



# **PARENT-STUDENT HANDBOOK**

**2021-2022**

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*Christus mundo veritas.*  
“Christ is the truth for the whole world.”

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## **Introduction**

River Hills Christian Academy was incorporated in 2014 with a desire to establish a quality school founded upon a Christian worldview using the tools of a classical methodology.

The goal of RHCA is to operate a school committed to academic and spiritual excellence, to instill in the students a love for learning, and to provide an orderly and nurturing atmosphere in which these ideals can be achieved.

The handbook is for RHCA students and their parents. It has been prepared to facilitate the accomplishment of our common goals. The policies and procedures explained in it regulate life at RHCA.

The handbook outlines information about the school; answers questions about rules, guidelines, and policies; clarifies procedures; and gives other helpful information about the operation of the school.

We encourage parents and students to read and discuss the handbook together in order to become familiar with its contents and the expectations of River Hills Christian Academy.

## **Philosophy**

### **Statement of Faith**

We believe there is one God who exists in three persons: the Father, the Son, and the Holy Spirit.

Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the dead, ascended into heaven and will literally return to earth.

The Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen, and sanctify the soul.

We believe that the Bible is the Word of God without any error, the sole authority for life and faith.

We believe that human beings are the special creations of God, made in His image. They fell through the sin of the first man, Adam, and all human beings are sinners in need of salvation.

Salvation is a gift through repentance toward God and faith in Jesus Christ. Every person who is truly saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

Baptism is by immersion after salvation and is done in obedience to the command of Jesus Christ.

Each believer has direct access to God through the Lord Jesus Christ.

The church is a local body of baptized believers with the Lord Jesus Christ as the Head.

*Parents understand that though they may not be required to agree with the entirety of the Statement of Faith, this is the basic doctrine that guides the RHCA curriculum and instruction.*

### **Mission**

River Hills Christian Academy exists to assist Christian parents in educating young people of strong mind, spirit, and body, by providing a classical education that equips students to impact the world with the truth of Jesus Christ.

### **Vision**

River Hills Christian Academy seeks to serve Jesus Christ and the Christian community as a distinguished school. We value children as God's image bearers. We encourage their growth with a focused educational environment, a biblically based curriculum, and an individually oriented classroom experience. We believe that the best preparation for life is the knowledge of the truth, an open invitation to place one's faith in Christ, and the practical skills to make a difference in the world.

### **Motto**

*Christus mundo veritas.*

“Christ is the truth for the whole world” summarizes our belief that Jesus Christ is both the source and representation of all truth and he is the truth that all mankind needs in order to be reconciled to God.

### **Practice**

WE VALUE each student as an individual, created in God's image and blessed with tremendous capacities for learning and accomplishment.

WE CULTIVATE young minds through a rigorous academic curriculum rooted firmly in a biblical worldview.

WE PREPARE students to think carefully.

WE AFFIRM the consistency of challenging academics and sound theology, teaching our students to glorify God with all of who they are: in heart, soul and mind.

WE IMPART an understanding and love for all truth by demonstrating the interrelatedness of every academic discipline as a reflection of God's objective, unchanging nature.

WE ACCOMPLISH our academic goals within a student culture that promotes a love for learning and a commitment to do all things to the glory of God.

### **Academic Core Values**

River Hills Christian Academy has been established to serve Christian families who value a school environment that prioritizes

A focused academic environment

A biblically based curriculum and culture

An individually oriented classroom experience

Combining high academic standards with a strong Christian emphasis, River Hills Christian Academy provides a uniquely challenging educational program for students of average to above average ability.

Partnering with parents, the faculty and staff of River Hills Christian Academy, teach students to see the world and themselves from God's perspective, as he has revealed it in the Bible.

Understanding that each student is unique, teachers and students work together to help each student to achieve more than might be thought possible—academically, socially, emotionally, and spiritually.

## **Parents' Commitments To The School**

By enrolling their children at RHCA, parents commit to support the school and its mission. In order to do this, parents must:

1. Support the school in its fulfillment of its purposes, commitments, and principles, especially in the education of all students classically and in accordance with the Statement of Faith.
2. Refrain from illegal or immoral behavior that reflects poorly on or is potentially disruptive to the RHCA community.
3. Pray for God's wisdom for the leaders of RHCA and His blessings on the school.
4. Accept their biblical responsibility for the education of their students by:
  - a. Ensuring that their students have the time, place, and parental support

