

RIVER CITY CHRISTIAN SCHOOL

Family/Student Handbook 2007-2008



A ministry of

River City Fellowship

Billy Nuñez, Pastor

A Non-Denominational Christ-centered body of Believers teaching the Word of God for the salvation and education of the people, and worshipping God the Father, God the Son, and God the Holy Spirit.

**RIVER CITY CHRISTIAN
SCHOOL**

2007-2008

**FAMILY/STUDENT
HANDBOOK
FOR
ELEMENTARY,
MIDDLE
AND
HIGH SCHOOL
GRADES K - 12**

Revised February 2007

**NOTICE OF NON-DISCRIMINATORY
POLICY FOR STUDENTS**

River City Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school administered school programs.

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**RIVER CITY CHRISTIAN SCHOOL
2007-2008**

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Angie Nunez - Assistant Pastor
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**Susan K. Galindo - Headmaster
E. "Cas" Castillo - Principal
Jerry Galindo - Assistant Principal**

FORWARD TO PARENTS AND STUDENTS

This handbook for parents/guardians and students has been prepared to provide information regarding the school rules, regulations and practices for Grades K - 12. It is important that parents/guardians become familiar with the school and its activities. This handbook can assist in that purpose.

If the handbook is kept available for ready reference, answers to numerous questions can be obtained easily.

Parents/Guardians and Students are responsible for knowing and following the information provided in this handbook.

When the home and school work in harmony, the quality of education can be enhanced for all RCCS students.

Susan K. Galindo
Headmaster

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ALL ABOUT RCCS

STATEMENT OF FAITH

We believe in one God, Father, Son, and Holy Spirit; Creator of all things (Duet. 6:4, Ex. 20:3, Eph. 4:3-6, Matt. 28:19).

We believe that Jesus Christ is the only begotten Son of God, born of the virgin Mary, who was crucified, died, was buried, resurrected, ascended, and now lives at the right hand of God as perfect God and perfect man (Matt. 1:18, Luke 1:26-38, Col. 1:17).

We believe Jesus Christ died for our sins on the Cross and that each person can be saved from eternal punishment only through the work of Jesus Christ by repentance of sin and faith in Him alone as Savior (Matt. 20:28, Jn.1:29, Rom. 6:23).

We believe man was created by God; for God said, "Let us make man in Our image, after Our likeness" (Gen. 1:26). We believe that the universe was created by God and did not evolve on it's own.

We believe the Bible, though written by men, was supernaturally inspired by the Holy Spirit, so that all of it's words are the true revelation of God (Jn. 17:17, 2 Tim. 3:15-17, Heb. 1:1).

All of these doctrines will be taught, encouraged and emphasized throughout the school day.

This is the abbreviated form of our statement of faith. Parents/Guardians are required to sign the complete Statement of Faith which will be placed in each child's record.

MISSION STATEMENT

River City Christian School exists to provide a Christ-centered, safe, environment for children with learning differences or emotional difficulties, enabling them to learn and grow spiritually, academically, and emotionally. RCCS is committed to helping children learn and grow in body, mind, soul, and spirit.

SPIRITUAL GROWTH

On Wednesday mornings elementary and upper grade classes gather at separate times to share a time of high-energy praise, worship, and learning in RCCS's weekly Chapel service. We believe that this is a vital part of the culture of RCCS. It is one of the things that makes RCCS so unique. Chapel is not optional, and we invite parents to join us for this awesome experience in the Lord.

RCCS SCRIPTURAL PRINCIPLE

"...with God, all things are possible" (Matt. 19:26)

RCCS PURPOSE STATEMENT

Recreate, Remediate, Release

To recreate hearts, remediate minds, and release potential

RCCS STAFF

The RCCS faculty, administration and support personnel are a small, close knit staff. Each staff member has a calling on their life by God to minister to children with special needs. The RCCS staff is dedicated to each student and his/her family through prayer, academic, and spiritual support. RCCS is committed to hiring highly qualified, degreed staff members.

"...and if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like noonday" (Isaiah 58:10 NIV).

RCCS ACCREDITATION

RCCS is fully accredited through the International Christian Accrediting Association (ICAA), and is a member of the Texas Association of Non-Public Schools (TANS) and a member of the Oral Roberts University Educational Fellowship (ORUEF).

ADMISSION INFORMATION

Biblical Principle

RCCS does not discriminate on the basis of race, color, sex, national, or ethnic origins. *Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14 NIV).*

Admission Guidelines

Admission will be based on the following:

- Parent(s) interview with administration
- Student interview with administration
- Classroom visitation
- Diagnostic testing as determined by RCCS
- Financial Agreement (Financial aid will not be considered as a factor in admissions decisions.)
- Completed registration packet
- Registration, textbook, and supply fees paid in full
- All immunizations must be current before the student will be permitted to attend classes.

Probationary Period

- **Newly enrolled students will be admitted, conditionally, on a probationary period of thirty (30) school days. The school administration desires that every child succeed and thrive at RCCS; however, we reserve the right to discontinue educational services to any student who fails to meet or comply with the conditions of the probationary period. The book and registration fee is non-refundable.**
- **During the period of probation, the student must maintain regular school attendance, complete all assigned work in a timely manner, exhibit respect toward teachers and other students, and accumulate no more than one disciplinary referral.**
- **RCCS reserves the right to decline admission to any child whose prior behavior records indicate that they are not compatible with the standards and environment of River City Christian School.**

Placement

The administration, with faculty input, will determine grade placement for students. Parents are

asked to refrain from requesting a specific teacher for their child.

Protected Re-Admission Policy

- Each year, (typically in February), RCCS provides a protected re-admission period for currently enrolled students who desire to enroll for the upcoming school year.
- Re-enrollment packets will be offered to all families during the Spring Parent/Teacher conferences.
- Due to the low student-teacher ratio, it is highly recommended that current RCCS families take full advantage of the protected re-admission period.

Re-Enrollment Guidelines

Re-enrollment will be based on the following:

- Completed re-enrollment packets
- Financial agreements
- Non-refundable payment of RCCS registration fee
- Account balance must be current
- Enrollment fee must be paid

Open Admission

After the close of the protected re-admission period, RCCS will begin accepting applications from new families in the community. RCCS reserves the right to deny enrollment to any student.

Withdrawal from RCCS

- Parents/Guardians who withdraw their child before the end of the school year are required to give at least **48 hours advance written notice** to the school Administration in order to prepare student school records.
- Additional requests for records will incur a \$10 fee per request.
- Please keep in mind that no records will be released unless the student's financial account is current.
- If a student is withdrawn before the first day of school, enrollment or registration fee will not be refunded unless the parent/guardian is being transferred due to a job assignment or military duty (verification will be required).
- If a student is withdrawn after the first day of the month, tuition for that month will not be refunded.
- In the event tuition has been paid a year in advance, the balance of tuition will be reimbursed, at the regular tuition rate (the discount rate will no longer apply), beginning the following month after withdrawal through the end of the year **minus** any discount given for full payment. Discounts only apply for students who attend the full school year.
- Students who are expelled will not be entitled to any tuition refund.

FINANCIAL INFORMATION

Tuition 2007—2008

RCCS will be utilizing FACTS, a tuition management company, to handle the school's tuition accounts. All tuition payments through FACTS will be processed on an automatic draft basis. FACTS tuition forms are included in the enrollment packets and must be completed and turned in to the school prior to enrollment. Returning FACTS students will be **automatically re-enrolled** in FACTS. Tuition may be paid in full or on a 10 or 12 month payment schedule (see chart below).

- If tuition is paid in full for the entire year, a discount will be applied to the payment. The following discounts will apply based on date of payment: A 5% discount will be given if tuition is paid in full for the entire year by June 1st. A 2% discount will be given if payment is made between June 1st and August 27th. No discounts will be given after August 27th. (If the student is withdrawn, tuition charges will be calculated at the regular tuition rate. The discount will be voided.)
- Yearly tuition is 10% less for the second child and 25% less for any child thereafter.
- Book, registration, and athletic fees are non-refundable.
- If a student is expelled, parents/guardians are responsible for full payment of tuition and other fees previously incurred. No refunds will be given.
- RCCS will hold report cards and other school records until tuition and other fees have been paid in full.
- Student records, test scores, transcripts, etc. will not be released until accounts are paid in full.

Tuition Table and Textbook Fees

Grade	Tuition	Registrati on Fee	Textbook Fee	Monthly 10 Months	Monthly 12 Months
K5-6th	\$6500	\$250	\$250	\$650	\$542*
7-12th	\$6500	\$305	\$250	\$650	\$542*

*Last payment is less

Due Jun 1
Due Jul 1
Aug 1 - May 1
Jul 1 - May 1

Athletic Fees

Students participating in any sport, including cheerleading, will be charged an athletic participation fee, as follows:

1st Sport: \$100.00

Each Additional Sport: \$ 75.00

Additional costs may be incurred (i.e. summer camps, meals at away-games, snacks, etc.).

