

# STUDENT/PARENT HANDBOOK

2021-2022



CHRISTIAN ACADEMY

*219 Rock Springs Road, Milner, GA 30257*  
**PHONE: 678.692.0192 FAX: 678.692.0601**  
**WWW.RSCA.INFO**

## TABLE OF CONTENTS

<b>PURPOSE OF HANDBOOK</b>	<b>4</b>
• RSCA Mission/Vision	<b>4</b>
• RSCA Motto/Values	<b>5</b>
• RSCA Belief on Marriage and Human Life	<b>5-6</b>
<b>GENERAL SCHOOL SCHEDULE AND PROCEDURES</b>	<b>6</b>
• Morning Arrival Procedures/Busing	<b>6</b>
• Dismissal Procedures	<b>7</b>
• Early Dismissal	<b>7</b>
<b>ATTENDANCE AND TARDY POLICIES</b>	<b>7-9</b>
• Make-up Work for Excused Absences	<b>9</b>
• Prior Approval for Special Events	<b>10</b>
• School Approved Holidays	<b>10</b>
<b>ACADEMIC POLICIES</b>	<b>10</b>
• Curriculum	<b>10</b>
• Chromebooks	<b>10</b>
• Grading Scale	<b>11</b>
• Exemptions	<b>11</b>
• Graduation Requirements	<b>12</b>
• Accepting Transfer Credit, Val/Sal, Honor Graduate	<b>12-13</b>
• Homework	<b>14</b>
• Academic Probation	<b>15</b>
• Promotion Retention	<b>15</b>
• Standardized Testing	<b>15</b>
<b>ADMISSIONS</b>	<b>15</b>
• Non-Discrimination Policy	<b>15</b>
• Re-Enrollment Policies and Procedures	<b>15</b>
<b>PAYMENT OF TUITION AND FEES</b>	<b>15-16</b>
• Tuition	<b>15</b>
• Returned Checks	<b>16</b>
• Refund Policy	<b>16</b>

• Fundraisers	16
<b>PARENT-SCHOOL PARTNERSHIP</b>	<b>16</b>
• Open House for the New School Year	17
• Parent-Teacher Conferences	17
• Parent-Teacher Fellowship (PTF)	17
• Volunteer Opportunities	17
• Y.E.S. Program	17
• Parental Visits	18
<b>DISCIPLINE</b>	<b>18</b>
• Philosophy	18
<b>STUDENT RECORDS</b>	<b>19</b>
<b>HEALTH CARE AND MEDICATIONS</b>	<b>19</b>
• Lice	20
<b>POLICIES AND PROCEDURES</b>	
• Uniform Policy	20-23
• Chapel	23
• Lunch Procedures	23
• Field Trips	23
• Inclement Weather and School Closings	24
• Emergency Drills	24
• Fire Drills	24
• Care of Property	24
• Internet/Computer Use Policy and Technology	25-26
• Visitors	26
• Lost and Found	26
• Social Media Policy	26
• Weapons Policy	27
• Cell Phone Policy	28
<b>STUDENT/PARENT STATEMENT OF COOPERATION</b>	<b>30</b>

## THE PURPOSE OF THIS HANDBOOK

This Student-Parent Handbook was created to answer many of the commonly asked questions that students and parents may have during the school year at Rock Springs Christian Academy. Parents and students should be familiar with the contents of this handbook which is designed to be a guide to daily school life at RSCA. It is our hope that a careful understanding of the enclosed material will lead to a rewarding and successful school year for all members of the Rock Springs Christian Academy community. Please remember that no handbook can be designed to cover every situation.

As a Christian school, we have worked to achieve a properly balanced and Biblical approach when establishing policies. We believe that rules and procedures are necessary for a smooth and efficient operation, and are guidelines for Christian conduct, character training, the forming of good habits, and the rounding out of one's education.

Please take the time to become familiar with the following information and know how to access this handbook for your use. It can be a valuable reference during the school year and a starting point when questions arise.

Please accept this manual in the spirit in which it is written. If any questions arise that are not answered in this handbook, please direct them to the school administration.

### PLEASE NOTE:

**Following review of this handbook and its content, parents (and middle and upper grade students) will need to sign and return the attached *Student/Parent Statement of Cooperation* document by the due date provided via student-parent communications.**

## RSCA MISSION

The Mission of Rock Springs Christian Academy and the governing board, in partnership with RSCA families, is to provide excellence in education and affordability by joining efforts and resources as all stakeholders work to fulfill the values of the school.

## RSCA VISION

The vision of Rock Springs Christian Academy is to graduate outstanding Christian students who are highly motivated, service-oriented, and well-equipped to embrace the challenges of living for Christ in today's world.

## **RSCA CORE VALUES**

Rock Springs Christian Academy's four core values are used to guide and measure the workings and character of school faculty, staff, students, and parents.

- Develop Strong Work Ethic.
- Display Attributes of Christian and Service-Driven Character.
- Discover and Cultivate Talents.
- Demonstrate Willingness to Embrace Challenge.

## **RSCA MOTTO**

I will...

- Work Hard
- Serve Christ
- Grow My Talents
- Embrace a Challenge.