- needed to complete their homework and studies;
  - b. Ensuring that their students arrive and are picked up on time;
  - c. Ensuring that when their students arrive they are properly prepared for the day with:
    - i. Appropriate meal(s);
    - ii. Proper attire; and
    - iii. Necessary supplies.
  - d. Encouraging students to comply with the spirit and the letter of all RHCA rules and policies with appropriately respectful attitudes in accordance with biblical teaching;
  - e. Demonstrating acceptance of personal responsibility by fulfilling their volunteer commitment of ten hours per semester and attending all mandatory events, including but not limited to parent orientation and parent-teacher conferences;
  - f. If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the RHCA administration;
  - g. Setting an appropriate example to their students and all other students when on campus or at RHCA related events by:
    - i. Always refraining from inappropriate language;
    - ii. Observing all school rules and policies with an appropriately respectful attitude;
    - iii. Modeling appropriate conflict resolution in accordance with Matthew 18;
    - iv. Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises;
    - v. Refraining from gossip which is unbiblical and destructive to any Christian community;
    - vi. Demonstrating courtesy and respect to all other adults that are part of the RHCA community;
    - vii. Refraining from all alcohol and tobacco products on campus or at any off-campus, RHCA related event where students are present; and
    - viii. Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events.
5. Demonstrate a love of learning and a desire to apply biblical principles to all areas of their lives.

RHCA holds the belief that a positive and constructive working relationship between the school and students' parents is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

## Curriculum Goals

### Bible

1. Students in PreK and Kindergarten listen to the Bible as read by the teacher.
2. Students in first grade follow the text as read by the teacher.
3. Students in grades 2-6 read the actual text for themselves rather than only prescribed verses.
4. Students are encouraged to understand the biblical text in context, along with classic evangelical interpretation principles.
5. Students learn to allow scriptures to speak for themselves with clarifications and illustrations by the teacher.
6. Students learn the biblical pattern of redemption through faith in Christ.
7. Students are encouraged to come to God the Father in faith, through the Son, and to grow in their knowledge and love of Him.
8. Students are instructed that the Bible is true, entirely reliable, and that it testifies to its authentic inspiration by God's Spirit.

### English Language Arts

1. English language instruction is organized around the three liberal arts: grammar, logic, and rhetoric (the classical *trivium*). It is designed to produce exemplary speaking and writing, including vocabulary, grammar, style, and clarity.
2. Major emphasis is placed on writing by requiring students to write often and correctly in each subject area.
3. Careful thinking by the students is encouraged by requiring thoughtful speaking and writing.
4. Students are introduced to many styles of writing using the Bible and other high quality literature.

### Reading

1. A child's natural development dictates the pace at which young students learn to read (decode) fluently and independently. Our PK-1<sup>st</sup> grade reading instruction is sensitive to this reality.
2. Phonics is used as the primary building block for teaching students to read.
3. Students' reading abilities are carefully monitored to ensure that they are at a reasonable level, comprehending adequately, and reading fluently, both orally and silently, including the best use of word-attack skills.
4. Reading comprehension is developed in the context of reading whole works of quality literature and through group discussions that emphasize the author's purpose and meaning to a reader's individual experience.
5. Students are encouraged to foster a life-long love of reading and of high quality literature as they are taught to recognize the characteristics of such literature.
6. Students are taught to read both fiction and non-fiction literature in various genres and subject areas.
7. Students are encouraged to read beyond conventional age and grade-level categories.

## **Mathematics**

1. Students are introduced to mathematical thinking through the use of age appropriate manipulatives that concretely illustrate abstract concepts.
2. Students demonstrate a thorough mastery of basic mathematical functions and tables through memory exercises and practice.
3. Emphasis is put on conceptual and practical understanding of math through the frequent use of story problems and real world applications.
4. God's unchanging character is illustrated through the timeless, logical mathematical systems He has given to help mankind make sense of the universe.

## **History and Geography**

1. Students are taught that God is in control of history and that He has determined its ultimate outcome.
2. Students are taught that the history contained in the Bible is both special, as God's revelation, and an important part of the whole history of all civilizations and the human race.
3. Students learn to memorize a canon of historical and geographical facts that form a basis for understanding and the ability to analyze history.
4. Historical study is designed to be a living thing with which students can engage in a variety of age-appropriate exercises, events, and engaging activities.
5. Students are instructed that history is linear, with a definite beginning and a divinely appointed end.