Financial Aid/Scholarships

- RCCS strives to provide scholarships for families and students who have a need for financial assistance in paying for tuition. RCCS' scholarship fund is dependent upon donations and fundraisers. The number of scholarships given for the school year is dependent upon donations received from the preceding school year. Applications for financial aid will be provided through FACTS Management Company. The application process is an online process. There is a \$20 application fee. FACTS will review the applications and make their recommendations to RCCS. The majority of Scholarships are awarded in June. Contact the school office to begin the application process.
- Any family receiving a Scholarship will be required to volunteer their time during RCCS' main scholarship fundraiser, Fiesta Especial.

Late Tuition Payments - Financial Suspension of Student

See the FACTS information about late tuition payments. **If a tuition payment is PAST DUE by one month, the student will be suspended until tuition is current.**

Returned Checks

A fee of \$25.00 will be charged for any returned checks. If a check is returned twice, fees must be

paid in cash or by money order for the remainder of the school year.

Additional Fees

Additional fees may be charged for field trips, yearbook, school pictures, spirit shirts, etc.

SCHOOL HOURS/EXTENDED CARE

School Hours

Before-School Care	7:00-7:55
Student Drop –off	7:55-8:25
Length of School Day	8:35-3:25*
Student Pick-up	3:25-3:40
After-School Care	3:40-6:00

*Early release every Friday at 2:45 p.m.

Inclement Weather

- Sometimes it becomes necessary to delay the start of school due to inclement weather. RCCS follows the decision of North East ISD in these matters. Tune in to the radio or TV news programs concerning the closing or delay of school during severe weather conditions. For more information, telephone RCCS at 384-0297 and listen to the recorded message.
- RCCS has a phone message system called *School Reach*. This system automatically calls your home phone or cell phone with a prerecorded message informing parents of school closures or delayed starting time due to inclement weather. This system will also be used to notify families of upcoming events or other important news.

Extended Care

Before and After School Care is provided for RCCS students only. Extended Care is not available on school holidays and half days.

Before and After Care:	\$160.00 month
Before Only:	\$ 70.00 month
After Only	\$110.00 month

- The one-time enrollment fee for Extended Care is \$25.00. This fee is non-refundable. Students who are not picked up by 3:40 p.m. and who are not enrolled in Extended Care will be sent to Extended Care until they are picked up. A \$5.00 Drop-In fee will be charged, plus \$3.00 per hour, until the child is picked up. The \$5.00 Drop-In Fee will be waived if the \$25.00 one time enrollment fee is paid. **Students who are not picked up by 6:00 p.m. will be charged \$1.00 per minute until picked up. PARENTS ARE REQUIRED TO SIGN OUT THEIR CHILD WITH THE AFTER SCHOOL CARE COORDINATOR WHEN PICKING THEM UP FROM EXTENDED CARE. UN-SUPERVISED students of any age are not allowed on the RCCS school campus before or after school hours.**

ATTENDANCE INFORMATION

Texas Compulsory Age Law

Regular and punctual attendance is important for each student’s successful progress and growth. As prescribed by law in the State of Texas, every child who is at least 7 years of age, or who has previously been enrolled in the first grade and who has not completed the academic year in which his/her 17th birthday occurs, shall be required to attend school a minimum of the required number of days of the regular school term. (Texas Edu. Code Ann. 25-085(b).

Texas Compulsory Attendance Law

The Texas State Law requires that a student may not be given credit for a course if that student has absences of more than 18 days during the school year. If a student is truant, both the student and the parent/guardian is responsible and is subject to the Law of the State of Texas. (Texas Edu. Code Ann. Sections 25.092). To receive credit, students may make up the course during summer school.

Appeal Procedure

Students who have exceeded more than 18 absences and who have successfully earned a passing grade, may appeal for credit in those courses. The student/parent may appeal to the Admission's Committee. If it is determined that a waiver may be granted, the student/parent is required to adhere to all conditions of the appeal (i.e. make-up work, class time, etc.) The decision of the committee is final.

Absences

Parents are requested to notify the school early in the day when their child must be absent. Absences are either considered **excused or unexcused.**

Excused Absences

- An absence is excused if it involves a personal illness, doctor's or dentist appointment (that is verified by the doctor or dentist), or illness or death in the family. A student who is absent **must** bring a dated note from his/her parents, or the doctor, stating the reason for the the absence and the date(s) of the absence.
- If a student is absent more than 3 days in a row, he/she **must** have a doctor's note to return to school.
- Student is allowed to make-up missed assignments.

Unexcused Absences

- Absences resulting from circumstances other than those defined previously, are considered unexcused absences.
- If the student does not have a note stating the reason for the absence, the absence will be counted as unexcused.
- Students are **not** allowed to make-up missed assignments for an unexcused absence.

Make-up Work

Each student is responsible for all assignments missed during his/her absence. Students will be given make-up assignments when they return to school after an absence and **not earlier.** Please do not request make-up work for your child while he/she is still recuperating at home. Failure to complete make-up work within the time required will result in zeros for those assignments (no exceptions).

Tardiness

Students are required to be in their classroom seats by 8:35 a.m. when the tardy bell sounds. Failure to do so causes disruption in the class and takes away from teacher's preparation.

- Students arriving after 8:35 a.m. **must** be signed in by their parent/guardian at the front office in order to be admitted to class.
- More than three (3) unexcused tardies within a six (6) week period will result in the student serving Saturday School Detention (SSD) for each tardy after three (3).
- Students who arrive at school after 10:15 a.m. or who leave before 12:30 p.m. will be counted absent one half (1/2) day. Students who leave before 10:15 a.m. will be counted absent for the whole day.

- Six (6) unexcused tardies is equivalent to one (1) unexcused absence. For example: a student with six unexcused tardies will have one unexcused absence recorded on his/her report card.
- Without a doctor's note or known emergency, tardies will be counted as unexcused.

Truancy

Truancy is defined as the absence from school for any reason without the knowledge and consent of parents and/or school officials. Truancy is a violation of Texas State Law and, therefore is considered to be a severe violation of school policy. Any missed class work and assignments, as a result of truancy, are not accepted for credit and a grade of zero is given during the truancy period. Parents will be notified and the student shall be subject to disciplinary action. Upon a second incident of truancy, the student may be subject to expulsion.

Students Leaving Campus Early

Students may not leave the RCCS school campus without proper permission from administrative personnel. Any student leaving the RCCS campus before the last bell must first sign out at the front office.

STUDENT EVALUATION

Grading Policy

- Each school year is divided into two semesters. Each semester consists of two (9) nine-week grading periods.

Report Cards

- At the end of each nine (9) nine- week grading period, a report card is sent home with the student.
- The last report card of the school year, along with ITBS test results and other important information, will be mailed out as soon as the ITBS results are received.

Standardized Testing

- ITBS school-wide standardized tests are given over a four-day period during the month of May.
- **Reports and/or test results will not be mailed to any family with an existing financial balance of any kind.**

Progress Reports

- Progress Reports are supplementary to the regular report cards. At the end of the third and sixth week of each grading period, the school will send notice of student's progress to the parent/guardian. Students must maintain an average of 75 or above. Students who are not making above a 75 average in each course will receive a progress report.

Parent Communication - Student Planners and RenWeb

Good parent-teacher communication is vital for the success of RCCS students. The following procedures have been set up to make communication as efficient as possible.

- **Student Planners** All students will record assignments and other vital information in their Student Planners daily. Teachers will initial planners daily. **Parents are also required to read and initial planners daily.** The student planner is a great tool for parents to jot a quick note to the teacher and vice versa.
- **RenWeb:** RenWeb, an electronic (Internet) form of communication, allows parents/guardians to instantly view their student's homework assignments, progress, grades and attendance on

the ParentsWeb. The information transmits automatically from the teacher's grade book to the ParentsWeb enabling parents to stay informed and involved. RenWeb is available to all parents/guardians at no cost. Please provide the school with an e-mail address in order to receive school information.

Grading Scale

- All grades are recorded numerically on report cards and transcripts.
- | | |
|---------------|--------------|
| A+.....97-100 | B-.....80-82 |
| A.....94-96 | C+.....76-79 |
| A-..... 90-93 | C.....73-75 |
| B+.....86-89 | C-.....70-72 |
| B.....83-85 | F.....0-69 |
- *Some grades are reflective of modified instruction as well as individualized accommodations.*

Sports Eligibility (Academic)

- Students must be passing all classes with a 70 or higher to be eligible to participate in sports.
- Eligibility status will be monitored on a three (3) week basis using progress reports and report cards.

Sports Eligibility (Behavior)

- At RCCS, we believe that our athletes are leaders and should behave as such. Serving SSD, receiving corporal punishment, or being placed on a Behavior Contract may be grounds for losing sports participation privileges.

Promotion, Placement, Retention

- At the end of the school year, the teachers and administration will make placement decisions for the following year.
- A student must obtain a passing grade in four out of five basic subjects (English, Math, Social Studies, Science, Bible) to be **promoted** to the next grade.
- A student may be **placed** in the next grade level if the teachers, parents and administration agree that significant modifications will be needed for the student to succeed at the next grade level.
- A student may be **retained** if the both the teachers and the administration judge that retention is in the best interest of the student.