## **RSCA'S BELIEF ON MARRIAGE AND HUMAN LIFE**

### **MARRIAGE**

We believe marriage is between one man and one woman.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Rock Springs Christian Academy as the local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by Rock Springs Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Rock Springs Christian Academy.

## STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

## STATEMENT ON THE FINAL AUTHORITY FOR MATTERS OF BIBLICAL INTERPRETATION

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Rock Springs Christian Academy faith, doctrine, practice, and discipline, our school board collaboratively with our sponsoring church's leadership, Rock Springs Church in Milner GA, has the final interpretative authority on the Bible's meaning and application.

## GENERAL SCHOOL SCHEDULES AND PROCEDURES

Please refer to the website at [www.RSCA.info](http://www.RSCA.info) for a complete schedule for all grade levels. The website will have information on schedules including lunch, standard school hours, and before/after school care.

### Morning Arrival Procedures

**RSCA Busing:** RSCA offers morning busing. [Click here for additional information.](#)

**4K - 5<sup>th</sup> Grades:** Please enter the RSCA property from Mae English Drive located beside the Eagle's Nest Gymnasium located near the back of the RSCA property. Drive around to the side of The Learning Center/Chapel building beneath the awning for student drop off. Any parent needing to enter the school will need to first sign in at the Elementary Main Office inside the Butler Building.

**Middle:** Please drop students off in front of The Branch building. Any parent needing to enter the school will need to first sign in at the front desk inside The Branch.

**High:** Please enter the RSCA property from Mae English Drive located behind the Eagle's Nest Gymnasium. Drive down to the Children's building and drop students off under awning area then exit through Rock Springs Road. High school students should enter the building through the side doors located between the Children's Building and main Sanctuary.

### High: Student Parking

High school students who are driving should enter the lower parking lot to the right after going over the creek. All students who drive must purchase a parking permit from the high school office and have it displayed on the vehicle they are driving at all times. Permits are \$25 and \$5 for replacements. Students are not allowed to use their cars at any time throughout the school day (no driving to gym or lunch). Students must abide by all safety rules. Students who do not follow procedures will forfeit

driving privileges.

## **Dismissal Procedures**

To ensure the safety of your child, the school will maintain a list of people who are authorized to pick up your children. A written note will be required before students will be released to anyone not on the list of authorized people to pick up your child. It is imperative to alert the office of any special safety concerns regarding your child.

**4K - 4<sup>th</sup> Grades:** Please enter the RSCA property from Mae English Drive located beside the Eagle's Nest Gymnasium located near the back of the RSCA property. Drive around to the side of The Learning Center/Chapel building beneath the awning for student pick up. Teachers will assist all students into their vehicles. Parents are responsible for buckling their child into car seats. Parents may not park and walk to the car rider area to pick up their child. Any student who is not picked up on time will be sent to the after-school program.

**Middle:** Staff will supervise student pick-up outside in front of The Branch building. Any student who is not picked up on time will be sent to the after-school program.

**High:** Staff will supervise student pick-up in front of The Children's Building. Students who drive may leave either up Mae English Drive or through Rock Springs Road.

## **Early Dismissal**

Parents or designated representatives who are picking up students prior to normal dismissal should report to the appropriate grade level office to sign out the child. People not recognized by staff should be prepared to show picture identification. Office staff will also verify that the person picking up a child is on the list of people authorized to pick up the child. The school must have written notice by the parent or legal guardian before we will dismiss your child with anyone. Parents may not call the office with any pick-up changes after 2:30 p.m. In an emergency only, a parent may call and notify the receptionist of last-minute changes in pick-up.

## **ATTENDANCE POLICIES**

### **Student Attendance**

Consistent and regular attendance is essential to student success and elemental in contributing to a high achieving school culture. It is expected of every student. We believe daily attendance is aligned with our first core value of demonstrating a strong work ethic. When students are absent, it compromises the quality of education received by the student and can serve to compromise the integrity of the educational experience of others in the classroom as teachers are forced to respond to late and absent individuals. Parents are responsible, along with their enrolled children, to ensure that absences are kept to only legitimate and unavoidable instances.

The school understands that there will be times when extenuating circumstances necessitate that a

student miss school, but frequent or long absences as well as tardiness are disruptive to learning for all.

For middle and high school, when a student has been **absent for seven days, a letter and email will be sent to parents calling for a parent/administrator conference** seeking to mitigate the issue together. After 10 absences, the administration must determine if the missing days of instruction will preclude matriculation to the next grade level or graduation.

A student must arrive by 11:00 am in order to be considered present for the day. A student leaving early must be in attendance until 11:00 am in order to participate in any extra-curricular event including athletics.

**Students will not be eligible to exempt one of their exams if they have more than three unexcused absences** in a class. Three unexcused tardies are equivalent to one absence.

An excused tardy results from events that are beyond the control of the student and parent. They include: a car accident, an unexpected road closure, a car breakdown, area power outage, medical appointment that could not be scheduled after school, and a family emergency or event like a funeral or birth, or being detained by a teacher for instructional purposes. Documentation (eg. a doctor's note) must be provided to obtain an excused tardy or absence.