## **Science**

1. Students are shown that because God made the universe, it has inherent order, which in turn makes it possible to hypothesize and experiment (the scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths that God built into his intelligent creation.
2. Students are introduced to scientific knowledge through active interaction with the natural world.
3. Curiosity, experimentation, demonstration, and research are emphasized as the most reliable way of using science, as opposed to just the study of facts in isolation. Facts are attained not only through lecture but as the result of research and discovery. By the time the students enter secondary-level science, they will be familiar with the scientific method through repeated practice.
4. Various forms of instruction are used to teach scientific concepts and methods (e.g., care for nature, experiments, demonstrations, research projects, illustrations, field trips, and guest speakers).

**Fine Arts**

1. Students are encouraged to appreciate and imitate the beauty of God's creation in artistic works.
2. Students are introduced to both popular and master works.
3. Students are encouraged to practice and perform enthusiastically.

**Foreign Language**

1. Younger students are introduced to modern foreign language (Spanish) through oral exercises and practice, leading to moderate conversational and reading capabilities.
2. Older students will begin the study of classical language (Latin), leading to translation and composition at a sophisticated level.

## **Policies, Procedures, and Guidelines**

### **Admission Procedures**

The purpose of the RHCA Admission Process is to ensure that the values of each family and the school align, that our mutual expectations for the educational outcomes are agreed, and that the school can faithfully provide the education that each child requires.

#### **Who makes admission decisions?**

The admission process is informed by various factors and the contributions that members of the RHCA Admissions Committee make in understanding each student. The committee is appointed by the Head of School and may include both Academy staff and trained volunteers. Based on recommendations from the committee, the Head of School makes all final admission decisions.

#### **Who knows what?**

All information supplied by families in the application process is considered confidential. Admissions Committee members, whether staff or volunteers, are committed to keep the affairs of each family and student private. The reasons for students being either accepted or denied will not be shared with anyone other than that student's parents.

#### **What is the basis of admissions decisions?**

At this stage of the school's existence, RHCA is equipped to teach students of average to above average academic ability. This is determined through the combination of RHCA admission testing and a student's previous academic performance. In addition, the following criteria are articulated in the Admission Policy:

- At least one parent is a professing Christian.
- The family and the school agree on basic standards of Christian living.
- The family and the school agree on the goals of classical Christian schooling.

#### **What is the process?**

For detailed instructions on how to apply, see the Instructions for Completing the Application for Admission available on the school website and from the Admission Office. The process follows this outline:

- Families submit an online application and application fee for each child applying.
- Families schedule admission testing for each child applying.
- Families submit teacher recommendation forms and school records forms from the child's current school.
- Families submit current report cards and standardized test scores.
- Families' interview with the Head of School.

- The Admissions Committee reviews each application and makes recommendations to the Head of School.
- The Head of School notifies families of the school's decisions.

**How long does the process take?**

We aim for the process to not take more than thirty days. This timeframe depends on several things, especially the following:

- Availability of student for testing
- Prompt return of confidential teacher recommendations
- Prompt submission of academic records
- Availability of both parents for family interviews
- The number of families applying at any given time

**If my child is accepted, what then?**

When students are admitted, families are notified by email and invited to enroll online within fifteen days. Enrollment consists of the following:

- Online registration process and tuition and payment agreements
- Tuition Deposit (1/11 of the total tuition due for each family)
- Submission of previous school records, health forms, etc.

**What if my child is accepted, but there's no room?**

Your child's name will be placed into a "wait pool." The wait pool is made up of qualified applicants available to fill a specific opening in a specific grade. Wait pools are not prioritized wait lists. When and if an opening becomes available, the Admissions Committee and the Head of School meet to select the most appropriate candidate for the opening. Included in wait pool decisions is a priority for siblings of already enrolled students.

**Does that mean that siblings of enrolled students are admitted automatically?**

Each child is evaluated on his or her own, as an individual with whom RHCA will have a long relationship. It may be that children from the same family have different needs, requiring different schooling options. That said, we try to keep families together in school, when possible.

Parents will be notified of any changes to the admissions and enrollment procedures via email and in writing from the school office.

**Statement of Non-Discrimination**

River Hills Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in

administration of its educational policies, admission policies, scholarship programs, and other school-administered programs.

