	Failure to Follow Instructions	1	1	1	3	3	3	5
4	Candy/Food/Gum	1	1	1	3	3	3	5
5	Dress Code	1	1	3	5	5	5	5
6	Technology Violation	1	1	3	5	5	5	5
7	Unexcused Absence	5	5	5	10	10	10	10
8	Disrespect/Direct Disobedience	5	5	10	10	10	10	
9	Prohibited Item	5	5	10	10	10	10	
10	Vulgarity/Profane Language	5	10	15	20			
11	Inappropriate Physical Contact	5	10	15	20			
12	Defacing Property	5	10	15	20			
13	Cheating/Plagiarism/Lying	25*	25*					
14	Inappropriate Material	25*						
15	Stealing	50*						
16	Tobacco[2]/Alcohol/Drugs/Substance Abuse	50*						
17	Sexual Misconduct	50*						

[1]RCCA Administration may alter demerit amounts based on severity of the infraction.

[2]Including electronic cigarettes with or without nicotine.

**Up to these amounts*

Office Referrals

Minimum penalties for any students who are sent to the office for disciplinary reasons in the same school year are as follows:

➢ 1st Referral – 5 demerits

➢ 2nd Referral – 10 demerits

➢ 3rd Referral – One-day suspension

➢ 4th Referral – Three-day suspension

➢ 5th Referral – Expulsion

12.9 Restitution

Students who cause damage to school property will be asked to pay to replace/fix the property.

12.10 Ineligibility

Any student accumulating twenty-five (25) demerits or more in one semester will be placed on disciplinary probation. This means the student cannot participate in any extra-curricular activities including athletics, fine arts performances, etc. or hold any student body office. Any student placed on disciplinary probation will have his/her re-enrollment status placed under administrative review.

12.11 Probation

Students may be placed on probation as a new student, and for academic, social, or disciplinary reasons. Parents will be notified of this action by the school administration. Often, students on probation will be required to meet on a regular basis with the school administration. Failure to consistently improve in the area of concern will result in dismissal from school. Types and definitions of probation are listed below. The term and recourse of any probation is at the evaluation of administration.

New Student - All new students are placed on probation for one semester. Students who receive an "F" in an academic class or who receive 15 or more demerits in that semester may be dismissed from school.

Disciplinary - A student is placed on disciplinary probation when he/she receives 25 demerits or more. If a student fails to respond to this action, suspension or expulsion may follow. Students on Disciplinary Probation are ineligible to participate in extra-curricular activities.

Social - A student is placed on social probation when he/she exhibits an inability to comply with the overall social values of RCCA and/or his interaction contributes to negative behavior in others. This disciplinary action may limit a student's social contact with one or more other students. Examples of such behavior include but are not limited to students who engage in physical contact and individuals who bully another student. Repeated social offenses may result in dismissal from school.

12.12 Suspensions and Expulsions

Attendance at Rebecca Creek Christian Academy (RCCA) is a privilege, not a right. It is never our desire to suspend or expel a student from school. Unfortunately, situations arise that leave us no alternative.

A student will be dismissed from school at any time his/her lifestyle is found to be out of harmony with the overall spirit, goals, policies, and direction of RCCA, or if he/she has displayed a consistent disregard for the rules and regulations of the school. Decisions in these matters are the responsibility of the Head of School.

Students who have been expelled or asked by the administration to withdraw from RCCA may not attend school or any school function until the completion of two full semesters following the expulsion or withdrawal. These restrictions apply to activities both on and off campus.

Suspension - Suspensions may be used as part of any disciplinary situation. Suspensions are most commonly used when:

➢ Students receive three or more Office Referrals.

➢ Students get into physical fights.

Expulsion - Expulsions may be used as part of any disciplinary situation, but most commonly occur when:

➢ Students receive 50 or more demerits.

➢ Students break their probation.

Expulsion of a student from Rebecca Creek Christian Academy is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. A student may be dismissed from school for violation or continued violation of the rules and policies of the school. At such times, parents or guardians will receive notification of the reason for dismissal. RCCA believes that our program for discipline is fair and gives all parties ample warnings. The purpose of Rebecca Creek Christian Academy is not to act as a reform school, but as an educational ministry of Rebecca Creek Baptist Church to exemplify the Lord Jesus Christ in act and deed. Expelled students seeking re-entry into the school must schedule a meeting with the administrator. The following conditions must be met for return following expulsion:

- The authorization of the administration.
- The student has made necessary personal changes in his/her life.
- He/she is willing to be received back on a 90-day probation trial basis.

The administration reserves the right to review extenuating circumstances on an individual basis. Any student that would be permitted to return to the school would then do so under very strict probationary measures.

12.13 Areas of Control

Since Christianity is a lifestyle, biblical standards of behavior are expected of students at school and away from school. All students are expected to show appropriate respect and cooperation toward faculty, substitute teachers, and staff members at all times, on or off campus and during or after school hours. Teachers or supervisory personnel may address misconduct and/or discipline students in any of the following areas:

- School buildings.
- School grounds.
- School vehicles.
- School-sponsored or sanctioned events, field trips, or functions.