Summer School

- Students with excessive absences (over 18) will be required to attend summer school prior to promotion to the next grade.
- Graduating students with excessive absences will not receive diplomas until summer school requirements are met.
- Students who fail courses required to graduate must attend summer school.

Academic Awards

- Certificates will be awarded during Chapel for the following:
- Principal's Honor Roll - Awarded to students who maintain all A's in academics, in a nine (9)-week grading period.
- A/B Honor Roll - Awarded to students maintaining A's and B's in all academic classes.

Character Awards

- Certificates are awarded to students for Christian Character Qualities and for other achievements in areas such as spiritual growth, music, arts, and citizenship, etc.

MEDICAL INFORMATION

Immunization Requirements

- Texas State Law requires valid records of immunizations for all students.
- Any student whose immunization records are not complete, and turned into the office within one week of notification, will not be allowed back in school until records are complete.

Health and Emergency Forms

- **A current phone number, address and emergency contact must be on file at all times.**
- Parents are requested to immediately inform the RCCS office of any changes in required medical information.
- An emergency form must be completed and returned to the school by the first day of attendance.

Health Screening

All screenings are conducted in compliance with Texas State Law and the Texas Education Agency.

- Vision and Hearing Screenings are conducted for students in 1st, 3rd, 5th, 7th and 9th grades.
- Spinal Screenings are conducted for students in 6th and 9th grades.
- Parents will receive written notification from the school nurse if a referral is necessary.

Special Health Needs

- A physician must complete the Statement of Need Form for any student with asthma, seizures, diabetes, PE limitations, etc.
- This form **must** be on file on or before the first day of attendance.

Illnesses/Communicable Diseases

- Students who become ill during the day will be separated from classmates and parents will be notified immediately. (Please pick up your child within 30 minutes of notification.)
- Children who are ill should not be sent to school.
- Children must be fever-free without the use of a fever reducer for at least 8 hours before they can return to school.
- Children who have vomited or had diarrhea must be symptom-free for at least 24 hours before returning to school.
- Please notify the school office if your child is diagnosed with a contagious disease so that other parents may be notified (i.e. strep throat, chicken pox, etc.).
- **Students who return to school after an illness will be expected to follow the full school program including outdoor PE.**

Medication Policy

Sending Medication to School

- **Students are not allowed to bring medication to school. Students are subject to suspension if they are found with medication.**
- Parents must bring all medication **in the original container** to the office, sign and fill out the necessary forms. (Teachers will not personally accept medications under any circumstances.)
- A Physician's Statement of Release Form **must** be completed by a physician for all prescription medication given at school.
- If medication or dosage changes during the year, new forms **must** be completed.

- **All** medication, prescription and over-the-counter (i.e. Tylenol, vitamins, cough drops, etc.), **will, without exception, be kept at the nurse's station.**

Administration of Medication at School

- Any student found giving medication to another student(s) will be expelled.
- **Medication will only be administered by the school nurse or designated staff member.**
- Prescription medication must be in the original prescription bottle with the label intact. (Pharmacies will provide extra bottles upon request.)
- Over-the-Counter medications must be provided by the parents and must be in their original containers.
- School medication forms must be signed by the parent/guardian and include the date and time the medication is to be administered.

Student Allergies

- It is very important that parents notify the school of any allergic reactions students may have, including food allergies. This information is kept in the nurse's office so that proper treatment may be administered, if necessary.

The "Four Day Lice" Rule

- Students must be kept home for four days **after** lice treatment is applied. Students must be checked by the school nurse prior to returning to school, even if the student has a note from his/her physician.

RCCS PHYSICAL EDUCATION

Physical education and athletics are an important part of the RCCS curriculum, helping students grow in mind, body, and spirit.

Excused from PE Participation

- If a student is unable to participate in P.E., he/she must bring a signed note from the parent stating the reason for the excuse. **Notes from the parent will suffice for only one day.** A **physician's note** is required if a student needs to be excused from P.E. for two or more days.

-

PE/Recess Weather Conditions

- All RCCS students will have outdoor recess and PE daily.
- Students will not be taken outside if it is raining or below 40°.
- It is the parent's responsibility to dress students appropriately for weather conditions.
- Students may wear solid colored sweats over their PE uniforms on cold days.

P.E. Uniforms

- Boys and girls in 6th through 12th grade will be required to purchase an RCCS P.E. uniform from the office.
- Students will receive a daily grade for dressing out as well as for participation and conduct.
- Students are expected to dress out even if they are not participating in P.E.
- P.E. uniforms should be clearly labeled with the student's name.
- Girls and boys will dress out in separate, supervised locker rooms.
- Students will be responsible for their uniform items.
- Students leaving campus wearing their P.E. uniforms are responsible for laundering and returning them the *next day*.

- Additional P.E. uniforms may be purchased for students to keep in their lockers.

EXTRACURRICULAR ACTIVITIES

RCCS Athletic Program

RCCS is a member of the Texas Christian Athletic League and offers an athletic program to students in 6th through 12th grade. Sports participation is an effective way to teach students about good character, discipline, teamwork, and the benefits of a healthy body. At RCCS we encourage all students to participate in some form of physical education, with an emphasis on skill development and cooperative games, and in later years, intramural sports programs.

Athletics promote self-discipline and responsibility, teaching the value of endurance. Athletics develop teamwork, good sportsmanship, and how to respond to competition with a Godly attitude.

Sports at RCCS:

- Basketball - (Males and Females - Grades 6-12)
- Cheerleading - (Grades 6-12)
- Football (Males - Grades 9-12)
- Soccer (Co-Ed - Grades 6-8)
- Track and Field (Males and Females - Grades 6-12)
- Volleyball - (Females - Grades 6-12)

Athletic Participation Fees

Students participating in any sport, including cheerleading, will be charged an athletic participation fee.

1st sport: \$100.00

Each additional sport: \$75.00

- Additional costs may be incurred (i.e. summer camps, meals at away-games, snacks, etc.)

Sports Eligibility (Academic)

- Students must be passing all classes with a 70 or higher to be eligible to participate in sports.
- Eligibility status will be monitored on a three (3) week basis using progress reports and report cards.

Sports Eligibility (Behavior)

- At RCCS, we believe that our athletes are leaders and should behave as such.
- Serving SSD, receiving corporal punishment, or being placed on a behavior contract may be grounds for losing sports participation privileges. In addition, members of teams must serve as examples of high moral character and good conduct.

Home-Schooled Students

- Home-Schooled students are eligible to participate in RCCS Varsity Sports if they are not participating in any other school league and if their grades meet TCAL eligibility requirements. Grade eligibility status will be monitored on a three (3)-week basis using progress reports

Conduct At Athletic Events

At all athletic contests, RCCS students and parents are expected to demonstrate high moral character, Christ-like behavior, and good sportsmanship to officials, students from other schools, and patrons. Students are reminded that unsportsmanlike conduct creates a negative impression of RCCS students and of RCCS, which they are representing. When students represent RCCS, they

should conduct themselves in such a way that RCCS will retain the good reputation it possesses. The host school at athletic events has the authority to require good sportsmanship from all visiting schools.

RCCS STUDENT LEADERSHIP **Student Council**

The RCCS Student Council provides students with the opportunity to build Godly character through exercises in responsibility, teamwork, administrative organization and loyalty. The RCCS Student Council is composed of representatives and officers elected by the students who represent the entire student body. Student Council members serve in their duly elected positions in order to accomplish the following objectives:

- Improve communication between faculty and students
- Manage student ideas and concerns
- Strengthen and improve existing programs
- Create and implement student-led projects
- Provide suggestions regarding school activities, rules, and policies.

Christian Student Honor Association

Membership in this association is an honor bestowed upon deserving students and is based on the criteria of Academics, Service, Leadership, and Character. The object of this association is to create an enthusiasm for high grades, to stimulate a desire to render service to others, to promote worthy leadership, and to encourage the development of Godly character in students of RCCS.

LUNCH PROGRAM

RCCS offers a wonderful hot lunch program for RCCS students and staff. Nutritional, well-balanced lunches are offered Monday thru Friday. Prior to the beginning of each month, students will be given a lunch menu to take home for parent review. Please spend time reviewing the menu with your child and keep it posted for daily review. On Fridays, Pizza is sold by the Senior class as a fundraiser.

Meal Purchase Guidelines

- Meal cards may be purchased by cash, check or credit card. A meal card costs \$75.00 and is good for 20 lunches (one month). An eight ounce drink is included with each meal (options: white milk, apple juice and/or orange juice).
- Lunches may be purchased on a daily basis for \$3.75. Cash or checks will be accepted.
- Drink cards are available for students who wish to buy a drink with a lunch brought from home or who want to purchase additional drinks with their meal. The cost is \$3.50 for 10 drinks (choice of white milk, apple juice and/or orange juice).
- Parents will be notified in writing and e-mail when there are five (5) lunches left on a child's card.
- A Peanut Butter and Jelly sandwich (PB&J), chips, fruit and a drink will also be offered each day for \$3.75.

Pizza Fundraiser (Friday)

- Meal cards can be used to purchase 2 slices of pizza, a snack, and a drink on Fridays.
- Two (2) additional slices of Pizza may be purchased for another \$3.75 punch on the meal card. Students will be limited to this amount (total of 4 slices).