### **Student Health Requirements**

1. All students must have on record in the school office either a current immunization record, or an exemption statement according to Texas Code, and a hearing/vision screening results before entering school. Standard immunization record and screening results should be obtained from a family physician.
2. Before the school will issue any medication to a student, there must be a written parental permission form on file. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol, Tums), RHCA will provide a form to parents, which grants a year's general permission to the school to issue non-prescription medication. Prescription medication will not be dispensed without specific written permission by the parent, accompanied by a doctor's note if the medication is necessary for more than 10 days. All medications will be kept in the nurse's office.
3. Students may not keep any medication, prescription or non-prescription (including cough drops, etc.) in their possession at school. Students may not self-administer any medication.
4. Other forms necessary for student health records, obtained from the school office:
  - a. Emergency Form: Lists the emergency contact names and phone numbers of people whom need notification in a medical emergency. Includes signed waiver in order to facilitate necessary medical action. This form must be updated annually and whenever changes occur.
  - b. Current Medications Form: Lists all medications the child is currently taking, other than short-term antibiotics (e.g. Ritalin, asthma, allergy, or depression medications, etc). This form must be updated annually and whenever changes occur.
5. A communicable disease may require exclusion from school during the active stage of the disease. Communicable diseases include but are not limited to chicken pox, measles, fifth disease, mumps and H1N1 (or other forms of influenza). Students with scabies, impetigo, conjunctivitis, ringworm, and strep throat will be readmitted to school based on the recommendations of a physician, usually 24-48 hours after initial treatment is administered. A student who has developed a fever will be readmitted to school after being 'fever-free' for at least 24 hours.
6. Students who have head lice will be sent home and not readmitted until treatment has occurred and the student has been louse-free for 24 hours. Parents are encouraged to check for lice eggs and nits on a regular basis.
7. Students who become ill at school will be provided a place to rest until a parent is contacted and arrives to take the child home. No student with a fever, a contagious disease, or who is vomiting will be allowed to remain at school. If a parent cannot be contacted, the office will contact the person listed on the emergency form.

### **Student Medical Emergencies**

In case of a medical emergency, a first aid/CPR trained staff member will immediately care for the student. Another staff member will call 911 to report the emergency. Parents will be notified about the emergency via phone using the contact information in the

student records. An incident report will be completed for parents to review and sign following any medical emergency.

### **Attendance Requirements**

A student enrolled in RHCA is expected to be present and on time every day school is in session. Students are also expected to attend and complete all requirements for every course offered. Attendance records are kept by individual teachers and the school office. Attendance is recorded on the student's report card.

1. **Unplanned Absence:** If a student is absent from school, a parent must contact the school office by email or phone the morning of the absence. For each day of school missed, students will have one day to make up work.
2. **Planned Absence:** If a student will be absent from school for a previously known reason (e.g., family event, medical procedure), a parent must email or phone the school office in advance in order to alert the school that the student will be absent. Parents should contact the teacher as soon as they are aware that there will be an absence to collect any work that can be done during the absence. For each day of school missed, students will have one day to make up work.
3. **Tardiness:** Since class time begins at 8:00 a.m., students should arrive prior to this time. When a student is late for school, the parent must sign in at the office and office staff will walk the student to class. If a student is chronically tardy, an Administrator will ask for a conference with the parents.
4. **Sign In/Sign Out:** If a student must leave school during the school day, a parent or guardian must physically sign the student out in the school office before the student will be permitted to leave. If the student returns to school on the same day, a parent or guardian must also physically sign the student back in.
5. **Withdrawal:** In the event of early withdrawal during the school year, the student's full tuition for the year will be due.
6. **Student Release:** If a person other than a parent/guardian is supposed to pick up a student the parent/guardian is required to send a written note or call the school office to inform the school of the change. At the time of pick up the individual will be asked to show a valid picture identification to verify release.

## Student Conduct Expectations and Explanations

At RHCA we guide our students towards excellence in academic achievement and in Christian character. We understand that this is a maturing process and that these guidelines provide a framework for which each parent, teacher, and student may assess his growth in these areas.

1. Obeys promptly. (Hebrews 13:17) *“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you.”* It is expected that children will obey immediately without reminder. Children should have a respectful attitude (for example, responding with “Yes, sir. No, sir. Yes, ma’am. No, ma’am.”) and make attentive eye contact with the person giving directions.
2. Obeys cheerfully. (I Thessalonians 5:18) *“...In everything give thanks; for this is the will of God in Christ Jesus for you.”* It is expected that children will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining will be addressed.
3. Exercises diligence in work. (Ephesians 6:6,7) *“[obey] not with eye service, as men pleasers, but as bondservants of Christ, doing the will of God from the heart, with good will doing service, as to the Lord, and not to men,”* It is expected that children will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed.
4. Displays consideration, kindness, and compassion. (Ephesians 4:29, 32) *“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”* It is expected that children will treat everyone with kindness in action and in speech. Harsh words and harmful behavior will be addressed.
5. Speaks with honesty and edification. (Ephesians 4:25; Psalm 19:14) *“Therefore, putting away lying, ‘Let each one of you speak truth with his neighbor,’ for we are members of one another.” “Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my strength and my Redeemer.”* It is expected that children will speak honestly without rationalization and excuse. Gossip, slander, and “tattle tales” will be addressed. Children will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matthew 18:15-17.
6. Exercises self-control. (Proverbs 25:28) *“Whoever has no rule over his own spirit is like a city broken down, without walls.”* It is expected that children will control their tongues and actions. Children will be encouraged to speak at appropriate times and to control their bodies.
7. Displays order. (I Corinthians 14:40) *“Let all things be done decently and in order.”* It is expected that the children will take an active part in maintaining their personal belongings and the school’s appearance.