12.14 Physical Force

The classroom teacher has the primary responsibility and authority for discipline and may use such measures as may be necessary to maintain control in the above locations. Teachers are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly or if any single incident of a more serious nature occurs, students may be referred to the office. If necessary, physical force to restrain a student may be used in the following situations:

- To prevent harm or injury to school personnel.
- To prevent harm or injury to the student.
- To prevent harm or injury to other students.
- To prevent vandalism or destruction of school property

12.15 School wide Rules

The grounds, buildings, property, equipment, and vehicles belonging to Rebecca Creek Christian Academy are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms, this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only, treat textbooks, lockers, desks, and other school-assigned items with extra care and respect, etc. The following rules have been established to help students learn to be good stewards of all the Lord has blessed RCCA with:

Walkway Rules

Loud talking, yelling, or disruptive behavior in walkways is not permitted.

Running or pushing behavior in walkways is not permitted.

Restroom Rules

The restroom may be used with the permission of the teacher only during school hours. Students are requested not to ask to be excused during class except in an emergency.

Loitering in restrooms during class time is not permitted.

Destruction of school property or vandalism in restrooms will not be tolerated.

Water and paper are to be used for their intended use only.

Loud voices are not to be used in the restroom.

Elementary Playground Rules

Students must wait for a teacher or aide to excuse them to the playground.

Students are to walk in line while entering and leaving the playground.

Students are not permitted to throw objects (rocks, sticks, etc.) while on the playground.

Students may not leave the playground without permission from the adult on duty.

Students may not stand on or jump off swings and trapeze bars.

Pushing, tackling, or aggressive play-fighting are not permitted.

Students may not jump or throw objects from playground equipment.

12.16 Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of the students and staff, school officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Rebecca Creek Christian Academy reserves the right to search any student's person and belongings in the event the school suspects that the student possesses an unapproved item. Registration of the student constitutes parental and student consent to such searches. Backpacks, purses, pockets, desks, etc. are all subject to search if the school suspects the possession of any unapproved item.

13.0 POTTY TRAINING POLICY

- Children must be completely potty trained before enrolling at Rebecca Creek Christian Academy.
- We ask all K4/ K5 students to bring two (2) changes of clothing in a Ziploc bag labeled with their name.
- If your child has an accident and we do not have a change of clothes for him/her, you will be called and asked to bring a change of clothes.
    - If accidents become regular, or if your child proves to need routine assistance in the restroom, a conference with the teacher to discuss solutions will be necessitated. Pull-ups are not an acceptable solution to children struggling in this area.

APPENDIX A

Christian-Based Dedicated Guidance Services Policy

Purpose

The purpose of this policy is to establish a Christ-centered framework for providing academic guidance, student support, intervention services, and counseling/referral procedures that promote the spiritual, academic, emotional, social, and behavioral well-being of students. The school is committed to supporting students in a manner consistent with biblical principles and the mission of Christian education.

Philosophy

The school believes that each student is uniquely created in the image of God and deserving of care, encouragement, accountability, and support. Guidance services are designed to assist students in achieving academic success, developing godly character, strengthening healthy relationships, and growing spiritually and emotionally within a safe and nurturing environment.

Guidance services are provided through collaboration among teachers, administrators, parents, pastors, and outside professionals when appropriate.

Academic Support Services

The school provides academic guidance and support services to help students achieve their God-given potential. These services may include:

- Academic advising and progress monitoring
- Individualized instructional support
- Tutoring or supplemental assistance
- Classroom accommodations when appropriate
- Study skills and organizational support
- Parent-teacher conferences
- Educational planning and goal setting
- Monitoring of student attendance and academic performance

Teachers and administrators regularly review student progress and communicate concerns with parents in a timely manner.

Intervention Services

When a student demonstrates academic, behavioral, emotional, social, or spiritual concerns that interfere with learning or school participation, intervention services may be implemented.

Identification of Student Needs

Student concerns may be identified through:

- Teacher observations
- Academic performance data
- Behavioral reports
- Parent communication
- Student self-reporting
- Attendance concerns
- Social or emotional indicators

Intervention Process

The school may implement the following interventions as appropriate:

- Classroom-based strategies and supports
- Parent meetings and collaborative planning
- Academic intervention plans
- Behavioral support plans

- Mentoring or spiritual guidance
- Temporary accommodations or monitoring
- Referral for additional evaluation or outside services

Interventions are documented and reviewed periodically to determine effectiveness and next steps.

Christian Counseling and Guidance

School staff may provide biblical encouragement, prayer, mentoring, and guidance to students experiencing personal, spiritual, relational, or emotional challenges. Guidance provided by school personnel is supportive in nature and is not intended to replace licensed professional counseling or mental health treatment.

Topics addressed may include:

- Spiritual growth and discipleship
- Peer relationships
- Conflict resolution
- Decision-making
- Grief or life transitions
- Stress management
- Personal responsibility and character development

School personnel will seek to provide guidance grounded in Scripture, compassion, wisdom, and confidentiality within appropriate legal and ethical limits.

Referral Procedures

Outside Referral Criteria

A referral to outside professional services may be recommended when:

- A student's needs exceed the scope of school-based support
- Persistent academic or behavioral concerns exist
- Emotional or mental health concerns are identified
- Safety concerns arise
- Specialized assessments or therapy may be beneficial

Referral Process

- School personnel document observed concerns and interventions attempted.
- Parents/guardians are contacted to discuss concerns and recommendations.
- Appropriate community, pastoral, educational, or licensed counseling resources may be suggested.
- Parents retain responsibility for selecting and authorizing outside services.
- With parental consent, the school may collaborate with outside professionals to support the student's educational success.

