



## **Parent-Student Handbook**

**9965 Kriewald Rd. San Antonio, Texas 78245 (210) 674-5310**

**Mission Statement:**

**Royal Point Academy is a non-denominational private preschool and elementary school whose purpose is to assist parents and families in the education and building of Christian character in their children. We strive to give each student the individualized attention they need by implementing Biblical and academic standards. Our goal is to inspire our students in reaching their highest point.**

**STANDARDS OF CONDUCT**

Refrain from swearing, indecent language, disrespect to peers and authority, involvement in inappropriate music, printed materials, as well as inappropriate games and toys, or movies which encourage disrespect toward God, persons or property, Refrain from violent behavior towards peers and authority as a means of play or response. Maintain Christian standards in courtesy, kindness, morality and honesty.

Students are expected to abide by these standards throughout their enrollment. Students and families who are not in harmony with the policies set forth in this document may be asked to withdraw if the general well being and the mission of this academy is at stake.

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Administration,

Pastor- Robert M. Pena

Principal- Kristan Olivares

## **PAYMENT POLICY**

### **PAYMENT INFORMATION – REDO \*\*\***

Registration fees are due and payable before a student will be officially enrolled in school. Tuition payment is due August 1 each year. As a convenience, payments may be made in two installments, monthly, or in full.

Returned checks by the bank will be assessed a \$25 handling fee. Returned checks will be automatically re-deposited once. If the check still does not clear, the payer will be requested to pick up the check and make the payment, including handling fees, in cash or with a cashier's check. Failure of the responsible parties to pay late fees, returned check fees, and other fees associated with penalties due to lack of funds will result in the student's grades being withheld at the end of the next grading period, unless prior arrangements have been made with the Principal. Delinquent accounts are neither in the best interest of the school or the parents or guardians of the student(s). Once an account is past due, the Principal will make contact with the responsible parties to discuss the delinquent account and counsel, where necessary. If tuition is not paid by 5th of the month, your child may not return to school until the balance is paid. If an acceptable payment plan is not agreed upon, the student will be withdrawn from school. The delinquent accounts will continue to be the obligation of the responsible parties to the school.

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## **EARLY WITHDRAWALS**

Royal Point Academy makes decisions regarding budget spending based upon anticipated revenue from tuition. Thus, student withdrawal before the end of the school year causes financial hardship on the school. Therefore, a two-month tuition penalty fee per student will be assessed when families withdraw before the end of the school year. Records will not be released until withdrawal fee is collected.

Requests for exemption from this policy must be submitted in writing and should include an explanation as to the extenuating circumstances behind the student's withdrawal. A written request must be submitted to the Principle no later than 30 days before the withdrawal will be effective.

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## SCHOOL ATTENDANCE POLICY

### **Hours of Operation**

Office: 7:30am- 4:00pm

School: 8:00am- 3:30pm

### **1.CLASSIFICATION OF ABSENCES**

A. Excused absences, as determined by the office is given for:

1. Student Illness
2. Death in the family
3. Doctor's appointments

B. The first day a student returns to school they must bring a dated note explaining the reason.

C. If the student misses 3 hours or less for a doctors appointment, they are not counted absent. If they are more than 3 hours it is counted as a half day.

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### **2. TARDINESS**

*Promptness is a character trait in which we seek to instill in our students. The late arrival of even one student penalizes the whole class by requiring the teacher to spend valuable class time repeating instructions that have already been given.*

A. Elementary students who arrive late (after 8:35am) are to go to the school office to be signed in. 3 unexcused tardies will result in 1 absence.

B. Students are considered absence half day if he arrives after 10:00am or leaves school before 1:00pm.

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### **4.MISSED OR MAKEUP WORK**

All work must be picked up the next day, after an absence, thus allowing the teacher time to prepare instruction and get together all books and assignments. These procedures assist teachers in not having to take teaching time while preparing work for the parent to pickup. Getting missed work is the responsibility of the student/parent. The student will then be allowed to makeup work and have it returned by the next day. Students will receive zeros for all work not turned in the day the teacher has requested. (Including tests and quizzes.)