Punctuality is essential for educational and professional success. It is crucial and expected. Three unexcused tardies will result in an email and phone call to parents from the attendance secretary to inform them of this situation. Students not in their homeroom by 8:00 am will be considered tardy. A student who is not in their classroom at the bell signaling the commencing of class will be considered tardy to that class.

If a student is tardy to school, he/she must check in with the office secretary. The student must bring a written note from his/her parent or doctor at the day/time of tardy. No tardy notes will be accepted after a later date unless the circumstance makes it impossible for the note to be submitted at that time. The secretary records all absences and tardies in renweb to ensure accuracy. A daily report of absences and tardies will be provided to the building principal from the secretary.

**At 5 unexcused tardies per semester:**

1. A letter and email are sent to parents signed by the principal and homeroom teacher.
2. The student will serve one after school detention.

**After 10 unexcused tardies per semester:**

1. An administrator/family conference is required.
2. Student is officially suspended for one day.



## **Withholding Credit**

On the high school level, it is the policy of Rock Springs Christian Academy to withhold credit for any student missing more than 10 days from any class. Students who have credit withheld from a class due to absences may complete an appeal process through an attendance committee when unforeseen circumstances beyond a student's control contributed to the excessive absences. Appeals must be submitted in writing within five school days of the next semester.

The appeals committee will be made up of three high school faculty members who may award credit based on the merit of information contained in the appeal detailing evidence that absences were beyond the student's control. The appeal committee must have one academic teacher and/or high school counselor and principal. The Head of School may also serve on the committee at his/her request. All committee decisions regarding appeals are final.

Students and parents should realize dual enrollment classes may have even more stringent attendance requirements. The Rock Springs Christian Academy appeals process will not apply to credit withheld for dual enrollment programs.

## **Procedure for Recording and Responding to Absences and Tardies**

1. Every classroom teacher takes attendance at the beginning of each class and records it in Renweb.
2. At the end of every day, the building secretary creates an attendance report (absences and tardies). The secretary shares this report with administrators.
3. For any student that has reached the seven-absence threshold, the secretary will send an email and letter to the parents and the administrator as dictated by the policy. This correspondence will inform regarding the number of absences and request the family/administrator conference to mitigate the problem.
4. For any student that has reached the three unexcused tardy threshold, the secretary will email parents to inform them of this situation and copy the administrator.
5. For any student that has reached the five unexcused tardy threshold, the secretary will follow the protocol above and the administrator will follow up per the policy.
6. At 10 unexcused tardies, the administrator will call a family conference and the student shall be suspended for one day.
7. At 10 absences, the administration (with any attendance committee if under appeal) will determine if the student can successfully matriculate to the next grade level or graduate.

## **Make-up Work for Excused Absences**

Teachers will work with students to establish a make-up plan for work missed due to excused absences. Students will be responsible for completing all work assigned and quizzes/tests scheduled before or during the absence, and they will receive credit for the work completed. Appropriate penalties will be assessed if work is turned in late or quizzes/tests are not completed on the time schedule assigned by the teacher. Final Exams missed due to unexcused absences cannot be made up.

## **Prior Approval for Special Events**

Students may receive permission to be absent from school for special occasions such as a church retreat or a family activity. A note from a parent must be brought to the office and approval by the respective building principal must be made at least 24 hours prior to the beginning of that requested absence. Students will then arrange to make up work that will be missed during the absence.

## **School Approved Holidays**

School approved holidays include: Labor Day, Fall Break, Thanksgiving Break, Christmas Break, MLK, President's Day, Winter Break, Good Friday, and Spring Break.

## **ACADEMIC POLICIES**

Rock Springs Christian Academy strives to provide students with an advanced, quality academic experience. Our priority is placed on hiring highly-trained certified teachers in each classroom. RSCA faculty and staff work collaboratively and strategically to guide grade-level instruction and to coordinate units of study that will assist in helping our students achieve academic excellence in preparation of real-world application.

### **Cheating – Middle and High School**

A student that cheats on a test, quiz, or homework, or plagiarizes material will receive a zero for that assignment or assessment. Additional consequences can include detentions or suspensions depending on the nature and number of the infraction.

### **Curriculum**

Our curriculum blends factual knowledge and critical thinking skills with biblical truths. Its philosophy is grounded in a Christian world view which helps train Christ-like students who excel in life, in work, and in witness. The curriculum provides a strong academic challenge with additional opportunities in fine arts, physical education, and technology. RSCA places an educational priority on writing, public speaking, leadership development, critical thinking, and Christian service.

### **Chromebooks**

1. Students cannot carry a chromebook from class to class. Students must check out a chromebook at the beginning of each class and return it at the end of that class.
2. If a student needs a chromebook for the next class, they must return the machine to the current class that they are in, then under the guidance of the teacher, sign out a machine, and return it at the end of that class.
3. Students can check out chromebooks from either the office or the classroom to which the devices have been signed out.
4. Teachers can sign out an entire cart of chromebooks for a class. If any student needs a chromebook from another class and desires to check one out from the cart in a room where they

have been checked in, that student must sign out the chromebook with that teacher and return the device to that teacher at the end of that class period.