The school does not diagnose medical or psychological conditions unless conducted by a licensed professional outside the school setting.

Confidentiality

Information related to student guidance, interventions, and referrals shall be treated with discretion and confidentiality consistent with:

- Biblical principles of respect and care
- Applicable privacy laws
- School policies
- Student safety responsibilities

Confidential information may be shared with appropriate school personnel on a need-to-know basis or when required by law, including situations involving suspected abuse, neglect, self-harm, or threats to safety.

Parent Partnership

The school recognizes parents as the primary spiritual and educational influence in a child's life. Parents are encouraged to actively participate in the guidance and intervention process through:

- Open communication
- Collaborative planning
- Prayer and spiritual support
- Reinforcement of strategies at home
- Participation in meetings and conferences

The school seeks to maintain a cooperative partnership with families for the benefit of each student.

Spiritual Emphasis

All guidance and support services shall reflect the school's Christian mission and biblical worldview. Students are encouraged to develop:

- A personal relationship with Jesus Christ
- Biblical character and integrity
- Respect for others
- Responsibility and self-discipline
- Compassion, forgiveness, and servant leadership

The school desires to minister to students with truth, grace, wisdom, and Christ-centered care.

APPENDIX B

Grievance Procedures

Purpose

The purpose of this procedure is to provide a fair, orderly, and Christ-centered process for resolving concerns, complaints, and disputes involving students, parents/guardians, employees, volunteers, or school operations. The school seeks to address grievances in a manner consistent with biblical principles of reconciliation, respect, accountability, and restoration.

Biblical Foundation

The school encourages all parties to follow biblical principles for conflict resolution, including:

- Addressing concerns directly and respectfully with the individual involved whenever possible.
- Seeking understanding, reconciliation, and restoration before escalating concerns.
- Demonstrating Christian character, grace, forgiveness, and mutual respect throughout the process.
- Following the principles outlined in Scripture, including Matthew 18:15-17, Ephesians 4:29-32, and Colossians 3:12-15.

Scope

This procedure applies to grievances involving:

- Academic matters
- Student discipline
- Employee conduct
- School policies and procedures
- School-sponsored activities
- Safety concerns
- Alleged violations of school standards, ethics, or Christian values
- Other school-related concerns

This procedure does not replace legal reporting requirements related to child abuse, neglect, criminal activity, or other matters requiring immediate notification to law enforcement or government agencies.

Informal Resolution

Whenever possible, concerns should be addressed informally before initiating a formal grievance.

Step 1: Direct Communication

The concerned individual should first discuss the matter with the person directly involved within five (5) business days of the incident or concern.

Examples:

- Parent with teacher
- Student with teacher
- Employee with supervisor

The parties should make a sincere effort to resolve the concern through respectful dialogue and prayerful consideration.

Step 2: Administrative Review

If the matter is not resolved, the concern may be submitted to the Principal or designated administrator within ten (10) business days following the informal discussion.

The administrator will:

- Meet with the parties involved.
- Review relevant information.
- Attempt to facilitate a mutually acceptable resolution.
- Provide a written response within ten (10) business days after receiving the concern.

Formal Grievance Procedure

Step 3: Written Grievance

If the concern remains unresolved, a written grievance may be submitted to the Head of School or School Administrator within ten (10) business days after receiving the Step 2 written response.

The grievance should include:

- Name of the person submitting the grievance
- Date of submission
- Description of the concern
- Relevant facts and supporting documentation
- Actions already taken to resolve the issue
- Desired resolution

The Head of School shall acknowledge receipt of the written grievance and conduct an investigation as appropriate. A written administrative decision shall normally be provided within ten (10) business days after the written grievance is received.

Step 4: Administrative Decision

Following review and investigation, the Head of School shall issue a written decision, which may include:

- Findings of fact
- Conclusions
- Corrective actions, if necessary
- Recommendations for reconciliation or restoration

The written administrative decision shall normally be provided within ten (10) business days after receipt of the written grievance.

Appeal Process

Step 5: Appeal to the School Board

If the grievant believes the matter has not been resolved appropriately, a written appeal may be submitted to the School Board or its Chair within ten (10) business days of receiving the administrative decision.

The Board will notify the Pastor of the grievance and seek his input. The Board may:

- Review documentation
- Conduct interviews as needed
- Request additional information
- Uphold, modify, or reverse the administrative decision

At the Pastor's discretion, he may direct the Board to a decision given that he is the final authority. Otherwise, the Board's decision will be final.

Board Decision Timeline

The Board will normally issue its written decision within ten (10) business days after receiving the appeal.

Timeline Extensions

If an administrative review, written grievance, or appeal cannot reasonably be completed within the applicable ten (10) business-day response period, RCCA will notify the grievant within that original ten-business-day period that additional time is necessary and will provide an anticipated response date. Extensions should be limited to the time reasonably necessary to complete a fair review.

Confidentiality

All grievance proceedings will be handled as confidentially as possible while allowing for a thorough investigation and fair resolution. Information will be shared only with those who have a legitimate need to know.

Protection Against Retaliation

Retaliation against any individual who submits a grievance, participates in an investigation, or provides information in good faith is strictly prohibited.

