



## **Parent-Student Handbook**

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

	<b>Mission Statement:</b>	
	<p><b>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.</b></p>	

**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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**BULLYING**

Royal Point Academy believes that all men are created in the image of God (Gen. 1:26) and that believers are to love and to respect one another. RPA respects, cherishes, and protects students of all cultures and backgrounds on our campus. Our Christian school should be a safe place for every member of the school family (students, parents, faculty, and staff). All students and staff have the right to attend and to work at RPA in a non-hostile and non- threatening environment.

*Bullying/Harassment*

The school considers harassment to include physical conduct, verbal conduct, or cyber- bullying. Actions are considered harassment or bullying whether or not they take place in person, via electronic transmission, gesture, or any other form of

communication toward any individual based upon his or her created gender, race, ancestry, appearance, mental ability, disability, handicap, or any other characteristic that would be reasonably perceived as harassment, bullying, threats, humiliation, endangerment, or de-valuing in any way on or off school campus. This policy includes the ban of any form of intimidation, violence, prejudice, and/or any other dehumanizing expression.

This policy shall encompass behaviors or actions that occur among students, school employees, and associated adults. The policy is applicable in school, at school-related activities and events, at school programs and activities, and traveling to and from school.

Bullying and harassment are contrary to biblical teaching on how we are to treat our family, our neighbors, and even our enemies:

Matthew 5:43-45: "Ye have heard that it hath been said, Thou shalt love thy neighbour, and hate thine enemy . But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you, and persecute you; That ye may be the children of your Father which is in heaven: for he maketh his sun to rise on the evil and on the good, and sendeth rain on the just and on the unjust."

1 Peter 3:8-11: "Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous: Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing. For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile: Let him eschew evil, and do good; let him seek peace, and ensue it."

Proverbs 18:24: "A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother."

Proverbs 15:1: "A soft answer turneth away wrath: but grievous words stir up anger."

Consequences will be determined based on the context, severity, and impact of the harassment or the bullying. The consequences may include detentions, suspensions, or expulsion.

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## **PAYMENT POLICY**

**Registration Fees** are due and payable before a student will be officially enrolled in school.

**Book Fees** are due and payable no later than August 1<sup>st</sup> of each school year.

**Tuition Payments** are due beginning August 1<sup>st</sup> of each school year.

- Monthly payment installations of nine pre-dated checks for the 1<sup>st</sup> of each month, must be submitted to the office along with the submission of August 1<sup>st</sup> tuition.
- Checks will be kept in a secured safe, inaccessible until the 1<sup>st</sup> of each month within the school year.
- Pre-dated checks will be deposited on the first business day of each month within the school year.

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: 8:00am- 4:00pm      School: 8:00am- 3:30pm

### **1. STATE OF TEXAS TRUANCY LAW**

**Compulsory School Attendance** (Texas Education Code Sec. 25.085) A student between the ages of 6 and 18 MUST attend school and all District – required tutorial sessions unless the student is otherwise legally exempted or excused. Upon enrollment in prekindergarten or kindergarten, a child shall attend school.

**Failure to Attend** (Texas Education Code Sec. 25.085) An individual, required to attend school, who is absent without excuse on 10 or more days; or parts of days within a 6-month period. An individual, required to attend school, who is absent without excuse on 3 or more days; or parts of days within a 4-week period.

**Parent Contributing to NonAttendance** (Texas Education Code Sec. 25.093) If a warning letter is issued, the parent with criminal negligence fails to require the child to attend school as required by law, and the child has ten or more days or parts of days within a six month period, or three or more days or parts of days within a four week period; the parent shall be charged.

### **2. CLASSIFICATION OF ABSENCES**

- A. Excused absences, as determined by the office are 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 doctor's appointment, they are not counted absent. If they are more than 3 hours it is counted as a half day.
- D. State of Texas requires, by law, all schools to report students who have exceeded absence counts as outlined above.

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### **3. 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 absent 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 pick up. Getting missed work is the responsibility of the student/parent. The student will then be allowed to do 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 directions 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 the 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 basis only.
2. Books that are lost will need to be repurchased.
3. Report cards and/or student records will be held until all book fees are paid for.

#### **GRADING POLICY**

Conduct for Pre-K 3 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 the 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 your 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 an 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 a 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 pick up 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 a 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 the 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**

In order to keep tuition low and encourage all parents to take an active role in their child's school activities, we provide opportunities for parents to participate in school sanctioned events, field trips and activities. **25 mandatory hours** are required beginning August-March. Volunteer opportunities include assisting with lunch, set up, clean up and facilitation, fundraiser assistance and participation, classroom support for teachers, field trip drivers, Campus Clean-Up Days and facility projects (painting, cleaning, repairs, etc.) Any items purchased for RPA may count towards your hours, \$10 = 1 hr. Please be sure to turn in your receipts to your child's teacher to ensure accuracy. Unattended hours will result in a fee of \$10/hr, due by March 31<sup>st</sup>.

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### **FUNDRAISER POLICY**

Royal Point Academy strives to keep tuition as affordable as possible. To offset certain expenses, we will offer 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 are 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 a 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 appropriate dress and good grooming enhances school performance and future success. Our dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Any student who violates the dress code may be asked to return home and correct infractions before returning.

- **All clothing should be clean, free of holes, excessive staining and/or tears.**
- **Shoes must be suitable for the playground, free of rips, loose straps or soles.**
- **Clothing with symbols, graphics or other material that conflicts with our Christian values are prohibited. Graphics include anything that depicts violence, are political in nature, promote games not suitable for children under the age of 8, are disrespectful or encourage disobedience.**
- **Holiday-related clothing must not exhibit images such as witches, demons, scary images and/or alcohol related themes**
- **Students must maintain proper grooming and hygiene including clean hair, teeth, nails and skin.**

*Girl's clothing* should meet the following requirements:

- Skirts, shorts and dresses should be modest
- Spaghetti-straps of any kind are not permitted. Short sleeve or sleeveless tops must 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 unless in direct relation to a classroom or school-related activity. (Rare exceptions are permitted when students will be outdoors for extended periods. Communication regarding these days will be sent ahead of time by school personnel.)

*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 unless in direct relation to a classroom or school-related activity. (Rare exceptions are permitted when students will be outdoors for extended periods. Communication regarding these days will be sent ahead of time by school personnel.)
- Pants should fit properly or a belt must be worn to ensure no underwear or skin is showing at any time.

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