5. Teachers are responsible to verify all that chromebooks have been returned following their class.
6. If a student does not return a chromebook in the proper way at the required time:
  - a. First offense – student loses the privilege of checking out a chromebook for one week.
  - b. Second offense – loss of privilege for a semester.
  - c. Third offense – loss of privilege for a school year.
7. A device sign-out form will be attached to each cart.

## Grading Scale

Grading Scale: First - Twelfth Grades

- **A = 90 – 100**
- **B = 80 – 89**
- **C = 73 – 79**
- **D = 70 – 72**
- **F = 69 and below**

## Exemption of Final Exams (Juniors and Seniors only)

- Juniors and Seniors ONLY have the opportunity to exempt two semester exams if they hold an “A” average in the class they are choosing to exempt. A student may be exempt from any final exam if they have a 96 or higher in the class. These exemptions may be added to two final exam exemptions where a 96 in the class was not achieved.
- At the end of the second semester, seniors may exempt all final exams if they hold an “A” average in those classes, meet the attendance policy requirement, are in good behavior standing and meet every standard written below.

Students lose the privilege of exempting exams if ANY one of the following occurs related to conduct during the semester:

1. Suspension from school for any reason.
2. The student receives 2 detentions or more in a semester.
3. The student commits a cheating or plagiarism infraction.
4. The student receives 2 or more cell phone violations.
5. The student has more than 5 unexcused absences in a semester. (Excused confirmed health and pre-approved absences excluded.)
6. The student has more than 5 tardies in a semester.

## Graduation Requirements

English/Language Arts	4 units
Math	4 units
Science	4 units
Social Studies	3 units
Foreign Language/Fine Arts/CTAE	3 units
Health/Physical Education	1 unit
Electives	1 unit
Bible	4 units
<b>Minimum total units required</b>	<b>24 units</b>
Community service hours*	100 hours

\*Requirement may be waived by school board at request of head of school.

## Dual Enrollment Students

All students in grades 9-12 will be required to take a daily Bible class. Juniors and seniors will also be required to attend weekly chapel service, unless their college schedule conflicts during this time. The Bible classes are required for graduation.

## Accepting Transfer Credit and Grades

1. Rock Springs Christian Academy will accept student course credit earned in an accredited school, which must have been accredited or hold provisional status at the time the credit was earned.
2. Rock Springs Christian Academy will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the course presented for credit included concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the SBOE.
3. Transfer credit shall be validated for courses taken at non-accredited schools, home study programs and non-traditional educational centers.
  - a. Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement based on the student's age as well as records from prior schools and satisfactory performance in Rock Springs Christina Academy for one grading period.
  - b. High school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed in the appropriate grade level based on the number of units earned toward graduation. Units of credit shall be granted based on satisfactory performance on RSCA developed tests focusing on subject area.

4. For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program. Letter grades for high school transfer students will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Head of School or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state courses.

## **Valedictorian/Salutatorian and Honor Recognition**

### Definitions and Requirements

The student with the highest class ranking as determined by the highest numerical grade average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the second highest numerical grade average shall be recognized as Salutatorian.

Transfer credit used for calculation of highest-grade point average for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high schools accredited by the Southern Association of Colleges and Schools (or an agency recognized as a regional accrediting agency by SACS). All grades will be calculated based on Rock Springs Christian Academy's grading scale. For all graduating classes of RSCA, students must be enrolled by the end of the first semester of their junior year to be eligible for Valedictorian/Salutatorian distinction.

### Class Ranking

Class ranking shall be determined by the highest numerical grade average completed at the end of the fourth nine weeks of the year in which the student is a graduating senior.

### Criteria for Breaking Ties

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used, in turn, to break ties in class ranking:

#### Valedictorian:

1. Numerical average to the 4th decimal place. **If a tie still exists, then:**
2. Scholastic Aptitude Test (SAT) / American College Test (ACT) scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.

#### Salutatorian:

1. Numerical average to the 4th decimal place. **If a tie still exists, then:**
2. Scholastic Aptitude Test (SAT) / American College Test (ACT) scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.

### Honor Graduates

The distinction of Honor Graduate will be awarded to graduating seniors who have a cumulative average of 90 or above (or 89.5 or higher rounded to the nearest whole unit).

## **Repeated Courses**

Rock Springs Christian Academy students who fail a course will be allowed to take the course again if it is required for graduation. The course and failing grade will remain on the student's transcript and will be factored in with the student's GPA regardless if the course is repeated or not. If the student repeats the failed course and receives a passing grade, both times the course was taken and both grades received will be reflected on the student's transcript and calculated in the student's GPA. Please note that high school students who do not stay on pace to graduate with their entering ninth grade class are subject to withdrawal for lack of academic progress.

## **Academic Integrity**

RSCA expects all students to abide by ethical academic standards. Academic dishonesty, including plagiarism, cheating, copying the work of another, using technology for illicit purposes, or any unauthorized communications between students for the purpose of gaining advantage during examinations and/or assignments is strictly prohibited. All work submitted is assumed to have been completed by the student. Students who are found to have engaged in academic dishonesty shall be subject to academic penalties and disciplinary procedures appropriate for the circumstances as determined by administration.