Any person found engaging in retaliation may be subject to disciplinary action, up to and including dismissal, termination of employment, or removal from volunteer service.

False or Malicious Complaints

Knowingly filing a false, misleading, or malicious grievance is inconsistent with Christian conduct and may result in disciplinary action.

Recordkeeping

The school shall maintain records of formal grievances, investigations, findings, and resolutions in accordance with its records retention policies.

Commitment to Christian Reconciliation

The school is committed to fostering a Christ-centered environment where disagreements are handled with integrity, humility, and respect. Every effort will be made to restore relationships, preserve unity, and promote the spiritual, emotional, and educational well-being of all members of the school community.

APPENDIX C

Student Suicide Prevention and Biblical Care

Date last Revised: 9/10/2026

Change Description: Formatting Changes Only

Date first approved: June 2026

Purpose and Scope

This policy ensures our academy is equipped to recognize, respond to, and refer students who may be at risk for self-harm or suicide. It applies to all faculty, staff, and administration, covering actions that take place on campus, during school-sponsored events, and off-campus behaviors that impact the school environment.

Biblical and Theological Foundation

At Rebecca Creek Christian Academy, we believe that every student is fearfully and wonderfully made in the image of God (Psalm 139:13-16). Human life is sacred, and we are called to protect, value, and nurture the lives of our neighbors (Proverbs 24:11-12, Deuteronomy 22:8). When students experience profound despair, our response is rooted in Christ-like compassion—bearing one another's burdens (Galatians 6:2) while pointing them to the ultimate hope, peace, and transforming power found in Scripture (Romans 12:2, 1 Peter 5:7).

Prevention Education

The academy promotes a culture of grace, truth, and emotional safety to build resilience and strong protective factors. Prevention includes:

- Spiritual Discipleship: Integrating biblical truths regarding God's purpose, hope, and the value of life into chapels, mentoring, and character development.
- Staff Training: Equipping all faculty and staff annually to recognize the warning signs of depression and suicide.
- Social-Emotional Support: Fostering a supportive environment where students feel known, supported, and encouraged to seek help from trusted adults.

Intervention Protocols

If a student expresses suicidal ideation (verbally, in writing, or through behavior), staff will take immediate action to ensure the student's physical safety.

- Supervision: The student will not be left alone. A caring adult will escort the student to administration or the designated crisis point of contact.
- Assessment: A school-employed designated administrator will conduct an initial risk assessment.
- Parental Notification: Except in cases where abuse is suspected, parents/guardians will be promptly notified. School staff will work collaboratively with the family to create a safety plan.
- Imminent Danger: If a student is in immediate danger (has access to a weapon or is threatening immediate self-harm), staff will call 911 immediately and then notify the administration and parents.

Biblical Counseling & Referral

When a student is identified as at-risk, the academy believes in a two-fold approach: comprehensive professional evaluation and loving, pastoral care.

- Professional Care: We recognize the limits of school staff and will refer families to local crisis teams or trained Biblical Counseling services for ongoing treatment.
- Biblical Shepherding: Alongside professional treatment, our academy may provide biblical counseling. This ministry will be used to minister to the student's heart—offering the comfort of Christ, reminding them of their inherent worth, and helping them view their struggles through the lens of God's Word.
- Confidentiality: Information will be shared strictly on a need-to-know basis to ensure the student's safety, while honoring the family's privacy.

Re-Entry Following Hospitalization or Crisis

- Before returning to school, the academy may request:
- Documentation and recommendation from a certified biblical counselor indicating the student is safe to return.

- A meeting with parents, school administration, and appropriate staff to establish a support plan.

Postvention (Post-Crisis Support)

In the tragic event of a student death by suicide, the school will immediately enact a Crisis Response Plan. This postvention process includes:

- Avoiding suicide contagion by communicating factual, non-sensational information.
- Providing grief support and biblical counseling for students and staff.
- Ensuring the student's family is supported with grace and sensitivity.

Documentation

- Proof of Training: Keep certificates on file demonstrating that all faculty and staff complete annual suicide awareness training.
- Clear Documentation: Maintain a standardized reporting form for your counseling/administrative team to document any student risk assessments, interventions, and parental notifications.
- Community Partnerships: Compile a verified list of local, licensed, and vetted Biblical counselors and mental health clinics to give to parents
- All records shall be maintained in accordance with school confidentiality policies and applicable laws. Resources in addition to internal support, we provide 24/7 crisis resources to our community, including the Suicide & Crisis Lifeline (call or text 988).

Policy Review

This policy shall be reviewed annually by school administration and the School Board to ensure compliance with best practices and the school's mission of providing a safe, Christ-centered educational environment.

APPENDIX D

School Transportation, Arrival, Dismissal, and Field Trip Policy

Purpose

The purpose of this policy is to establish safe, orderly, and accountable procedures for student arrival, dismissal, school-sponsored transportation, field trips, and other off-campus activities.

The safety and accountability of students are the highest priorities. All parents, guardians, students, employees, volunteers, and authorized drivers are expected to comply with these procedures.

General Policy

Parents and guardians are ordinarily responsible for providing transportation to and from school unless other arrangements have been approved or provided by Rebecca Creek Christian Academy (RCCA).

Students may only be released to:

A parent or legal guardian;

An individual listed on the student's current Authorized Pickup List; or

Another individual specifically authorized by the parent or guardian and accepted by the school.