Lunch from Home

Students are always welcome to bring a nutritional, well-balanced lunch from home. Students with allergies, those on special diets, and "finicky eaters," are encouraged to bring lunch from home. A student who purchases a school lunch and does not eat it, will not be forced to eat. However, the student will be charged for the lunch.

- **The following Lunch items may not be brought to school:**
 - * any type of candy or chocolate
 - * any type of soda, including diet and caffeine free
 - * any type of dessert "lunchables"
 - * any "lunchable" with a canned soft drink or candy item
- If a student forgets their lunch or has no more punches on their meal card, they will be given the PB&J alternate lunch **only once** at no cost.
- If this occurs a second time, and any other time thereafter, the student will be given a PB&J alternate lunch. The student's lunch account will be charged \$3.75 and the parent/guardian will be notified either in writing or by e-mail.
- If parents do not wish their child's lunch account to be charged for a PB&J alternate lunch, parents must state in a letter authorizing their child to go without a lunch whenever he/she forgets to bring a lunch.

Vending Machines

Vending machines are not available to any students.

Lunchtime Visitor's Guidelines

We encourage parents and other special guests to come in from time to time and share lunch with students.

- Please sign in at the office and get a visitor's pass.
- Please enjoy your lunch at the designated visitor table in the lunchroom.
- To avoid confusion, please let your child's teacher know if you are bringing in special food.
- Your child may order a school lunch for you on his/her meal card or with cash prior to the morning of your visit.
- Please refrain from purchasing fast food and bringing it to your child for lunch more than once a week.

STUDENT TRANSPORTATION POLICY

Students' Driving Personal Vehicles

Students driving vehicles to and from school are subject to school disciplinary policies when operating a motor vehicle on campus. High school students of RCCS may drive personal vehicles to and from school under the following conditions:

- The student must have a valid Texas driver's license with proof of insurance on file in the school office.

Permission to Drive Form

- Each student driving to school must have a ***Permission to Drive Form*** completed and signed by their parent/guardian and on file in the office.
- RCCS students are not allowed to use personal vehicles for the purpose of transporting RCCS students to school related activities.

Permission to Ride Form

- Students desiring to ride with an RCCS licensed student driver must have a ***Permission to Ride Form*** completed and signed by their parent/guardian and on file in the office.

Campus Speed Limit

- **The speed limit on school property is 10 mph.**

Parking

- Students must park only in designated areas. Students who drive vehicles must go directly to the parking area upon arrival.
- After parking and locking their vehicle, students must leave the parking area immediately. Students are not allowed on the parking lot at any other time without a written pass from the administrative office.
- Students may not linger in vehicles once they arrive at school. Students must report immediately to the break area.
- During school hours, students are **not** allowed to go to and from parked vehicles.
- Violation by any student of the Student Transportation Policy may result in loss of driving privileges.

Students Riding Public Transportation

- Students must have written permission from parent/guardian.
- Students must sign out through the front office before leaving.
- Upon arrival, before school starts, students must report to designated area.

UNIFORM AND DRESS CODE GUIDELINES

All Grades - Mark all Uniforms/Personal Items

All clothing and personal items such as lunchboxes, backpacks, and textbooks should be clearly marked with the student's name.

Change of Clothes

Please provide lower elementary students (or other students who have medical issues) with a complete change of uniform clothes at school in the event of a "messy situation". Clothing will be kept in the child's classroom or nurse's office. Please label all clothing. When the student uses their spare set of clothes, please send a clean set the next day.

ELEMENTARY GIRLS

All items should be purchased exclusively through Parker Uniforms®

Choice 1: Jumper and Peter Pan Blouse

Jumper: Solid navy or red, white and blue plaid jumpers. Jumper must be no shorter than 2 inches above the knee.

Peter Pan Blouse: Solid white, short sleeve, Peter Pan style blouse with tie.

Shorts: Solid black or solid navy cotton bike shorts must be worn under the jumper.

Choice 2: Shorts and Middy Blouse with Tie:

Shorts: Parker Uniform navy shorts **only** - no shorter than 2 inches above the knee. *Shorts may only be worn from August to November 1st & from March 1st to May 31st.*

Middy Blouse/Tie: Solid white middy style blouse and a uniform tie.

Cold Weather Wear: *A clear or solid white tights may be worn on cold days during winter months (Nov 1—Feb 29)*

Turtleneck—*A long sleeved, solid white, turtleneck may be worn under the white middy blouse on cold days during winter months (Nov 1—Feb 29).*

Choice 3: Pants and Middy Blouse with Tie:

Pants: Parker Uniform navy pants may **only** be worn with a solid white middy style blouse and the uniform tie.

Socks & Shoes

Shoes– Students **must** wear athletic style shoes or black loafers each day. Athletic shoes must be only solid white or solid black. *Laces must match the shoe color and be tied in the traditional manner. Girls may also wear the navy and white (saddle oxford style) shoe.*

Socks - **Only** solid white, just over-the-ankle socks may be worn with uniform Jumpers, shorts, and pants. No knee-high, crew or ankle socks are allowed. *During the winter months (Nov 1—Feb 29) solid white knee high socks may be worn.*

Jackets, Sweaters, Sweatshirts

Jackets (Wear with Uniform): **Only** a solid navy, black, or red jacket; or a school letter jacket may be worn with the RCCS uniform. *The RCCS school letter jacket or Booster club jacket may be worn in the cafeteria or classroom. The Parker Navy Polar Fleece jacket may be worn in the cafeteria or classroom **only** if the jacket has an RCCS Patch sewn on the upper left.*

Sweaters- **Only** solid navy, 3-4 button, two pocket, **cardigan** style sweaters, with the RCCS patch sewn on the upper left side may be worn in class. V-neck sweaters purchased from Parker Uniform may also be worn with a patch. **Girls must wear the RCCS patch on their cardigan sweater.**

Sweatshirts - **Only** RCCS official sweatshirts may be worn.

Hairstyles, Make-up, Jewelry

Hair - All hair accessories must be small and match the uniform. Scarves, bandanas, and excessively decorative hair embellishments are unacceptable. Hair must be neatly combed and out of the eyes.

Make-up – Absolutely no make-up may be worn by any elementary student. This includes all forms of glitter (body, hair, facial - including clear or colored lip gloss glitter). Nail polish must be clear or pale pink only.

Jewelry – The following items may be worn:

- **Rings:** One small ring on each hand (no plastic or mood rings).
- **Bracelet:** One bracelet (no plastic, rubber, studded, string, or terry wrist bands) or one vinyl “Spirit” bracelet may be worn
- **Necklace:** One simple gold or silver cross necklace (no chokers)
- **Earrings:** One pair of small gold or silver earrings (No pierced cartilage)
- **Wristwatch:** One simple wrist watch (no calculator, musical, alarm, or toy watches)
- **Tattoos**—No tattoos allowed.

ELEMENTARY BOYS

All items should be purchased exclusively through Parker Uniforms®

Choice 1: Pants and Red Polo Shirt:

Pants: Parker Uniform navy pants **only**. Pants should fit properly (no baggy pants) and touch the tops of shoes.

Shirt: Solid **red** polo style shirt with a RCCS patch sewn on the upper left side of the shirt. *Long sleeve, red Polo style shirts may be worn from November 1st to February 29th.* Shirt must be tucked in at the waist so that the belt line and belt loops are visible at all times.

Belt: Boys must wear a solid navy, brown, or black belt.

Choice 2: Shorts and Red Polo Shirt:

Shorts: Parker Uniform navy shorts **only**. *Shorts may only be worn from August to November 1st & from March 1st to May 31st.*

Shirt: Solid **red** polo style shirt **only**. A RCCS patch must be sewn on the upper left side of the shirt. Shirt must be tucked in at the waist so that the belt line and belt loops are visible at all times.

Belt: Boys must wear a solid navy, brown, or black belt.

Socks and Shoes

Socks: Socks must be solid white and just over-the-ankle. No knee-high, crew, or ankle socks are allowed.

Shoes: Students **must** wear athletic style shoes or black loafers each day. Athletic shoes must be only solid white or solid black. *Laces must match the shoe color and be tied in the traditional manner.* .

Jackets, Sweaters, Sweatshirts

Jackets (Wear with Uniform): **Only** a solid navy, black, or red jacket; or a school letter jacket may be worn with the RCCS uniform. *The RCCS school letter jacket or Booster club jacket may be worn in the cafeteria or classroom. The Parker Navy Polar Fleece jacket may be worn in the cafeteria or classroom **only** if the jacket has an RCCS Patch sewn on the upper left.*

Sweaters- Only solid navy, 3-4 button, two pocket cardigan style sweaters with the RCCS patch sewn on the upper left will be worn in class. V-neck sweaters purchased from Parker Uniform may also be worn.

Sweatshirts: Only official RCCS sweatshirts may be worn.

Hairstyles/Jewelry

Hairstyles: Moderation and cleanliness is required. Colored, dyed, bleached, highlighted, or streaked hair will not be allowed. Hair is to be above the eyes in the front, no longer than the collar in the back, and no more than half way down the ear. Side burns may not extend beyond the bottom of the ear lobe.