## **Transcript Revisions**

RSCA desires to maintain academic integrity throughout our entire educational process. The high school transcript is the official academic record of the student's true and accurate accomplishments during the student's high school years. Changes can only occur in prescribed manners dictated by school policy.

## **Homework**

It is the student's responsibility to complete homework. However, parents have a key role in overseeing that the work is completed. Students are learning responsibility, but they may need help getting organized. Parents need to ensure that students have the necessary supplies and a structured time and place to do their homework. Parents should seek the best study arrangement for their child, remembering that each student has unique learning needs. Interest and appreciation should be shown for the child's schoolwork. Parents should go over graded papers and help students correct deficiencies without causing the child to feel inferior.

## **Academic Probation**

Students who fail to perform to the academic expectations based upon their ability level will be monitored and supported. Students who do not show academic growth may be withdrawn. New students who fail one or more subjects during the first nine weeks at Rock Springs Christian Academy will be monitored to determine whether he/she should return the following semester. Tutoring and other intervention strategies may be put in place to support academic progress.

## **Promotion/Retention**

Students who do not show academic readiness, emotional maturity, or self-control may be retained. The student will also be monitored by RSCA's Student Support Team. Parents will be notified if the child needs academic intervention.

## **Standardized Testing**

Various grade levels at RSCA take standardized tests in the spring of each year. A copy of the testing results will be sent home to parents. Parents will be notified several weeks in advance of the testing dates. Parents will also be given the opportunity to attend a conference for an explanation and discussion of standardized test results with the teacher. Grades 2-7 take the ITBS. Grades 8 and above take the PSAT, SAT, and/or ACT based on level of appropriateness for the students

## **ADMISSIONS**

### **Non-Discrimination Policy**

Admission and participation in our educational programs are open to all eligible students who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

### **Re-Enrollment Policies and Procedures**

Re-enrollment begins in January. Returning students are offered re-enrollment on an annual basis subject to evaluation of their conduct, influence on others, and academic progress. Qualified students presently enrolled are given first opportunity to re-enroll for the next school year. Open enrollment begins for new families afterwards. All returning students must complete the registration process and have all financial obligations up to date in order to secure a place for the next school year.

## **PAYMENT OF TUITION AND FEES**

### **Tuition**

Rock Springs Christian Academy strives to provide the highest quality education while maintaining affordable tuition and fees. We depend on the timely payment of tuition and registration fees to cover the school's financial obligations. Enrolling your child requires a financial commitment much like any other major purchase. RSCA uses FACTS as our tuition management company. All parents must establish an account and payment plan through FACTS. Parents are expected to follow a 12-month payment plan and are encouraged to take advantage of the automatic draft feature available through FACTS. Accounts which become delinquent may be required to use the automatic draft feature to continue with enrollment. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance on the student's account. **All accounts 90 days past due, students will be withdrawn and the account will be turned over to collections.**

## Activity Fee/Extra-Curricular Fee

All students participating in sports and elementary and middle school choruses must pay a \$75 per sport/activity fee before the official start date. Fees will be billed through your FACTS account.

## Returned Checks

If a check is returned it must be replaced in cash. If a second check is returned, then all charges must be paid in cash for the remainder of the year. We cannot accept postdated checks. A \$35.00 fee will be charged for all returned checks.

## Refund Policy

In the event of withdrawal, tuition charges will be due in full for the entire semester, and will not be prorated. **A 30-day written notice is required prior to second semester, otherwise 2 months tuition will be charged.** However, any overpayment occurring for the period beyond the month of withdrawal will be refunded. After July 1, but prior to the first day of school, 2 months tuition will be charged.

Registration fees, re-enrollment fees and extra-curricular fees are nonrefundable.

## Fundraisers

Fundraising is vital for the existence of our school. RSCA is a partnership in completing our mission between the school, Rock Springs Church, and our parents. All families should support and advocate for our school in all fundraising opportunities. Every student of RSCA receives the benefit of an additional \$4,500 per year of financial resources above what parents pay per child in order to provide the level of quality, Christian education expected from our school. For this to continue without increases in tuition rates, all stakeholders must do their part to bring in additional funding.

## PARENT-SCHOOL PARTNERSHIP

Rock Springs Christian Academy emphasizes high academic achievement, good study skills, and Christ-based character development. We set high standards for each child with whom we work, and provide support to enable him/her to meet these expectations. We expect our students throughout their years at the school to achieve success in becoming self-motivated and in assuming responsibility for their actions.

In partnership, we mutually agree to:

1. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop off, regular sleeping routines, and disciplined access to electronic media.
2. Promote Rock Springs Christian Academy as a high-quality community of learners and educators.



3. Treat all RSCA faculty, staff, leadership, volunteers, and students with respect and civility.
4. Create a culture of mutual respect and high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity.

### **Open House for the New School Year**

Open House is scheduled at the beginning of each school year. Students and their parents are encouraged to attend Open House to meet their new teachers and to visit the classrooms and school facilities.

### **Parent-Teacher Conferences**

In addition to regularly scheduled parent-teacher conferences, parents are encouraged to schedule a meeting with their child's teacher when a need arises. Parents may call the school and leave a message for the teacher to schedule a conference. Unless specifically requested, the student or other children should not attend parent-teacher conferences. The minutes immediately before or after school are reserved for teachers to welcome and dismiss students. Parents should not attempt to involve teachers in a discussion or conference at these busy times. Please be considerate of the teacher's supervision responsibilities during arrival and dismissal.