RCCA reserves the right to require photo identification and to verify authorization before releasing any student.

Emergency contacts are not automatically authorized to pick up a student unless they are also listed as an Authorized Pickup person or the parent or guardian has otherwise authorized the release.

Any applicable court order or custody restriction provided to RCCA will be followed in accordance with applicable law.

Morning Drop-Off

Drop-Off Hours

Students may be dropped off no earlier than 35 minutes before the beginning of the school day unless participating in an approved supervised activity.

Students arriving before the designated supervision time may not be admitted unless prior arrangements have been made with school administration.

Drop-Off Procedures

Parents and guardians should:

Enter campus using the designated traffic entrance;

Follow all traffic signs, cones, and staff directions;

Remain in the designated drop-off lane;

Pull forward as far as safely possible before stopping;

Have students prepared to exit promptly;

Have students exit on the passenger side whenever possible; and

Remain in the vehicle during normal drop-off operations.

Parents and guardians should not park or leave their vehicle in the drop-off lane, pass other vehicles in the line, use a cell phone while moving through the traffic lane, or make unsafe U-turns or backing movements in the loading zone.

Students should exit safely, proceed directly to the designated supervised area, and follow staff instructions.

Afternoon Pick-Up

Parents and guardians shall:

Use the designated pick-up area;

Display any school-issued student identification or pickup tag as requested;

Remain in their vehicle unless instructed otherwise;

Pull forward as directed by staff; and

Load students promptly.

Students will only be released to an authorized individual. RCCA may require photo identification whenever school personnel cannot readily verify the identity or authorization of the individual picking up a student.

Early Student Checkout

Parents or authorized individuals wishing to remove a student before regular dismissal should notify the school in advance when reasonably possible by telephone, email, written note, or other school-approved communication.

The individual picking up the student must:

Report to the school office;

Sign the student out; and

Present identification when requested.

Students will not ordinarily be released directly from classrooms, playgrounds, athletic areas, or other locations without first completing the school's checkout process.

Changes in Normal Transportation or Pickup

Parents or guardians should notify the school as early as reasonably possible of any change in a student's normal transportation or pickup arrangements.

Notification may be made by telephone, email, written note, or another communication method approved by the school. Same-day dismissal changes should normally be communicated to the school office before 3:00 p.m.

RCCA may verify the identity of the person requesting the change before releasing the student.

The school may decline a transportation or pickup change if adequate authorization cannot be confirmed or if the requested arrangement would create a safety concern.

School-Sponsored Transportation

Scope

These requirements apply whenever RCCA transports students as part of a school-sponsored activity, including field trips, academic activities, athletic activities, church or ministry activities conducted as part of the school program, and other approved off-campus events.

They apply, as appropriate, to school-owned, leased, rented, borrowed, or otherwise school-controlled vehicles.

When RCCA authorizes an employee, volunteer, or other approved adult to transport students in a privately owned

vehicle as part of a school-sponsored activity, the driver and trip-accountability provisions of this policy shall also apply.

Authorized Drivers

Only individuals approved by RCCA administration may transport students on behalf of the school.

Authorized drivers must:

Possess a valid driver's license appropriate for the vehicle being operated;

Meet applicable RCCA screening and driver-approval requirements;

Provide evidence of current automobile insurance when operating a privately owned vehicle;

Operate the vehicle safely and in accordance with applicable traffic laws;

Require passengers to use available seat belts or other required passenger restraints;

Refrain from using a handheld electronic device while driving except as permitted by law in an emergency; and

Immediately report any accident, vehicle damage, mechanical concern, citation, or other safety-related incident to school administration.

RCCA administration may suspend or revoke authorization to transport students whenever a safety concern exists.

Vehicle Records and Maintenance

RCCA shall maintain appropriate records for vehicles owned, leased, or regularly operated by the school for student transportation.

Vehicle records should include, as applicable:

Vehicle year, make, model, and identification information;

Current registration and insurance information;

Routine maintenance and service records;

Date and mileage of maintenance performed;

Description of maintenance or repair performed;

Service provider or person performing the work;

Reported mechanical or safety concerns;

Corrective action or repairs completed; and

Other documentation reasonably necessary to demonstrate that the vehicle is being maintained in safe operating condition.

School vehicles shall receive routine maintenance in accordance with manufacturer recommendations, vehicle condition, usage, and applicable requirements.

A vehicle with a known condition that could reasonably affect safe operation shall not be used to transport students until the concern has been evaluated and appropriately corrected.

Transportation and maintenance records shall be maintained by the school in accordance with RCCA's records-retention practices and applicable accreditation or legal requirements.

Pre-Trip Vehicle Inspection

Before transporting students, the driver or other designated school employee shall conduct and document a pre-trip inspection or walkaround of the vehicle.

The inspection should reasonably include:

Tires and visible wheel condition;

Exterior lights and signals;

Mirrors and windows;

Windshield and wipers;

Visible fluid leaks;

General exterior condition;

Fuel level;

Seat belts or passenger restraints;

Doors and emergency exits, when applicable;

Interior condition and aisles;

Required emergency or safety equipment, when applicable; and

Any other readily observable condition that could affect safe operation.

The driver shall also verify that the vehicle is reasonably safe and ready for the intended trip.