Jewelry: The following items may be worn:

- **Rings:** One small ring on each hand (no plastic or mood rings)
- **Bracelets:** One bracelet (no plastic, rubber, studded, string, or terry wrist bands) or one vinyl "Spirit" bracelet may be worn
- **Necklace:** One simple gold or silver cross necklace (no chokers)
- **Wristwatch:** One simple wristwatch (no calculator, musical, alarm, or toy watches)
- **No earrings**
- **No tattoos of any kind**
- Boys are strictly prohibited from wearing any type of nail polish or marker on their nails.

Hygiene - Students must maintain good hygiene standards - regular bathing, using deodorant, etc.

MIDDLE SCHOOL AND HIGH SCHOOL GIRLS

All items should be purchased exclusively through Parker Uniforms®

Choice 1: Skirt and Middy Blouse:

Skirt: Only navy pleated skirt, or plaid pleated skirt must be worn. The skirt must be no higher than 2 inches above the knees.

Blouse - Only solid white middy blouse (**High School Girls only may wear** 3/4 length sleeve blouse).

Cold Weather Wear: *Clear or solid white tights may be worn on cold days during winter months (Nov 1 - Feb 29)*

Turtleneck—A long sleeved, solid white, turtleneck may be worn under the white middy blouse on cold days during winter months (Nov 1—Feb 29).

Choice 2: Shorts and Middy Blouse:

Shorts: Parker Uniform navy shorts **only**. Shorts must reach at least 2 inches above the knee. *Shorts may only be worn from August to November 1st and from March 1st to May 31st.*

Blouse: Solid white middy-style blouse (**High school girls only may wear** 3/4 length sleeve blouse).

Choice 3: Pants and Middy Blouse:

Pants: Parker Uniform navy pants **only**

Blouse: Only solid white middy blouse (**High school girls only may wear** 3/4 length sleeve blouse.)

Cold Weather Wear: *Clear or solid white tights may be worn on cold days during winter months (Nov 1 - Feb 29)*

Turtleneck—A long sleeved, solid white, turtleneck may be worn under the white middy blouse on cold days during winter months (Nov 1 - Feb 29).

Shoes and Socks

Socks: **Only** solid white just over-the-ankle socks must be worn with uniform jumpers, pants and shorts. No knee-high, crew, or ankle socks are allowed.

Shoes: Students **must** wear athletic style shoes or solid black loafers each day. Athletic shoes are to be solid white or solid black. *Laces must match the shoe color and be tied in the traditional manner.*

Jackets, Sweaters, Sweatshirts

Jackets (Wear with Uniform): **Only** a solid navy, black, or red jacket; or a school letter jacket may be worn with the RCCS uniform. *The RCCS school letter jacket or Booster club jacket may be worn in the cafeteria or classroom. The Parker Navy Polar Fleece jacket may be worn in the cafeteria or classroom **only** if the jacket has an RCCS Patch sewn on the upper left.*

Sweaters: **Only** solid navy, 3-4 button, two pocket cardigan style sweaters with the RCCS patch sewn on the upper left side may be worn in class. V-neck sweaters purchased from Parker Uniform may also be worn with a RCCS patch.

Sweatshirts: **Only** official RCCS sweatshirts may be worn.

Hairstyles, Make-up, Jewelry

Hairstyles: Moderation is required in regard to hairstyle.

- Colored, dyed, bleached, highlighted, or streaked hair is not allowed.
- Hair must be neatly combed and worn out of the face.
- All hair accessories must be small and match the uniform. Scarves, bandanas, and excessively decorative hair embellishments are unacceptable.

Make-up: Make-up may be worn in moderation. Acceptable make-up will be determined solely by the administration. Nail polish must be clear or pale pink only.

Jewelry: The following items may be worn:

- **Rings:** One small ring on each hand (no plastic or mood rings)
- **Bracelets:** One bracelet (no plastic, rubber, studded, string, or terry wrist bands), or one vinyl “Spirit” bracelet may be worn.
- **Necklace:** One simple gold or silver cross necklace (no chokers)
- **Earrings:** As a safety concern, **ONLY one pair** of **small, plain** gold/silver hoop or stud earrings are allowed. (No pierced cartilage)
- **Wristwatch:** One simple wristwatch (no calculator, musical, alarm, or toy watches)

- **No tattoos of any kind**
- No pierced body parts are allowed - nose, tongue, belly, etc.

MIDDLE SCHOOL AND HIGH SCHOOL BOYS

All items should be purchased exclusively through Parker Uniforms®

Choice 1: Pants & Polo Shirt:

Pants: Parker Uniform navy pants **only**. Pants should fit properly (no baggy pants) and touch the tops of shoes.

Polo Shirts: Solid navy blue (Grades 7 and 8 only), or solid white (Grades 9—12) polo style shirt. A RCCS patch must be sewn on the upper left side of the shirt.

For 7 & 8 grade boys - A blue, long sleeve Polo shirt may be worn during winter months, Nov 1—Feb 29.

For 9—12 Grade Boys - A white, long sleeve Polo shirt may be worn during winter months, Nov 1—Feb 29.

Shirt must be tucked in at the waist so belt line and belt loops are visible at all times.

Belt: Boys must wear a solid navy, brown, or black belt.

Choice 2: Shorts and Polo Shirt:

Shorts: Parker Uniform navy shorts **only**. *Shorts may only be worn from August to November 1st & from March 1st to May 31st.*

Polo Shirts: Solid navy blue (Grades 7 & 8 only) or solid white (Grades 9 - 12) polo style shirt. A RCCS patch must be sewn on the upper left side of the shirt. **Shirt must** be tucked in at the waist so belt line and belt loops are visible at all times.

Belt: Boys must wear a solid navy, brown, or black belt.

Socks and Shoes

Socks: Socks must be solid white and just above-the-ankle. **No knee-high, crew, or ankle socks are allowed.**

Shoes: Only solid white or solid black athletic style shoes or black loafers. Laces must match the color of the shoe and be tied in the traditional manner.

Jackets, Sweaters, Sweatshirts

Jackets: (Wear with Uniform): **Only** a solid navy, black, or red jacket; or a school letter jacket may be worn with the RCCS uniform. *The RCCS school letter jacket or Booster club jacket may be worn in the cafeteria or classroom. The Parker Navy Polar Fleece jacket may be worn in the cafeteria or classroom **only** if the jacket has an RCCS Patch sewn on the upper left.*

Sweaters: **Only** solid navy, 3-4 button, two pocket cardigan style sweaters with the RCCS patch sewn on the upper left may be worn in class. V-neck sweaters purchased from Parker Uniform may also be worn with a RCCS patch.

Sweatshirts: **Only** official RCCS sweatshirts may be worn.

Hairstyles/Facial Hair/Jewelry

Hairstyles: Moderation and cleanliness is required. Colored, dyed, bleached, highlighted, or streaked hair will not be allowed. Hair is to be above the eyes in the front, no longer than the collar in the back, and no more than half way down the ear. Side burns may not extend beyond the bottom of the ear lobe.

Facial Hair: Students are not allowed to have any facial hair. Students must present a clean shaven appearance at all times. (In case of medical reason for facial hair, students must provide a doctor's excuse and ask for a shaving waiver).

Jewelry: the following items may be worn:

- **Rings:** One ring on each hand (no plastic or mood rings)

- **Bracelet:** One bracelet (no plastic, rubber, studded, string or terry wrist bands) or one vinyl “Spirit” bracelet may be worn.
- **Necklace:** One simple gold or silver cross necklace (no chokers)
- **Wristwatch:** One simple wristwatch (no calculator, musical, alarm or toy watches).
- **No pierced body parts are allowed - nose, tongue, belly, etc.**
- **All forms of tattoos and earrings are prohibited.**
- Boys are strictly prohibited from wearing any type of nail polish or marker on their nails.

RCCS FREE DRESS CODE GUIDELINES

The following dress code will be strictly adhered to:

- **Jewelry, Make-up, Sweater and Jacket:** guidelines remain the same as on uniform days.
- **Athletic Uniforms:** Students who participate in athletics or cheerleading may wear their game uniform when they earn Free Dress.
- **Jeans/Pants** will meet the following guide lines:
 - Jeans:** - no baggy pants, no cut-offs
 - no frayed jeans
 - no pants with holes
 - no Jco's or extra wide leg pants
 - Excessively tight jeans/pants are not permitted (to test for tightness, you should be able to pull the pant fabric at mid-thigh at least two inches from the leg.)
 - Pants:**
 - Pants must have a waist
 - Pants must be worn at the waist
- **Shorts** will meet the following guidelines:
 - no shorts shorter than 2 inches above the knees
 - no "bike shorts"
 - no spandex shorts
- **Shirts, T-Shirts or Blouses** will meet the following guidelines: Shirts, T-shirts, and blouses may not reveal stomach, back or under-garment when students sit, bend, or raise their arms/hands. Tight fitting shirts, T-shirts, or blouses are not allowed.
 - no advertising of inappropriate products or music
 - no bare midriffs
 - no halter tops
 - no tight or clingy shirts or sweaters
 - no spaghetti strap blouses
 - sleeveless shirts/blouses are permissible if the shoulder strap is at least 3 inches wide
 - no tank tops are allowed
- **Dresses/Skirts** will meet the following guidelines:
 - no "spaghetti" strap dresses unless blouse is worn underneath.
 - dresses and skirts must go to the knee
 - no tight or clingy dresses or skirts
- **Shoes:** Tennis shoes, shoes that do not pose a safety issue (i.e. extreme high heels).