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### **HEALTH REGULATORY POLICY**

- A statement verifying that the student's immunization records are up to date must be on file in the office at the beginning of the school year.
- A student must be free of fever over 99.6, vomiting and/or diarrhea for 24hours before returning to school.
- Medications to be administered at school must be in a prescription bottle with the child's name and all the direction clearly marked and will be administered through the office only. We will not be able to dispense any non-prescription drugs such as aspirin, cough syrups, cough drops and cold syrups.
- At the end of school year all remaining medications are to be given to the parents of the student.
- Students who become ill after arriving at school will be sent to the office and parents will be contacted.
- Any student who has an accident, the teacher on duty will be required to fill out an incident report form and apply first aid.
- Any accident involving the student's head must be reported and parents will be notified immediately.
- Students must be fully potty trained upon enrollment. A waiver may be signed with the school office authorizing your child's teacher to assist in changing in case of an accident. If continued accidents occur, we will ask that the student be temporarily withdrawn until completely potty trained.

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### **EMERGENCY CLOSING POLICY**

If for any reason school should be dismissed other than regular hours, parents will be notified. In case of inclement weather, announcements will be made via local news outlets or via GroupMe app. School will be closed at any time the weather would be unsafe for students to attend or our bathrooms are out of order due to flooding.

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### **FIRE PLAN**

All staff members are trained in certain tasks to insure the safety of all employees and students. An evacuation plan is posted in key areas of the school. These are designated, assigned areas for each class to meet in which the teacher will then take role. Fire drills are performed periodically.

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## **ACADEMICS POLICY**

### **TEXTBOOK POLICY**

1. Workbooks will be furnished for each student on a purchase bases only.
2. Books that are lost will need to be repurchased.
3. Report card and/or students records will be held until all book fees are paid for.

### **GRADING POLICY**

Conduct for Pre-K3 through 5th grade

E – Excellent

G- Good

S- Satisfactory

N- Needs Improvement U- Unsatisfactory

Academically

\*Letter grades are used in Pre-K4 through 5th grade

A+ 97-100    B+ 87-89    C 75-79

A 94-96    B 84-86    D 70-74

A- 90-93    B- 80-83    F 0-69

An “I” (incomplete) is given when requirements are lacking. Unless this is made up in a teacher designated time period, the grade will become an “F”.

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## **PROMOTION POLICY**

A student must pass all core subjects. Conditional waivers may be given in circumstances deemed correct by principal or teacher. If a student fails two or more major subjects they will be retained for the year. Please keep in mind that if this occurs RPA does not have a summer school program that offers extra credit or testing to promote the student. All tutoring must be done within the school year.

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## **STANDARDIZED POLICY**

Each student, starting at grade K-5 is given a Stanford Achievement Test in the spring of the year to determine his or her progress and scholastic strengths and weaknesses. The results of this test will be made available to the parents. This test will not determine whether or not you child will pass or fail for the year. It is simply

a placement and evaluation test to see where your child may struggle and target those areas through extra tutoring. There is a \$50.00 fee for this test to be taken.

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### **HOMEWORK POLICY**

To involve parents in their child's education, and for the students' mastery of skills, homework is assigned. We believe that the school and parents must work together as an educational team. Parents are asked to initial this contract at the beginning of the school year, which explains our homework policy and defines the minimum role which parents are asked to assume. The school asks you, as parents, to sign the homework steno after you have reviewed and/or assisted your child in the completion of the assignment.

1. Homework is to aid the student's educational development and not to discourage them. The students should not spend more than hour total, unless there is a special assignment. This hour includes actual work, studying for a test or quiz is not included in this hour. If so, please contact your child's teacher.
2. We believe that the primary responsibility for educating the students rests with the parents. A formal teaching program in our school is supplement, not a substitute, for the parent's role. For this reason, we encourage parents to be involved in their child's homework.
3. Any student who fails to turn in a homework assignment will be required to make up the assigned work issued for that day and must be turned in by the following day. If the student fails to turn in an assignment or returns their steno unsigned, the consequences are as followed:
  - 1st offense – Written or verbal warning will be given
  - 2nd offense – After school detention
  - 3rd- offense - After school detention
  - 4th offense – ISS (In School Suspension)
4. It is the responsibility of the student/parent to inquire about assignments, quizzes, or tests that the student may have missed due to absences. A ten-point deduction will be taken from any quiz or test taken the day of ISS.
5. There will be a fee of \$70.00 for any student having to serve ISS. This fee must be paid on the morning of ISS or you will be called to pickup your child and they may not return to school until the ISS has been served. The days missed will be counted as unexcused absences.
6. Tutoring is available to all students who are having trouble with a particular subject. You may set these accommodations up with your child's teacher. You may contact them between school hours 8:00am-3:30pm.