Any significant safety concern discovered during the inspection shall be reported before departure. A vehicle shall not be used if a condition exists that would make its operation unsafe.

Trip and Mileage Log

Each school-sponsored transportation trip shall be documented.

The transportation record or trip log should include:

Date of the trip;

Activity, purpose, or destination;

Name of the driver;

Vehicle used;

Departure location;

Destination;

Departure time;

Return or completion time;

Beginning odometer reading;

Ending odometer reading;

Total mileage;

Names or roster of students transported;

Names of additional staff, chaperones, or adult passengers when appropriate; and

Any accident, vehicle problem, unusual occurrence, or other transportation-related concern.

When multiple vehicles are used, student assignments should be documented sufficiently for the school to determine which students were riding in each vehicle.

Trip records shall be submitted or maintained in the location designated by school administration.

Student Passenger Accountability

A current student roster shall be maintained for all school-sponsored trips.

Before departure, the trip leader or designated staff member shall verify that all students expected to participate are accounted for.

Student accountability shall also be confirmed:

Before departing from the school;

Before leaving the field trip or activity location;

Following significant stops or transitions;

After any approved student release to a parent or authorized individual; and

Upon return to the school or completion of the activity.

Staff members shall communicate any change in a student's transportation or release status to the trip leader so that the trip roster remains accurate.

No school vehicle shall leave an activity location until the responsible staff member has reasonably accounted for all students assigned to that vehicle or has confirmed an authorized alternate arrangement.

Post-Trip Vehicle Inspection

At the conclusion of each trip, the driver or designated employee shall conduct and document a post-trip inspection.

The inspection shall include a physical check of the passenger compartment to verify that:

No student remains in the vehicle;

No student belongings or school property have been unintentionally left behind;

No new damage or safety concern is apparent;

The vehicle is reasonably clean and ready for its next use; and

Any mechanical, safety, or maintenance concern is reported.

The driver shall record the ending mileage and any required trip information before completing the transportation record.

Any vehicle concern identified after the trip shall be reported promptly to school administration and documented as appropriate.

Field Trip Transportation and Student Release

Parent Transportation Directly to a Field Trip

RCCA may permit a parent or guardian to transport their own child directly to a field trip, competition, activity, or other approved off-campus location rather than having the child depart from school with the group.

The parent or guardian must notify the school or trip leader in advance and receive approval for the alternate transportation arrangement.

Notification may be made by telephone, email, written note, or other school-approved communication.

When arriving directly at the activity location:

The parent or guardian remains responsible for the student until the student has been personally transferred to the supervision of the designated RCCA staff member or trip leader.

The parent shall not leave the student unattended at the activity location.

The designated staff member shall confirm the student's arrival and add or mark the student present on the trip roster.

Any significant delay or change in plans should be communicated to the trip leader or school as soon as reasonably possible.

Once the student has been checked in with the designated staff member, the student becomes part of the school-supervised activity and is subject to normal RCCA rules and supervision.

Parent Pickup From a Field Trip Location

A parent or guardian may request to pick up their child directly from a field trip or off-campus activity rather than having the student return to school with the group.

Whenever reasonably possible, the parent should notify RCCA or the trip leader in advance.

Before the student may leave:

The parent, guardian, or other authorized pickup person must personally report to the designated RCCA staff member or trip leader;

The school may require photo identification;

The individual's authorization to pick up the student must be verified;

The student must be signed out or otherwise documented as released; and

The trip leader or designated staff member must update the student roster to show that the student is no longer traveling with the school group.

A student may not simply leave the activity with a parent, guardian, or other individual without the knowledge and approval of the responsible RCCA staff member.

Once the student has been properly released and signed out to the parent, guardian, or authorized pickup person, responsibility for the student's supervision and transportation transfers to that individual.

A parent may not take another parent’s child from a school-sponsored activity unless that person is authorized to pick up the student and RCCA has verified or approved the arrangement.

These procedures also apply when a parent wishes to remove a student before the scheduled conclusion of the field trip or activity.

Transportation Accidents or Emergencies

In the event of an accident, mechanical failure, medical emergency, or other significant transportation incident, the driver and supervising staff shall place student safety first.

As appropriate to the circumstances, staff shall:

Move or keep students in a safe location;

Contact emergency services when necessary;

Notify RCCA administration as soon as reasonably possible;

Account for all students;

Arrange alternate transportation when necessary;

Notify parents or guardians as directed by administration; and

Complete any required school accident or incident documentation.

Students shall not be transferred to an unapproved vehicle or driver except when necessary to protect health or safety or when specifically authorized by school administration.

Inclement Weather and Unsafe Travel Conditions

RCCA may delay, modify, relocate, postpone, or cancel transportation or a school-sponsored activity when weather, roadway conditions, mechanical concerns, or other circumstances create an unreasonable safety risk.

Parents should follow official school communications regarding delays, closures, early releases, or changes to transportation arrangements.

Campus Transportation Safety

For the protection of students and families:

The campus speed limit shall not exceed 10 mph;

Drivers shall yield to pedestrians;

Crosswalks should be used whenever available;

Students should not cross active traffic areas except at designated locations or under staff supervision; and

All drivers shall follow school traffic directions and posted signage.

Late Pick-Up

Students should be picked up promptly following dismissal.