### **Grammar School Cultures**

The Grammar School Cultures are taught in grades PreK-4th through direct lessons delivered by the classroom teacher. As appropriate, each culture is related to biblical scripture. Students memorize and recite the cultures as part of the daily class activity. The cultures are where students are directed back to during any correction of disobedience.

1. Love and respect others as God commands.
2. Measure your words.
3. Do your best at all times.
4. Be good stewards of the campus (look down for trash, look out for others, look up to God.)
5. Stand and greet visitors who enter the classroom.
6. Respond with “Yes or No Ma’am/Sir” to every adult.
7. Maintain eye contact when listening or speaking to others.
8. Stand and answer questions in complete sentences.
9. Raise hand (silently) and wait to be addressed before speaking.
10. Show respect to other classes by walking silently outside.

Obey right away, all the way, and with a good attitude everyday. If you delay, you disobey!

### **Pax Romana**

Fifth grade and older students transition to behavior guidelines outlined in the Pax Romana, “Roman Peace”. These guidelines align with the history students are learning as part of the core curriculum at RHCA.

1. Raise your hand to speak. “Obey your leaders and submit to their authority.” Hebrews 13:17
2. Work diligently. “Whatever you do, work at it with all of your heart, as working for the Lord, not men.” Colossians 3:23
3. Treat others kindly. “Love your neighbor as yourself.” Matthew 22:39
4. Do everything with a purpose.  
“Therefore, I do not run like a man running aimlessly.” 1 Corinthians 9:26
5. Do your best in all you do. “...Excel in everything—in faith, in speech, in knowledge, in complete earnestness.” 2 Corinthians 8:7
6. Encourage one another. “Therefore, encourage one another and build each other up.” 1 Thessalonians 5:11

### **School Rules**

The following is a specific list of school rules reflecting the above general policies of which we require all our students to be aware and to which they must adhere:

1. Students will cooperate with basic Christian standards of behavior and conversation.
2. Students may not talk back to or argue with faculty or staff.

3. Students may not bring weapons of any kind to school (including “toy” weapons).
4. Students will be aware of and avoid the off-limits areas of the buildings and grounds.
5. Students will treat all of the school materials and facilities with respect and care, including cleaning up after oneself and caring for books and materials distributed to the students. (Parents will be charged for or asked to replace lost or damaged books and materials.)
6. Toys may be brought to school only in accordance with the specific directives given by the classroom teacher. In general, students should keep toys at home so they won't be lost or damaged.
7. Students should not bring electronic equipment to school, including cell phones. If a parent determines that a child needs a cell phone at school, the school office should be made aware of the circumstances and the device should remain put away throughout the school day.

### **Discipline Policy**

The goal of discipline is redemption, and correction will be based on biblical principles (e.g. restitution, apologies if necessary, restoration of fellowship, no lingering attitudes). Most discipline problems are to be dealt with at the classroom level.

The school does not utilize any form of corporal punishment.

Teachers will manage their classrooms and administer discipline according to agreed upon school-wide protocols. Should those protocols not effectively guide a student toward appropriate behavior, the Head of School or another Administrator will become involved and will include parents in designing a strategy to correct the student's behavior.

**Expulsion:** Should a student not be able to eliminate serious or chronic behavioral problems, the student may be expelled, at the sole discretion of the Head of School.

**Serious Misconduct:** The normal disciplinary process may be bypassed and suspension or expulsion imposed immediately should a student commit an act with such serious consequences that the Head of School deems it necessary. Examples of such serious misconduct include: acts endangering the safety of themselves, students or staff members; violence; vandalism to the school facilities; violations of the law, etc.

Students may be subject to school discipline for serious misconduct that occurs after school hours and/or off campus.