### **Parent-Teacher Fellowship (PTF)**

Rock Springs Christian Academy offers parents the opportunity to become involved in the RSCA experience. Parent involvement is essential to the continued success and growth of the school, and parents are strongly encouraged to actively participate in Parent-Teacher Fellowship. For more information about PTF and opportunities to volunteer, visit the school's website.

### **Volunteer Opportunities**

There are many opportunities for parents to become involved and support our school. We welcome the talents and skills of our parents and encourage parental involvement. All parents and volunteers must sign in at the office.

### **Y.E.S Hours (Your Essential Service Program)**

The Y.E.S. Program has been adopted by the Rock Springs Christian Academy School Board to encourage parental involvement in our school. Your involvement is crucial to the success of our school. Please be assured that your participation is greatly appreciated. Without your essential service, many of our programs & special events would not be possible.

Your Essential Service Program (Y.E.S) requires that **each family** fulfill *24 hours* (12 hours for single parent families) each year of service hours to the school. Numerous opportunities exist to fulfill your hours. *At least half of the hours MUST* be completed at fundraiser events. ***Each family will be billed for incomplete hours at a rate of \$20.00 an hour.***

## **Parental Visits**

It is the desire of the administration and faculty to be of service to both parent and student. The school welcomes and encourages parents to visit our classrooms to observe teaching and learning. We do require that all visitors obtain permission, normally 24 hours in advance, from the school office prior to visiting classrooms. Parents may schedule a time to visit their child's class but should not drop-in unannounced to talk to the teacher or disrupt the class. We also expect that parents visit at convenient times that will ensure uninterrupted classroom instruction. Note: Please remember teachers and other staff members must maintain supervision standards for the safety of the children.

All visitors must first sign in at the school office and pick up a Visitors sticker before going to other parts of the building. All visitors are asked to respect our rules and standards. There should be NO SMOKING in the school building or on the school grounds. Visitors are asked to dress appropriately. Lunch, homework, books, etc. may be left in the office to be delivered by school personnel. If a child must leave early, a note should be sent in advance.

## **DISCIPLINE**

### **Philosophy**

The faculty, staff, and administration want to work with families and students to make each person feel welcome and safe at Rock Springs Christian Academy. Therefore, there are necessary standards, values, and rules that must be upheld.

Our discipline program at RSCA is based upon the Biblical model and goals of "Discipline for Discipleship." As each human stands accountable before God, we look to our Savior for strength to walk out the steps of confession, repentance, forgiveness, and restoration.

Based on severity of rule violation or offense, consequences may range from a warning, detention, withholding privileges, removal from teams, trips or activities, probationary status, and/or suspension. In certain cases, a single serious infraction as well as a pattern of misconduct can result in a student being dismissed from the school. Decisions regarding follow up consequences for rule violations will point the student to biblical scripture as a part of the learning and growth process. The goal, of course, is to become a mature believer who recognizes the deceit of the evil enemy. Parents may not always agree with disciplinary decision or procedures; however, we seek the prayers and cooperation of each family in upholding the specific standards contained within the school.

The teacher is the first line of discipline in any classroom setting. Teachers and administrators will use a variety of discipline intervention methods to maintain a positive and safe school environment. Teachers will focus on the positive behaviors, words, and actions of the students as we study God's Word and character traits. The teachers and support staff will practice positive encouragement, appropriate to

grade level.

## **STUDENT RECORDS**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. A Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the school.

## **HEALTH CARE AND MEDICATIONS**

Every student attending Rock Springs Christian Academy must have on file in the school office a completed Georgia Health Certificate, signed by a physician. In addition, each student must have on file in the school office, a copy of his/her current (up-to-date) immunization record. **A STUDENT WILL NOT BE PERMITTED TO BEGIN CLASSES UNTIL HIS/HER SHOT RECORD IS ON FILE IN THE SCHOOL OFFICE.** Some medications may be dispensed during school hours, but ONLY if certain guidelines are correctly followed. This means that a "Parents Request for Administration of Prescribed Medication" form (available through the school office) MUST be on file. The form must be signed, dated, and correctly completed by parent/legal guardian and physician to be valid. All medications must be brought to the school office by parent/guardian in its original container. Students may not bring their medication to school. This is to protect them as well as their classmates. All medication brought to school by the parent/guardian will be kept in the school office and will be dispensed by an adult.

No over the counter medications (cough drops, syrups, antihistamines, pain relievers, eye drops, digestive aids) will be dispensed or stored at school.

Ultimately, the health of every student is the responsibility of the student's parents/legal guardian. Staff members are present at the school to deal with minor emergencies. In case of severe problems, the students will be taken to the designated hospital emergency room. When a child is sick or hurt, the school will attempt to immediately notify the child's parent/guardian/designated emergency contact.