If a student remains after the designated pickup period, the school will attempt to contact the parent, guardian, or appropriate authorized contact.

Students may be placed in After School Care in accordance with RCCA's current After School Care procedures and fees.

Authorized Pickup

Parents and guardians are responsible for maintaining a current Authorized Pickup List with RCCA.

RCCA will not release a student to an individual merely because the person is listed as an emergency contact unless that person is also authorized for pickup or the parent or guardian has provided acceptable authorization.

RCCA may request photo identification before releasing a student.

Court orders or other legal documents restricting access to a student must be provided to the school. RCCA will follow such documentation in accordance with applicable law.

Visitor Parking

Visitors shall park in designated visitor parking areas and report to the appropriate school office or check-in location before proceeding onto campus, except as otherwise directed during organized arrival, dismissal, or special-event procedures.

School Responsibility

RCCA will take reasonable steps to:

Provide appropriate supervision during student arrival, dismissal, and school-sponsored transportation;
Maintain student accountability during off-campus activities;
Maintain required transportation and vehicle records;
Establish procedures for vehicle inspection and maintenance;
Approve individuals authorized to transport students on behalf of the school;
Communicate transportation changes when necessary; and
Respond appropriately to transportation-related safety concerns or emergencies.

Parent and Guardian Responsibility

Parents and guardians agree to:

Follow school traffic and transportation procedures;
Promptly communicate changes in transportation or pickup arrangements;
Maintain accurate emergency-contact and Authorized Pickup information;
Follow student sign-in and sign-out procedures at field trips and other off-campus activities;
Not remove a student from an RCCA-supervised activity without notifying the responsible staff member; and
Exercise reasonable patience and caution during arrival, dismissal, and school activities.

Transportation Documentation

RCCA administration shall maintain or designate a location for transportation-related records, which may include:

Driver authorization records;
Vehicle registration and insurance records;
Vehicle maintenance logs;
Pre-trip inspection records;
Post-trip inspection records;
Trip and mileage logs;
Student passenger rosters;
Field trip sign-in and sign-out documentation; and
Accident, incident, or vehicle-defect reports.

These records may be maintained electronically or in paper form, provided they are reasonably accessible for administrative review and accreditation purposes.

Policy Administration

The Head of School or designee is responsible for implementing this policy, establishing related forms and procedures, maintaining appropriate records, and addressing circumstances not specifically covered by this policy.

RCCA administration may make reasonable operational adjustments when necessary to protect student safety or address unusual circumstances.

APPENDIX E
Rebecca Creek Christian Academy

School Food Service, Snacks, and Lunch Policy

Purpose

The purpose of this policy is to establish clear expectations regarding food brought from home while promoting a safe, healthy, orderly, and Christ-centered school environment. Because the school does not operate a food service program, parents are responsible for providing their child's daily lunch, snacks, and beverages.

Parent Responsibility

Parents are responsible for:

- Providing a nutritious lunch and any teacher-approved snacks for their child each school day.
- Ensuring that all food is properly packaged and labeled with the student's name.
- Providing any necessary eating utensils, napkins, and condiments.
- Packing food in appropriate insulated containers with ice packs when refrigeration is not available.
- Using thermos containers for foods that should remain hot, as the school may not have facilities to heat meals.
- Informing the school of any diagnosed food allergies or dietary restrictions.

School Responsibility

The school will:

- Provide designated times and supervised areas for students to eat lunch and snacks.
- Encourage healthy eating habits and good table manners.
- Promote an atmosphere of gratitude by requiring prayer before meals.
- Maintain reasonable sanitation practices in eating areas.
- Take reasonable precautions to reduce exposure to known food allergens.

The school cannot guarantee an allergen-free environment.

Lunch and Snack Guidelines

Students should bring:

- A balanced, nutritious lunch.
- Healthy snacks when permitted by the classroom teacher.
- Water or other parent-approved beverages in spill-resistant containers.

Parents are encouraged to limit foods and beverages that are excessively high in sugar or caffeine.

Foods Not Permitted

For the safety and well-being of all students, the following items are prohibited:

- Alcohol or products containing alcohol.
- Tobacco, nicotine, vaping products, or any controlled substances.
- Energy drinks or highly caffeinated beverages.
- High sugar or caffeinated soda.
- Foods requiring extensive preparation by school staff.
- Any item prohibited due to a classroom or school allergy restriction.

Food Allergies

The school recognizes that food allergies can be serious and potentially life-threatening.

Parents of students with diagnosed food allergies must:

- Notify the school in writing.
- Provide current medical documentation when requested.
- Provide any physician-prescribed emergency medication as required by school policy.
- Work cooperatively with school personnel to develop appropriate accommodations.

Depending on student needs, individual classrooms or school events may be designated as peanut-free, tree nut-free, or otherwise allergen-restricted.

Families are expected to cooperate fully with these restrictions.

Food Sharing

To protect students with allergies and dietary restrictions:

- Students may not share food, beverages, utensils, or homemade treats with other students unless specifically approved by school administration.
- Teachers may prohibit food sharing at any time.

Birthday Treats and Classroom Celebrations

Parents wishing to provide treats for birthdays or classroom celebrations must obtain advance approval from the classroom teacher.

Approved treats should:

- Be commercially prepared and individually wrapped whenever possible.
- Comply with any classroom allergy restrictions.
- Be distributed only under teacher supervision.