UNIFORM AND FREE DRESS VIOLATIONS

Consequences for Uniform Violations

Uniform Violations – The following procedures will be strictly adhered to regarding uniform violations.

1st offense– Student will lose points for violation(s) and a notice will be sent home to have violation(s) corrected.

2nd offense– Student will lose points for violation(s) and be sent to the office. Parents will be contacted and required to come to the school with the item(s) to correct the uniform violation(s).

3rd offense– Student will lose points for uniform violation(s) and be sent to the office. Parents will be required to bring item(s) to correct uniform violation(s).

4th offense– Students will lose points for uniform violation(s) and be sent to the office. Student will lose free dress privileges for a period of time to be determined by administration.

Any further violations of uniform code may result in a behavior contract, suspension, or expulsion from RCCS.

Consequences for Free Dress Violations

The following procedures will be strictly adhered to regarding free dress violations.

1st offense– Student will lose points for the violation(s) and will be sent to the office. Parents will be contacted by the student to bring their uniform to school which they must wear the remainder of the school day.

2nd offense– Students will lose points for the violation(s) and will be sent to the office. Parents will be contacted by the student to bring their uniform to school which they must wear the remainder of the day. In addition, the student will lose free dress the following week. If the student loses free dress due to points, he/she will lose free dress for two consecutive weeks.

3rd offense– Students will lose points for the violation(s) and will be sent to the office. Parents will be contacted by the student to bring their uniform which they must wear the remainder of the day. Student will be placed on a Behavior Contract and lose free dress for 2 weeks.

4th offense– Students will lose points and will be sent to the office. Parents will be contacted by the student to bring their uniform to school which they must wear the remainder of the day. **The student will lose Free Dress privileges for the remainder of the year.**

DISCIPLINE POLICY

Discipline is God's tool to mature us into Christ-likeness. Godly character is evidence that we are being guided internally by the Holy Spirit. It is our desire to instill Biblical truths in the lives of our students as our primary means of teaching discipline and good behavior, so that our students will be equipped as effective witnesses and successful citizens in the world.

Love and Logic Discipline Approach

RCCS has adopted the Love and Logic Program as our main approach to discipline. The Love and Logic approach lovingly puts parents and teachers in control and prepares children for the real world by helping them be responsible for the choices they make. Love and Logic teaches children to be honest, caring and ethical. For more information on the Love and Logic program go to loveandlogic.com.

Discipline Procedures

RCCS teachers will employ all redirection techniques in the classroom. If a student does not choose to adhere to a classroom rule, the teacher will talk with the student explaining what should have been done and how the student can correct the behavior. If, after exhausting all avenues, a student continues to misbehave, they will be referred to the office. Office Referrals will receive the following consequences.

- 1st referral—loss of free dress and whatever consequences deem appropriate by the administration.
- 2nd referral –loss of free dress, automatic SSD, and whatever further consequences deem necessary by the administration.

- 3rd referral—the entire aforementioned consequences, plus placement on a Behavior Contract.

Elementary Conduct and Discipline Accountability Folders

- Each elementary student is given an accountability folder to monitor conduct on a daily basis.
- Folders are sent home each day for parents to sign. Students are responsible for bringing their signed folder to school each day.
- Grades are given in the accountability folder every Thursday. A new folder begins on Friday.
- Students must maintain a 70 or better in their accountability folder to participate in Friday free dress. Students who lose 45 or more points are required to attend Saturday School Detention.
- **Rewards:** During the first semester, students who receive **five** (5) or more 100's in their accountability folder in a nine week period will be eligible to participate in the **“100 Club Pizza Luncheon Party”**. During the second semester, students will need **five** (5) or more 100's to participate in the **“100 Club”**. These students will also receive a certificate at the Awards Chapel and a homework pass.

Isolation Policy

- Isolation is used as a disciplinary measure when a teacher or administrator feels it is an appropriate consequence.
- Isolation in the lunchroom will consist of the student being removed from the rest of the class and placed in an alternative seating environment where they will continue to be supervised at all times while eating their lunch.
- In the classroom, student's desk will be moved away from other students while continuing to participate in classroom activities.
- Students will not be allowed to be in isolation in hallways or unsupervised areas.

Saturday School Detention (SSD)

RCCS will hold **SSD** every week on Saturday's from 8:00 a.m. to 12 noon.

- Student will be charged a \$20 fee for each day of SSD.
- The \$20 SSD fee **must be paid to the office when the student is signed in**. Parents must escort students to the office and sign them in before 8:00 a.m.
- Students must be **signed out by a parent** at the end of SSD.
- **Students must be in correct RCCS uniform—school uniform plus PE shoes.**
- Students who miss a scheduled SSD the first time, will result in serving two SSD's. (Only a family emergency will permit students to miss SSD).
 - The second time a student misses SSD will result in an automatic three (3) day suspension.
 - The third time a student misses SSD will result in a three (3) day suspension and placement on a Behavior Contract.
 - The fourth missed SSD will result in expulsion.
- Students who arrive late will be assigned an additional day of SSD.
- Students will **not** be allowed to leave SSD early for any reason. Parents are asked to not schedule any appointments on a Saturday when their child must serve SSD.
- Supervised bathroom breaks will be given throughout the day.
- Students may be required to participate in supervised indoor and outdoor physical activities (weather permitting). This may include cleaning the building, picking up trash, running laps and other mild physical activities.

Behavioral Contracts

- A Behavioral Contract is an individually designed agreement to improve a student's behavior in school.
- Any student on a Behavioral Contract may not participate in any extracurricular activity.
- Violation of the Behavioral Contract may result in suspension and/or expulsion.
- While on a Behavioral Contract, if a student receives three office referrals, he/she will be expelled.
- Students who have been expelled, dismissed, or suspended are not allowed back on campus and are not allowed at any school-sponsored event.

RCCS Disciplinary Committee

- The purpose of this committee is to meet with students who have been expelled, have been placed on a behavior contract, or have been involved in a major infraction.
- The Disciplinary Committee is made up of the Headmaster, Principal, Assistant Principal, Lead Teacher, the school counselor and heads of departments.

Disciplinary Committee Meeting

- All appeals must be formal and in writing by both the student and his/her parent/guardian.
- Upon receipt of the formal requests, the Committee will schedule the appeal meeting at their discretion and convenience.
- Families will be notified by phone as to the date and time the appeal meeting will be heard.
- Students and parents must arrive on time. Students must be in official school uniform and display a respectful attitude.
- Only the parents/guardians and the student will be allowed in the hearing. Siblings and other relatives may not attend.
- All information discussed in the hearing is confidential and is not to be discussed with any person outside of the hearing.
- A student who has been expelled twice is not eligible for a hearing or re-admission.

Grievance Procedures

- It is the desire of RCCS that all grievances be handled in an expedient manner and according to Biblical principles (see Matthew 18:15).
- In our desire to resolve differences at the first point of opportunity, the following chain of command must be followed by parents and/or students to resolve all grievances:
 - Teacher
 - Lead Teacher
 - Assistant Principal
 - Principal
 - Headmaster
 - RCCS School Board

The Headmaster, Principal or Assistant Principal will not entertain any grievance that has not been through the proper Chain of Command.

STUDENT CODE OF CONDUCT

Purpose

River City Christian School has adopted this Student Code of Conduct in order to:

- Define behavior that promotes Christ-like attitudes and a positive environment for learning.
- Define the rights and responsibilities of each member of the school community (student, parent, teacher and administrator) in order to establish and maintain good discipline at school.
- Provide for school-wide uniformity in dealing with student discipline.
- Describe specific examples of encouraged behavior and prohibited behaviors.
- Define consequences that may be imposed for student misbehavior both in school and after school functions.

Encouraged Behaviors and Attitudes

- Morally righteous conduct
- Cheerful obedience to all authorities
- Cooperation with others
- Courtesy and respect for authority and other students

Prohibited Behaviors and Attitudes

- Arguing Bullying Cheating
- Lying Obscenity Profanity
- Stealing Disrespect for teachers
- Insubordinate classroom behavior
- Repeated dress code violations
- Repeated tardiness or absences
- **Fighting** - Fighting at school, at a school sponsored or school related activity, **on or off** the RCCS campus, is prohibited. Students who engage in fighting will be subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code, Disorderly Conduct.
- **Public Displays of Affection (PDA)** - We believe our students' priorities should be academic and spiritual in nature. Therefore, no public displays of affection will be allowed.
- **Smoking, Using, or Possessing Tobacco Products** - Texas State Law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. RCCS expressly prohibits these products at any school-related activity **on or off RCCS school property by any student enrolled at RCCS regardless of age**. Violation of this policy will result in immediate expulsion.
- **Use of Alcohol and Illicit Drugs** - RCCS prohibits the use, sale, possession, and/or distribution of alcohol and/or illicit drugs by RCCS students at any school activity, **on or off** RCCS campus. Usage of alcohol and/or illicit drugs at school or school functions by any student enrolled at RCCS will result in immediate expulsion.