### **Dress and Appearance Expectations**

RHCA has chosen to implement a dress code policy by the adoption of a uniform program. This does provide some flexibility and dispenses with the necessity for an exhaustive list of rules needed to cover all the exceptions and changes in style that are part of our life. RHCA is a workplace for students as well as for teachers. Students should dress in a way that demonstrates their respect for the school. Therefore, some guidelines given for the implementation of this policy are as follows:

1. Each uniform item should be identified with the student's name.
2. No clothing imprinted with other than the school logo may be worn.
3. Boys' shirts will be worn tucked in; belts must be worn with pants or shorts that have belt loops; clothing should not have holes/tears; and clothing should be appropriately sized.
4. All students are expected to have clean and neatly groomed hair. Dyed hair is not permitted.
5. Hats are not to be worn inside the school building. Bandanas and kerchiefs are not allowed. Girls should wear only minimal hair accessories.
6. Makeup is not permitted in PreK-6. Nail polish other than clear is not permitted in PreK-6. Excessive jewelry is not permitted. Only stud earrings may be worn.
7. Tattoos, permanent or otherwise, are not permitted.

Students not complying with these expectations will be required to rectify their appearance as quickly as possible. This may require a call to the parent to bring the appropriate clothing before the student returns to class. If a student is chronically out of compliance, an Administrator will ask for a conference with the parents. Cheerful, consistent compliance is expected.

## Uniform Requirements

### RHCA Uniform Suppliers

Academic Outfitters, 1334 Airline Road, 361-806-9208

[educationaloutfitters.com/corpus-christi/](http://educationaloutfitters.com/corpus-christi/)

Mira's Sports and More, 6006 Ayers St, 361-852-4541, [www.mirassports.com](http://www.mirassports.com)

#### Boys and Girls:

##### Academic Outfitters:

- ◆ navy or white Pique Polo with RHCA logo (short or long sleeve)
- ◆ navy Moisture Wick Polo with RHCA logo
- ◆ flat front khaki shorts or pants (worn with a brown or black belt)
- ◆ khaki pull-on pants or shorts (**Pre-K 3 students must wear this style**)
- ◆ navy cardigan and bomber jacket with logo

##### May be purchased at any store:

- ◆ *Solid* white socks (**clearly above the ankle**)
- ◆ Shoes: solid black, solid white, or black and white athletic shoe

##### Academic Outfitters:

#### Boys: (in addition to general uniforms listed above)

- ◆ white oxford with logo (short and long sleeve- long sleeve will be worn Dec-Feb)
- ◆ navy tie (1<sup>st</sup> grade & up only) worn at or below pant button, Velcro/hook tie for 1<sup>st</sup>-5<sup>th</sup> grade, regular tie for 6<sup>th</sup> grade and older
- ◆ navy blazer (6<sup>th</sup> grade and older only)

#### Girls: (in addition to general uniforms listed above)

- ◆ white, short sleeve Peter Pan blouse (wear with jumper or skirt only)
- ◆ plaid 57, drop waist jumper
- ◆ plaid 57, stitch down box pleated skirt
- ◆ navy polo dress with RHCA logo
- ◆ khaki two tab scooter

- ◆ plaid 57, sailor cross tie (**1<sup>st</sup> grade and up only**)

**May be purchased at any store:**

Navy modesty shorts (**MUST** be worn with jumper, skirt and polo dress)  
Navy or white leggings  
White knee high socks, white or plaid ruffle fold over sock

**PE UNIFORMS**

**BOYS AND GIRLS (Kinder and older)**

*Specific PE days will be specified for each grade level.*

**Mira's Sports and More:**

- ◆ navy performance shorts (girl fit or regular)
- ◆ grey performance t-shirt with logo
- ◆ navy track pants and jacket with logo
- ◆ navy jogging pant and hooded sweatshirt with logo

**May be purchased at any store:**

- ◆ Athletic shoes-solid black, solid white or a mixture of black and white

**ASSEMBLY ATTIRE (Friday)**

*All items listed below are already mentioned in the above other than the shoes.*

**GIRLS**

- ◆ White, short sleeve peter pan blouse worn with cross tie (**1<sup>st</sup> grade & older only**) and plaid jumper **or** skirt (must be worn with navy modesty shorts)
- ◆ **solid** brown or black, flat, soft-soled dress shoes (such as Mary-Janes or similar flat), **no boots**
- ◆ Navy blazer (6<sup>th</sup> grade and older)

**BOYS**

- ◆ White, short or long-sleeved oxford shirt with logo worn with navy tie at or below pant button (*long-sleeved shirt will be worn in the months of December-February*)
- ◆ flat front khaki pant worn with a brown or black belt (**only Pre-K 3** will wear elastic waist pants)
- ◆ Navy blazer (6<sup>th</sup> grade and older)
- ◆ **solid** brown or black soft-soled dress shoes or boots

**\*\*Athletic shoes may **not** be worn as part of the Assembly uniform.\*\***

**\*\*Only navy cardigan with logo may be worn to Assembly during cold weather.\*\***

**Backpacks, Lunchboxes, Water Bottles**

Backpacks, lunchboxes/bags, and water bottles may be of any color, pattern and size but must not include cartoon or celebrity images. College logos are acceptable.