Sick children (temperature of 100 F or more, vomiting, repeated visits to the school office during the

school day) will be sent home. Please do not send your child back to school too quickly following an illness. The student should be free of vomiting, diarrhea, and fever for a minimum of 24 hours. Therefore, if the school sends a student home for one of these reasons, they should not return to school the following day. Parents may also be asked to pick up their child if he/she is found to have contracted conjunctivitis ("pink eye") or head lice.

## **Lice**

Just like pink eye, chicken pox and other germs, lice multiply rapidly and are easily spread.

If a case of lice is found, the child(ren) will be sent home and a note warning parents to check their children for lice will go home to our school families.

Teachers and administration will check others in class who have been exposed and also other siblings of the student who is infected with lice.

Precautions and treatment must be taken to assure that lice do not spread throughout the school. Therefore, lice-infected students may not return to class until the school determines that the scalp is free of any evidence of lice or nits (the tiny eggs). The school will make the final determination of whether a child may return to class.

Lice carries a certain negative connotation but should be considered no more of a disgrace than a virus that simply has to be treated.

## **POLICIES AND PROCEDURES**

### **UNIFORM POLICY**

The goal of the Rock Springs Christian Academy dress code is that students present themselves in a clean and neat manner as a representation of RSCA. While we recognize the uniqueness of each student and seek to develop individuality, it is also important for each student to understand the concept of appropriate dress for particular situations.

Administration reserves the right to deem any article of clothing inappropriate and request for a parent to bring in an alternative article.

#### **Uniform Attire**

### **OUTERWEAR (Hoodies/Sweatshirts)**

If students choose to wear hoodies/sweatshirts, they will be required to wear only approved hoodies/sweatshirts with RSCA logo only from school provided vendors or prior years purchased RSCA hoodies.

Approved spirit wear and outerwear may be purchased through PTF, RSCA Athletic Dept., or at Prep Sportswear. Below is the link for the school Prep Sportswear site.

<https://www.prepsportswear.com/school/us/georgia/milner/rock-springs-christian-academy-eagles?schoolid=3205584>

***Solid-colored cardigans (school colors) are acceptable to be worn in the classrooms. Hoodies and zip-up hoodies not purchased through our approved websites are not approved.***

## **HATS/HOODIES**

No hats may be worn in any school building *during regular school hours*.

No hoodies may be worn with the hood up in any school building *during regular school hours*.

## **GIRLS**

### **Chapel Days (Wednesdays): Elementary (K4-5<sup>th</sup>) School Girls**

- Plaid Jumper with RSCA logo- Must be ordered from Everyday Apparel & School Uniforms (see below for contact information)
- White dress shirt with “Peter Pan” collar (to be worn beneath jumper)
- White knee-high uniform socks
- Black dress shoes (no sandals)
- Hair accessories -Must be within RSCA color scheme
- Leggings/tights may be worn beneath jumper – Must be black or white (no patterns)

### **Chapel Days (Wednesdays): Middle and High (6<sup>th</sup>-12<sup>th</sup>) School Girls**

- Black blazer – No RSCA logo required- Letterman jackets and sweaters are not allowed in lieu of the blazer. Students must have the black blazer for chapel.
- White dress shirt with “Peter Pan” collar
- RSCA plaid cross-tie - Must be ordered from Everyday Apparel & School Uniforms (see below for contact information)
- Plaid uniform skirt- Must be ordered from Everyday Apparel & School Uniform (see below for contact information)
- White knee-high uniform socks
- Black dress shoes (no sandals)
- Hair accessories -Must be within RSCA color scheme
- Leggings/tights may be worn beneath skirt - Must be black or white (no patterns)

### **Non-Chapel Days: Elementary, Middle, and High School Girls (K4-12<sup>th</sup>)**

- Collared shirt - polo style or button down with RSCA logo (school colors: dark green, black, gold, white, and grey)

- Khaki or black pants, shorts, or skirt - Chino or khaki style (no leggings worn as pants)
- Shoes – tennis shoes, boat shoes, sandals, or boots (no flip-flops)
- Fridays will be spirit days – RSCA t-shirts can be worn to school with khaki pants or shorts (no jeans)
- Hair accessories -Must be within RSCA color scheme

## **BOYS**

### **Chapel Days (Wednesdays): Elementary, Middle, and High School boys (K4-12<sup>th</sup>)**

- Black blazer – No RSCA logo required- Letterman jackets and sweaters are not allowed in lieu of the blazer. Students must have the black blazer for chapel.
- White Oxford dress shirt - RSCA logo required
- RSCA tie - Must be ordered from Everyday Apparel & School Uniforms (see below for contact information) *Or purchased from the school office while supplies last*
- Khaki flat front pants - Must wear a black belt
- Black dress shoes

### **Non-Chapel Days: Elementary, Middle, and High School Boys (K4-12<sup>th</sup>)**

- Collared shirt - polo style or button down with RSCA logo (school colors: dark green, black, gold, white, and grey)
- Khaki or black pants or shorts - Chino or khaki style (must wear a black or brown belt)
- Shoes – tennis shoes, boat shoes, loafers, or boots (no flip-flops)
- Fridays will be spirit days – RSCA t-shirts can be worn to school with khaki pants or shorts (no jeans)