Consequences for Prohibited Behaviors

Appropriate and timely consequences for prohibited behaviors and attitudes include but not limited to:

- Isolation in or removal from the classroom
- Loss of privileges
- Retribution for damages
- Referral to Assistant Principal and or Principal
- Parent Conference
- Short term suspension
- Expulsion

Repeated infractions will justify longer suspension or expulsion. In addition, two separate suspensions in a school year can warrant expulsion. Serious infractions occurring anytime on or

off campus, such as but not limited to: the use of drugs, alcohol or tobacco; sexual misconduct; possession of a weapon or major theft will result in immediate expulsion.

Expulsion will be for the rest of the school year. After one expulsion, the student may address the Disciplinary Committee in order to request re-admission to RCCS. The committee may allow such admission if it finds evidence of corrected behavior. A student who is expelled twice may not apply for readmission.

The school administration reserves the right to update or change the handbook at their discretion. Parents/students will be notified in writing of any and all changes made.

Verbal counseling is the first course of action when dealing with minor infractions such as running in hallways, excessive talking, tardiness and littering.

Students who destroy or deface school property are subject to disciplinary action and parents will be required to pay for damages.

KEEPING RCCS A SAFE CAMPUS

Drug Testing

- It is our prayer and desire to provide every student at RCCS with a safe environment. In the unlikely event that RCCS has reasonable evidence or suspects a student of using drugs, alcohol or tobacco, upon request by the school, the student must immediately submit to professionally administered drug tests for such substances. The testing facility must be approved by the school prior to the testing. The student must submit to the testing on the same date, as the student/parent receives notice for testing from the school. All costs of such testing will be borne by the parent/guardian or student.
 - **If test results are positive, the student will be expelled immediately.**
 - **In the event that the student refuses testing, the student will be expelled immediately.**

Lockers

- Lockers are intended to be used for student's books, lunches and other appropriate materials. Lockers are a privilege and not a right; the privilege of using a locker can be taken away at any time.
- RCCS authorities reserve the right to conduct an inspection of all lockers, for any reason at any time, without notice, without student consent, and without a search warrant. Lockers will be inspected on a regular basis and/or on the basis of suspicion of inappropriate items.

Other Items

RCCS reserves the right to search any other items brought on campus, such as: backpacks, gym bags, purses, makeup bags, cars, and pockets of students.

Magazines, Publications, Written Material

- Magazines or material encouraging actions that endanger the health or safety of students is prohibited, including obscene and/or sexually inappropriate material.
- Students who distribute written or printed material attacking any individual or group on the basis of gender, race, creed, ethnicity, or religion, is prohibited.
- All Yu-Gi-Oh, Pokemon, D&D, Harry Potter, Gothic, or occult-type material or clothing is **strictly** prohibited.
- Students who distribute written or printed material criticizing RCCS, its faculty, employees, or its School Board members, is prohibited.
- Libelous material which contains defamatory falsehoods against school officials is prohibited.
- Violation of any of these policies will incur serious disciplinary action.
- Any student making verbal or written death threats against other students, teachers, or RCCS staff will be expelled immediately.

Electronic Devices/CD's/ Cell Phone Policy

- **Electronic Devices:** No game-boys, game-gear or any other electronic games are allowed. No I-pods, tape players, or radios are allowed on the school property.
- **CD's:** No CD's (musical or computer) are allowed on school property.
- If students bring any of the above devices to school, they will be confiscated by the teacher and returned only to the parent.
- **Cell phones:** RCCS understands that students need to have a cell phone for emergency use, especially those students who drive to school. However, **Students may not use cell phones on the school campus.**

In case of an emergency, parents need to contact the office. Students will be taken out of class to receive the message. Students who use their cell phones at school will receive the following consequences:

1st Offense - cell phone will be confiscated and parents may retrieve it from the office.

2nd Offense - cell phone will be confiscated and will be released to the parent with a \$25.00 charge.

3rd Offense - cell phone will become property of the school until the end of the school year. The cell phone will be released to the parent only at the end of the school year with a \$25.00 fine.

Computer/Internet Policy

- No students are allowed to use any teachers' computers without specific authorization from that teacher.
- No student is permitted access to RenWeb at any time, under any conditions.

- No student may connect to the Internet at any time, for any purpose, without specific authorization from the Computer teacher, or other faculty.
- RCCS internet access may not be used to access, download, store, and/or distribute any material (text, graphic, photo, or audio) which is defamatory, abusive, obscene, profane, threatening, or sexually explicit.
- No student is allowed to load software on any computer without specific permission.
- No student is allowed in the computer lab unless a teacher is physically present with them.
- No student may use any computer in the computer lab without a teacher's specific permission.

Myspace.com website.

- Any RCCS student who places information on this website, or other websites, or uses pictures of RCCS students with RCCS school, cheerleading, or athletic uniforms, will be expelled. Any student who places negative information on any website regarding River City Christian School will be expelled.
- Failure to abide by these policies and rules may result in points off for minor violations, Saturday School for more major or repeated violations, and suspension or expulsion for flagrant or major offenses.

RIGHTS AND RESPONSIBILITIES PARENTS/STUDENTS/FACULTY/ADMIN.

River City Christian School fosters a climate of Christian love and respect for authority, peers and self. The rules of responsibility and conduct stated within this code are established to maintain order and to protect the safe, respectful environment of RCCS. Students or parents who violate the Student Code of Conduct will be subject to disciplinary measure and possible expulsion from school.

Rights and Responsibilities of Parents/Guardians

- Make every effort to ensure their child attends school every day and is present on time.
- Follow uniform and free dress code, as explained in the Family handbook.
- Teach their child to follow school rules by being a good example themselves.
- Demonstrate an attitude of respect towards school staff, other parents and students.
- Sign school assignment planners daily.
- Promptly report absences to the school office.
- Participate in Parent/Teacher conferences, Parent Training workshops, school workdays and Fiesta Especial.
- Cooperate with school administrators and teachers.
- Update any changes to work, home, and emergency phone through the school office.
- Accept responsibility for any property damage that their child may cause.

Rights and Responsibilities of Students

- Attend school daily and be in class on time.
- Willfully follow uniform dress code rules and free dress day rules.
- Follow school rules and encourage other students to follow them as well.
- Demonstrate an attitude of respect towards authority, peers and self.
- Bring signed planners to school daily.
- Refrain from profane, insulting, threatening or inflammatory remarks.
- Refrain from cheating or exhibiting disruptive behavior.
- Cooperate with school administrators and teachers.
- Turn in homework neatly and on time.
- Be responsible for one's own actions.
- Realize that actions outside school can influence the decisions by the administration to retain or expel the student.

Rights and Responsibilities of Support Staff

- Live a Christ-like lifestyle of love and acceptance towards every student and parent.
- Be prepared to perform all duties as required by job description and other staff members.
- Demonstrate an attitude of respect towards authority, peers, parents, students and self.
- May be required to attend In-Service classes, staff meetings or other training.

Rights and Responsibilities of Teachers

- Same as support staff, and additionally to;
- Ensure a stable classroom environment by being present and on time.
- Be prepared to perform all teaching duties as dictated in the Employee Handbook.
- Demonstrate an attitude of respect towards authority, peers, parents, students and self.
- Maintain an orderly classroom conducive to learning and caring.
- Promote fair discipline towards all students.
- Teach standards set up by ICAA and administrative staff.

- Teach students to be imitators of Christ and live by the Ten Commandments.
- Be available to speak with parents and students on an appointment basis.

Rights and Responsibilities of Administrators

- Live a Christ-like lifestyle of love and acceptance towards every student and parent.
- Provide spiritual and academic support to teachers and assistants.
- Promote effective discipline management based on fair treatment of all students.
- Demonstrate an attitude of respect towards authority, peers, parents, students and self.
- Encourage communication between parents and school.
- Ensure student safety through disciplinary measures.
- Serve as an appropriate role model to all staff, parents, and students.
- Be available to speak with teachers, parents and students on an appointment basis.

GENERAL POLICIES

Field Trip Procedures

Appropriate field trips are planned for all RCCS students to strengthen classroom studies. In addition to off-campus field trips, special events will be held on the RCCS campus.

Guidelines

- Parents will be informed in advance of an upcoming field trip.
- Permission slips will be sent home with the student and must be returned by the due date given.
- Students who do not return their permission slip and/or field trip fee by the due date will not be allowed to go on the field trip.
- Students who do not go on the field trip are still required to attend school and will be placed in an alternate classroom during the trip.
- In the event that parent drivers/chaperones are needed, teachers will contact parents who have already indicated availability. Parents must meet driver eligibility guidelines.
- Students will be given written instructions on the field trip dress code.
- Children and siblings who are not enrolled in RCCS are not permitted to attend field trips.