### Homework Philosophy

The necessity for doing homework will vary from grade to grade and even from student to student. In general, homework other than reading for K-6 is not assigned over the weekend, holidays and vacation periods.

1. Students often need some amount of extra practice in specific areas of new concepts, skills, or facts.
2. Since RHCA recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies.
3. As reading is an essential skill for any subject, students in each grade level will read (or be read to) every night.

### Grading Philosophy

The purpose of grades is to convey accurate information regarding student performance. As such:

1. It is important to resist grade inflation that, over time, inaccurately reports students as performing at a higher level than they actually are.
2. It is important that parents understand the information conveyed by grades.
3. It is important that parents, students, and teachers accept and value truthful information over inaccurate, inflated grades.
4. It is important that higher-level grades be reserved for performance that is significantly above expectations and requirements for grade level advancement.

### Grading Policy

In grades PreK, Kindergarten and 1<sup>st</sup> grade, students receive quarterly assessments of skills and do not receive numerical progress report grades. The grades are as follows: **M**astery, **N**ear Mastery, **B**elow Mastery or **NT** for Not Targeted.

Grades 2 and up will receive a quarterly report card with numerical grades using the following grading scale:

<i>Range</i>	<i>Letter Value</i>	<i>Definition</i>
90-100	A	Excellent
80-89	B	Surpassing
70-79	C	Satisfactory
60-69	D	Unsatisfactory (failing)
59 and below	F	Unacceptable (failing)

### **Behavioral Evaluation**

The “E, M, N, U” scale is an alternative scale which is used for behavioral evaluation. RHCA places a high emphasis on behavior of students and their efforts to learn and apply biblical standards. It is important to evaluate students and convey information to parents regarding behavior aspects of their student’s growth. Behavior is a daily cumulative grade for all classes.

**E** (*exceeds expectations*)- reserved for students whose behavior has clearly exceeded expectations

**M** (*meets expectations*)- earned by students whose behavior meets but does not significantly exceed the classroom expectations

**N** (*near expectations*)- earned by students whose behavior falls slightly short of expectations and calls for increased effort and improvement

**U** (*unsatisfactory*)- earned by any student whose behavior has a significant negative impact on the classroom, the other students, or upon the student’s own academic performance

### **Promotion Policy**

When considering promotion of students from grade to grade, special emphasis is given to the appropriate level of mastery, which includes accuracy and speed maintained over time, of skills and subjects for each grade level.

### **Closed Campus**

Students are not allowed to leave campus unaccompanied by a teacher or volunteer during the school day, unless prior written parental permission is given.

Students are not permitted to remain on campus after school hours without prior administrative approval. Siblings of students who are involved in after school activities are not permitted to remain on campus unless supervised by a parent.

## **Parental Involvement**

RHCA intends to support and encourage the family, and we are continually seeking ways to involve the parents, siblings, and grandparents of our students in the programs of the school.

In order to help to offset costs and to include parents in the life of the school, RHCA requires that each family commit to 10 hours of volunteer activity each semester. Below are common ways that parents can support the school with their volunteer hours:

1. Assist in the classroom (at the request of teachers or the administration).
2. Read aloud at lunch.
3. Serve as a lunchtime or recess monitor.

4. Act as the coordinator/helper for special events.
5. Assist with clerical or reception duties in the school office.
6. Serve on a school committee.

### **Classroom Visits**

We welcome visitors to our school and classrooms. If parents wish to visit their child's class they should first contact the school office and sign in as a visitor to the campus.

### **Field Trips**

Field trips are part of the curriculum for grades Kindergarten and higher. They will be treated as regular school days and attendance is required. Students are expected to maintain the same level of discipline as is required at school. The dress code for field trips will be noted on the field trip permission form. Some parents will be asked to accompany the class as chaperones and provide transportation. **Siblings may not attend fieldtrips, no matter the age of the child. Attending field trips does not count towards parent volunteer hours.**

### **Lunches, Snacks, and Hydration**

Students will bring lunch from home to be eaten in the classroom. Microwave ovens are not available to warm food.