The school reserves the right to decline treats that present allergy or safety concerns.

Microwaves and Refrigeration

Unless specifically provided by the school:

- Students will not have access to microwaves.
- Refrigeration may not be available.
- Parents should pack lunches that remain safe at room temperature or use insulated containers.

Forgotten Lunches

If a student forgets to bring lunch:

- Parents may bring a lunch to the school office when practical.
- If a parent cannot be reached, the school will make reasonable efforts to provide a simple meal or snack.
- The school may request reimbursement for replacement meals when appropriate.

Repeated forgotten lunches may result in communication with parents to develop a consistent plan.

Sanitation

Students are expected to:

- Clean their eating area before leaving.
- Dispose of trash properly.
- Follow teacher directions regarding recycling and waste disposal.
- Wash or sanitize hands before and after eating when facilities are available.

Christian Conduct

Meal and snack times are opportunities to demonstrate Christ-like character. Students are expected to:

- Show gratitude for God's provision.
- Treat others with kindness and respect.
- Practice good manners.
- Maintain appropriate conversation and behavior.
- Follow all instructions given by supervising staff.

Field Trips

Parents are responsible for providing lunches and snacks for field trips unless otherwise communicated by the school.

Teachers will provide specific instructions regarding food restrictions, storage, and disposable containers.

Policy Compliance

Failure to comply with this policy may result in confiscation of prohibited items, parent notification, or other disciplinary action consistent with the school's Student Code of Conduct.

The school reserves the right to modify food restrictions or procedures as necessary to protect the health, safety, and welfare of students and staff.

APPENDIX F

Student Due Process

Step 1 – Initial Review

The administrator shall:

- Investigate the incident.
- Meet with the student.
- Review available evidence.
- Speak with witnesses as appropriate.

Step 2 – Parent Notification

Parents shall be notified when disciplinary action may include:

- Suspension
- Expulsion
- Removal from extracurricular activities
- Academic probation
- Safety concerns
- Significant behavioral consequences

Notification may occur by:

- Telephone
- Email
- Written letter
- In-person conference

Step 3 – Administrative Conference

The administrator shall provide:

- Description of alleged misconduct
- Relevant evidence
- School policies involved
- Opportunity for the student and parents to respond
- Opportunity to present additional information

Step 4 – Decision

Following review, the administrator shall issue a written decision including:

- Findings
- Policy violated (if applicable)
- Discipline imposed
- Effective date
- Appeal rights

Student Appeals

A student or parent may appeal within **five (5) business days** of receiving the decision.

Appeals must:

- Be submitted in writing.
- State the basis for appeal.
- Include supporting documentation.

Grounds for appeal include:

- Significant procedural error.
- New evidence unavailable during the original review.

- Disproportionate disciplinary action.
- Misapplication of school policy.

The Head of School shall review the appeal and issue a written decision within ten (10) business days after receiving the appeal.

If the Head of School made the original decision, the appeal shall be heard by the School Board or its designated Appeals Committee. The Board will notify the Pastor and seek his input. The School Board will normally issue its written decision within ten (10) business days after receiving the appeal.

At the Pastor's discretion, he may direct the board to a decision given he is the final authority. Otherwise, the Board's decision will be final.

14.0 PARENTAL AGREEMENT

Standard of Character & Conduct (found in Section 11.0) Acknowledgment

I have read and understand the standards of Character & Conduct (found in Section 11.0) of Rebecca Creek Christian Academy and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of these standards of conduct.

Biblical Philosophy & Statement of Faith

I have read and understand the Our Mission, Our Educational Philosophy, Our Core Values, and Statement of Faith (found in Section 1.0 in their respective order) of Rebecca Creek Christian Academy, and subscribe to them without reservation.

Parent/Guardian Commitment

I realize that from time-to-time children take issue with actions, and they are prone to criticize statements out of context. This being normal for children, I pledge that, if this should occur, I will not support the criticism, but instead, I will correct my child, support the school personnel, and request full details from the teacher when I have a question concerning the incident. I will take the Matthew 18 approach to biblical reconciliation in all matters.

As a supportive parent of RCCA, I realize that gossip will not be tolerated with other staff, teachers or parents.

I will pray for the staff and ministry, cooperate with them in discipline, and seek to accept their judgment in all such matters.

I will lay a spiritual foundation through Godly example in the home and will support the spiritual training of the school.

I will help to follow through with any assignments or notices to be signed.

I will see that my child arrives at school on time, dressed in the proper uniform, and will send written excuses for any absences or tardies.

I will cooperate in training my child to respect school property and will pay for irregular abuse of the same.

I will seek to attend and support parent functions.

I have read the Parent & Student Handbook of Rebecca Creek Christian Academy and understand and accept the objectives, disciplinary rules, dress code and other policies set forth by RCCA.

I realize that attending RCCA is a privilege. It is my intention to support the decisions of and the discipline of the school administration.

I understand receipt of this application packet does not guarantee admission to RCCA as this is subject not only to the space available, but also to the RCCA policies, procedures, and guidelines. I further understand and acknowledge that continued enrollment of my/our child, if admitted to RCCA, shall be subject to the payment of all fees and tuition, and our student's compliance with the code of conduct and the policies established by RCCA.

Parent/Guardian #1 _____ Date _____

Parent/Guardian #2 _____ Date _____