Field Trip Driver Eligibility

- Parents who volunteer to drive their vehicle for Field Trips must supply a copy of current Driver's License and proof of automobile liability insurance.

Lost and Found

- All clothing and personal items such as lunchboxes and backpacks should be clearly marked with your child's name.
- Unmarked items will be placed in the Lost and Found.
- Any items not claimed by the end of the year will be donated.

Use of Office Telephone

Students are not allowed to use the office telephone without permission from the school registrar or other administrative personnel.

Visitors on Campus

- All visitors must report to the office, sign in and wear a visitor's badge while on campus.
- Visitors are always welcome during Chapel and Spirit Day celebrations.
- Classes may be observed at any time. However, an appointment must be made in advance with the office.

Lunchtime Visitors: We encourage parents and other special guests to come in from time to time and share lunch with students. However, **please limit lunchtime visits to no more than once a week** in order to promote social independence in students.

“Forgotten” Items Home/School

- In an effort to teach students to be responsible, parents are not allowed to bring forgotten homework, textbooks, permission slips, projects or other assignment to school. The natural consequences that the student will experience will undoubtedly be an invaluable life lesson on the road to success.
- School policy states that students will not be allowed to re-enter the classroom after dismissal at the end of the day to retrieve any forgotten item. All students are given ample, structured time to pack up before leaving each day.

SOCIAL EVENTS AT RCCS

Birthday Celebration Guidelines

We, at RCCS, look forward to celebrating your child's birthday. Please speak with your child's teacher in advance about setting a date to celebrate your child's birthday, “un” birthday, or adoption day.

- Students may request to wear Free-dress on their birthday or “unbirthday.”
- Parents/Guardians may provide special snacks for their child the child's advisory or homeroom class only.
- Parents/Guardians must contact the child’s teacher ahead of time.
- Snacks will be passed out by the birthday child during the lunch period.
- Please do not send cakes as they are difficult to manage. Simple treats work best, such as individual cupcakes or brownies.
- It is best to send treats in the morning with the student, but of course, parents are welcome to come and enjoy the celebration during lunch.
- Please do not send party favors, goodie bags, or balloons for distribution at school.
- Birthday invitations may be brought to your child’s teacher who will pass them out to the class; however, the parent must provide an invitation for every student in the class.

RCCS Birthday Tradition

RCCS is extremely fortunate to have a fine library for our students. RCCS initiated a tradition in which a child donates a book to the school library on his or her birthday. Students may present the books during their birthday week at the Wednesday Chapel service.

Classroom Parties

RCCS encourages small classroom celebrations for the following: Christmas, Valentine's Day, and end of year. Teachers will contact parents to help plan classroom parties. Parents will be asked to help in providing goodies and may need to be present to help with games and festivities.

Halloween Celebrations

RCCS does not recognize or celebrate any Halloween-related activities. However, we realize that some families attend events centered around Halloween, and students are **never** made to feel

uncomfortable about their personal family beliefs.

SPECIAL PROGRAMS FOR RCCS STUDENTS

Outreach Pediatric Therapy

RCCS is incredibly blessed to have a highly professional, exclusive, in-house clinical/academic model of occupational and speech therapy available to our students.

- Therapy referral forms are available in the office.
- If your child qualifies for services, you will be billed through private insurance, or you may pay out-of-pocket.
- Students who receive these services will not be "pulled" from core academic classes or Chapel.

Powerline Reading Program

RCCS is proud to offer Powerline, our highly successful, remedial reading program available on campus during school hours to students who qualify.

- Student Diagnostic testing is available for \$85.00.
- Fee for the Powerline program is \$75.00 per month, and will be billed separately from RCCS tuition.
- Powerline classes are five days a week for 40 minutes each day.

Counseling Program

- The Counseling Department provides counseling for students who have social, emotional, or minor behavioral difficulties. A counselor will be available to the student body to meet a variety of counseling needs.
- Licensed Professional Counselors are available on campus to counsel students on a professional basis and the family is billed through their insurance or by private pay.
- Call the Therapy Department at 525-8851 for details.

College and Career Program

The College and Career Department provides students with college and vocational opportunities and information.

- College - RCCS helps students prepare to take the PSAT and SAT College Entrance Exams. RCCS is an official PSAT site offering this exam in October on campus. (However, the SAT must be taken at a school near the student's residence). Also, the 11th - 12th grade students take the ACCUPLACER College Entrance Exam at St. Philip's College in order to qualify to enroll in the Dual Credit College Program (see information below).
- Vocational - RCCS is associated with the Texas Dept. of Assistive and Rehabilitative Services which provides our students with vocational opportunities for on-the-job training.

Dual Credit HS/College Program

- The College and Career Department encourages RCCS Juniors and Seniors to enroll in the College Dual Credit Program. This program enables students to receive both college credit and high school credit for each class they take in the program.
- Students must obtain a grade of 70 or higher in each class to receive high school and college credit. Dual credit classes are offered at the RCCS campus in a teacher-supervised classroom via VHS or DVD. College tuition is free! (Student must purchase textbooks).

Step-Forward Program

The Step-Forward Program at RCCS specializes in teaching children with autism and developmental delays. Reading, writing, and math curriculum emphasizes communication, socialization and cooperation skills. The main goal of the Step-Forward Program is to prepare children to be properly mainstreamed into the regular classroom.

SPECIAL OPPORTUNITIES FOR RCCS PARENTS

Parent Education/Training Workshops

- Free parent workshops for parents of RCCS elementary, middle, and high school students are available through a ministry of the Methodist Healthcare Ministries (MHM) of San Antonio. These free workshops will be held on the RCCS campus, and offer parent education on a variety of childhood disorders. The groups are led by qualified group leaders in a relaxed and confidential atmosphere and addresses the joys and challenges of raising special needs children.
- Meetings will be held either weekly or biweekly and a meal/snack will be provided for participants.
- Childcare is also provided.
- Contact the School Guidance Counseling Office at 384-0297 ext. 30, for more information

RCCS Athletic Booster Club

- All parents of RCCS athletes, or other interested parties, are encouraged to join the RCCS Athletic Booster Club. Each year the booster club sponsors fundraisers for RCCS athletic uniforms and equipment. The main fundraiser each year is the "Silent Auction," which takes place during the Sport's Banquet in May. This fundraiser helps the athletic department realize goals and meet expenses. Booster club members **DO** make a difference, not only in the lives of their own children, but in the lives of all students! Contact the school office for more information.

RCCS Fiesta Especial

- Fiesta Especial is a two-day carnival specifically designed for the children of San Antonio with mental and/or physical challenges. Fiesta Especial offers Fiesta-type rides, games, crafts, face painting, entertainment, and food. All of the Fiesta Especial activities have been adapted to allow special needs children to participate. Fiesta Especial provides a way to include our special needs community with a safe and affordable way to enjoy one of San Antonio's largest celebrations - Fiesta!
- Please join RCCS students and parents who volunteer their talents and services to minister to San Antonio's special needs children!
- Any family receiving a Scholarship will be required to volunteer their time during Fiesta Especial. Contact the school office for more information.

Teacher Appreciation Committee

- The Teacher Appreciation Committee plans and coordinates activities which show appreciation to the RCCS faculty and administration for all they do for our children. This committee plans luncheons, recognitions, and gifts to thank the dedicated people who are making a difference in our children's lives today.
- Volunteers are needed to assist in helping organize activities and luncheons. Please contact the school office for more information.

RCCS ANNUAL EVENTS

Calendar of Events: All RCCS families are provided with a color-coded school calendar at the beginning of each school year. Replacement calendars are available in the office for \$1.00.

August

- **First Day Celebration** – Start the first day with breakfast, orientation, and fellowship in the RCCS cafeteria. Meet the teachers and see the classrooms.

September/October

- **Parent/Teacher Conferences** – Spend time with your child's teachers as you learn more about your child's first weeks at RCCS.
- **Homecoming** – Come see the coronation of the RCCS homecoming King, Queen and their court; and help support the athletic department.

November/December

- **Annual Turkey Bowl & Thanksgiving Feast** – Come join the rest of the RCCS family in football, family fun, and feasting; one of our biggest "on campus" events of the year!
- **Christmas Production** – Enjoy an evening of music by our talented RCCS students.

February/March

- **Parent/Teacher Conferences** – Get a personal update about your child's progress from the dedicated RCCS staff.
- **Science Fair** – Prepare to be blown away by the incredible display of scientific knowledge at the RCCS Science Fair.

April

- **Fiesta Especial** - A Fiesta event hosted by RCCS for children with multiple disabilities.

May

- **Standardized Testing** - Let our RCCS students show you what they've learned as they spend a week putting their brains to work on the ITBS exam.
- **Sport's Banquet** – Calling all RCCS Crusaders. It's your night to shine. Join us for a formal evening of awards and sports highlights. Don't forget the silent auction!
- **Hot Diggity Do-Done Swim Party!** – Join us at the Cabana Club as we wind down another great year at RCCS.
- **Last Day of School** - Say farewell to your RCCS buddies at an End-of-the-Year class advisory party!