Lunches should be balanced and healthy, with **minimal sugar content**. Students should also bring healthy snacks to be eaten during break periods.

Well-balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies. Fresh meat, fruits, vegetables and dairy products are always preferred over packaged, convenience style foods.

Students may not bring soda, high sugar content sports drinks or candy for lunches or snacks.

Students should bring a reusable water bottle to school each day. Teachers will establish the guidelines for drinking water during class.

## Communication with Families

RHCA faculty and staff strive for consistent communication with parents at all times. The following information sources are available to you to keep up with classroom and school-wide news.

- RHCA website at [www.rhca.cc](http://www.rhca.cc)
- RHCA Facebook page at [www.facebook.com/riverhillschristianacademy](http://www.facebook.com/riverhillschristianacademy)
- RHCA Parent Facebook page (private)
- Administrator and teacher emails
- Text messages

As families have questions or problems, please contact the school office by email or phone or contact your child's teacher by email.

## Daily Schedule

**Staff Hours:** Monday- Friday 7:30 a.m. – 3:30 p.m.

**Student Class Hours:** Monday-Wednesday and Friday 8:00 a.m. -3:00 p.m.

Thursday 8:30 a.m. -3:00 p.m.

**Drop-off:** Monday-Wednesday and Friday 7:45 a.m. – 7:55 a.m.

Thursday 8:15 a.m. - 8:25 a.m.

**Pick-up:** Monday- Friday 3:00 p.m. – 3:10 p.m.

**After-Care:** Monday-Friday 3:00 p.m.- 6:00 p.m.

## Inclement Weather Schedule and Notification

RHCA follows Calallen ISD notifications of closures, late openings, or early dismissals **unless** other RHCA communication is sent.

## **Child Care Licensing**

Parents may review a copy of the Department of Family and Protective Services minimum standards and the school's most recent Licensing inspection report in the school office at any time.

DFPS can be contacted using the following information.

Local Office: 5155 Flynn Pkwy, Suite 451  
Corpus Christi, TX 78411  
(361) 878-3451

Child Abuse Hotline: 1-800-252-5400

Website: [http://www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/)

### **Gang Free Zone**

Under Texas Penal Code (Sections 71.028 and 71.029), any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to increased penalty under state law. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

## Parent-Student Handbook Agreement

*I have read the 2021-2022 River Hills Christian Academy Parent-Student Handbook. I understand the policies and procedures as stated in the handbook and agree to support the philosophy and decisions of River Hills Christian Academy, its administrators and teachers. I agree to abide by the policies as stated in the handbook.*

Family Name: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian signature

\_\_\_\_\_

Date

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**12-17** - New Staff Training  
**18-23** - Staff In-Service

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**3** - Teacher In-Service  
**4** - First Day of Q3-Students return from break  
**12-14** - NCJLS Holiday  
**17** - [M.L. King Day](#)

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**6** - Family Fellowship  
**7** - Meet the Teacher  
**8** - First Day of School  
**16 & 20** - Volleyball Game  
**25** - Clay Shoot  
**27 & 30** - Volleyball Game

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**21** - President's Day-Staff & Student Holiday

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**4 & 7** - Volleyball Game  
**11** - Student Holiday, Teacher In-Service  
**22** - End of Q1  
**21 & 25** - Volleyball Game  
**29** - Jog-A-Thon (tentative)

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**11** - End of Q3  
**14-18** - Spring Break

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**19** - Thanksgiving Assembly, Early Release  
**22-26** - [Thanksgiving](#) Break

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**15** - [Easter](#) Assembly, Early Release  
**18** - [Easter](#) Holiday

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**17** - End of Q2, Early Release  
**20-Jan 3** - [Christmas](#) Break

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**27** - Last day of school, Early Release  
**30** [Memorial Day](#), School Office Closed  
**31**- Staff In-Service

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Early Release Days**  
 Nov. 19, Dec. 17  
 April 15, May 27

**Grading Periods**  
**Q1:** Sept. 8-Oct. 22(32 days)  
**Q2:** Oct. 25-Dec. 17 (35 days)  
**Q3:** Jan. 4-March 4 (39 days)  
**Q4:** March 7-May 27 (53 days)

**Report Cards**  
 Q1: Oct. 29/Q2: Jan. 7  
 Q3: March 11/Q4: May 27

**Instructional Days:** 159  
**Staff Days:** 171