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## **PARENT – TEACHER COMMUNICATION POLICY**

Royal Point Academy will communicate with parents through:

1. Issuing report cards every 9 weeks
2. Issuing progress reports if child is failing.
3. Scheduling personal conferences for parent and teacher to discuss the progress of the student.
4. Issuing special mail outs

A. Parents wishing to contact a teacher must call the school office during hours of operation. Parents are not allowed to communicate with the teachers through their personal cell phones regarding anything related to school.

B. Parents visiting must sign in with the school office before entering classroom or lunchroom. Parents are to not be in the classroom during teaching time or nap time to avoid distractions.

C. Please place anything sent to the office in an envelope (money for lunch or field trip) and address it to whom it is intended for.

D. Lost report cards can be replaced for a \$5.00 fee.

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## **PARENT SERVICE HOURS**

We encourage all parents to take an active role in their child's school activities. There are many opportunities for you to be involved with your child throughout the year. 25 **mandatory** hours are required beginning August-March. Volunteer opportunities include assisting with lunchroom, fundraiser assistance, classroom support for teachers, field trip driver, Campus Clean-Up Days and facility projects (painting, cleaning, repairs, etc.) Unattended hours will result in a fee of \$10/hr, which will be due by the Friday before Spring Break.

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## **FUNDRAISER POLICY**

Royal Point Academy strives to keep tuition as affordable as possible. To offset certain expenses, we will offer a two fundraising opportunities that are listed on our school calendar. With this in mind, the school will offer only those fundraisers that it feels can yield the greatest financial return.



If you are required to sell a certain amount and all funds are not collected, then you required to pay the difference owed. If you choose to not participate in these, you may opt out by paying the school office a fee of \$50.00 **per fundraiser**.

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### **DISCIPLINE POLICY**

Discipline at RPA is consistent for the purpose of constructive molding of character. By learning to live within the limits of parental and school authority, the groundwork is laid for the student to learn submission to God's will in their life. We will try creative discipline by isolating the student from the group, having the student put their head down, time out, detention, a trip to the office or a phone call to the parent. Here we understand that each child is different and what may work for one child may not work for the other. Every student at RPA will be treated as an individual.

We use a color system in our classrooms to encourage good behavior.

Green= Excellent Day, Yellow= Warning Red= Note sent home.

If two yellow days occur within the same week, a red note will be sent home that Friday. After 3 discipline detentions or 3 red notes, parents will be called into the office to discipline their child (padding). Once your child has reached their third padding, RPA has the right to expel the student.

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### **LUNCHROOM POLICY**

Students will need to bring a healthy lunch daily and a sack lunch on Fridays. No caffeine drinks are permitted. The lunch period will be set for 30 minutes lunch to eat and 30 minutes for recess. There will be a snack break at 10:00 a.m. This break time will serve to give the students a chance to rest and recharge as they eat a HEALTHY snack that they have brought from home.

\*Please make sure to label everything that belongs to your child with their name in permanent marker. This consists of morning snack, lunch, drinks, and afternoon snack.

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### **BIRTHDAY POLICY**

When it is your child's birthday we allow them to host or be hostess for the day. Parents may arrange in advance with the child's teacher to provide refreshments for the child's class. Parties will begin at 2:30pm, if you choose to do a party during

lunchtime you may also do so but keep in mind that you will be responsible to provide for all the classes present, not just your child's class.

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### **CHAPEL POLICY**

Chapel will be held once every week with the possible exception of weeks having less than 5 school days. The chapel will be under the direction of Pastor Pena or a church leader. Our goal is to give the students the training to become leaders of the kingdom of God.

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### **DRESS CODE**

Royal Point Academy believes that appropriate dress and good grooming enhances school performance and future successes. Our dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Any student who violates the dress code may be asked to return home and correct infractions before returning to school.

**All clothing should be clean and presentable and shoes must be suitable for the playground.**

**Clothing with symbols, graphics or other material that conflicts with our Christian values are prohibited.**

Girl's clothing should meet the following requirements:

- Skirts, shorts and dresses should be modest
- Spaghetti-strap tank tops are not permitted. Sleeveless tops need to modestly cover without any skin showing when raising the arms. Sleeveless straps must be at least 2 inches wide.
- No extreme hair or make-up.
- No caps or hats may be worn on campus (a rare exception may be made outside in sunny weather).

Boys' clothing should meet the following requirements:

- Hair should be above the collar.
- No tank tops allowed. Sleeveless shirts are permitted.
- No caps or hats may be worn on campus (a rare exception may be made outside in sunny weather).
- Pants should fit properly or a belt must be worn to ensure that no underwear is showing at anytime.

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