### **Procedure/Policy for Dress Code Violations**

1. Discipline policy for dress code violations:
  - a. First offense – A warning and dress code violation slip is given to the student.
  - b. Second offense – An after-school detention is scheduled and a violation slip is given.
  - c. Third offense – Two after school detentions are scheduled, a slip is given, and a parent/student/administrator conference is required.
  - d. Fourth offense – a slip is given and the student is suspended for one day.
  - e. Fifth offense – RSCA administration and school board will determine additional consequences beyond the 4<sup>th</sup> offense.
2. Homeroom teachers have a check list of morning procedures including a dress code check. All teachers are also given the dress code checklist in case a student is not present for homeroom.
3. Procedure - when a dress code violation is noticed the teacher must:
  - a. Write it up in Renweb (as a warning for the first time, detention the second time).
  - b. Issue a hard copy of a violation slip to give to the student (a carbon is kept by the teacher).
  - c. Teacher emails the building principal to schedule the detention for second time violators.

- d. Teachers are on a rotation for manning detentions.
- e. If there are consistent violations, administration can refuse entry to classes, contact parents, and/or suspend the student according to the dress code discipline policy.

RSCA APPROVED EMBROIDERY VENDORS/WEBSITES: Visit these websites or call to place your uniform and/or embroidery order.

**Everyday Apparel & School Uniforms**

Address: 411 McDonough Pkwy.  
McDonough, GA 30253  
Phone: 770.898.0184

**Lands End**

[www.landsend.com/school](http://www.landsend.com/school)  
School code: 9001-1932-2

**Griffin Trophy and Embroidery**

Address: 310 East Solomon Street  
Griffin, GA 30224  
Phone: 770.227.3322

**French Toast**

[www.frenchtoast.com](http://www.frenchtoast.com)  
School code: QS5LFEZ

**Hometown Boutique and Monograms**

Address: 51 W. Johnston St.  
Forsyth, GA 31029  
Phone: 478.993.2183

**Jess & Jenn's Monogramming and Gifts**

Address: 105 Coldwater Lane  
Griffin, GA 30224  
Phone: 404.569.6232

**Ashley Maria Monogram**

<https://ashleymariamonogram.com/>

Ashley Fowler  
Office: 770-504-3090  
Cell: 478-733-1110

**Pizazz Embroidery**

New Location Coming Soon; 2719 Hwy 16, Jackson, GA 30233  
Current location will still take orders for now; 1350 Bucksnot Road, Jackson, GA 30233  
Phone: 770. 412.1707  
Secondary Phone: 706.601.3972

**Chapel**

Rock Springs Christian Academy students attend weekly chapel services. Parents and pastors are invited to join us for these special times of worship and devotion on Wednesdays. Visitors must sign in and out of the school office.

**Lunch Procedures**

RSCA offers a hot lunch program through the school cafeteria. Students who choose not to purchase a school lunch may bring a lunch from home. Lunch menus will be posted on the school's website and emailed to parents.

Lunches are \$4.25 for K4 through 5<sup>th</sup> Grade and \$4.75 for 6<sup>th</sup> through 12<sup>th</sup> Grade and adults.

Payments are made through your ParentsWeb account.

### **Field Trips**

Field trips are considered a valuable part of the students' education at RSCA. Parents will be notified in advance and **must provide written permission in order for their child to participate**. All students must turn in permission slips by the due date listed on the permission slips. A student will not be allowed to go on the trip if the permission slip is not turned in, and the student will remain in the classroom designated during class time. Permission slips will be available from the child's classroom teacher. Some field trips require a fee.

If a parent wishes for a student to ride with his/her parent during a field trip, the parent must notify the school in writing PRIOR to the field trip date. The parent would then assume total responsibility and liability for safely transporting the child. No siblings will be allowed to attend field trips.

### **Inclement Weather and School Closings**

If there is an emergency closing (or late start) of school due to inclement weather or any other reason, the information will be communicated through call outs and emails using RenWeb Student Information System to notify RSCA families. In addition, this information will be posted on the school's social media accounts including Facebook and website.

### **Emergency Drills**

During the school year, students will practice various safety drills. Tornado drills and building lock downs will be rehearsed and carefully monitored. Adjustments to procedures will be made when necessary to accommodate for the needs of students or staff.

### **Fire Drills**

Periodic fire drills will be practiced. At the sounding of the alarm system, each student should leave the room and walk quietly and briskly to the designated exit along the route outlined by the plan for that room. All doors and windows should be closed; lights should be turned off. Quiet must prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Roll will be taken and a report filed. Students are to remain in their group and return to class quickly and quietly when directed.

### **Care of Property**

Rock Springs Christian Academy is a blessing bestowed upon us from God. The condition of the RSCA property and Rock Springs Church, which belongs to God, serves as a Christian testimony of the school, its students, the church, church members, and organization leadership.



Willful damage, defacing, or destruction of school property will not be tolerated. All damage must be paid for, whether willful or accidental.

Signs, banners, plaques, pictures, posters, or other objects may not be hung or displayed on walls of any buildings or any other school or church property without explicit permission from the office.

Furniture or other fixed belongings may not be moved from any room without permission.

Students are to pick up after themselves keeping all rooms, halls, and bathrooms clean and free of trash.

### **Internet/Computer Use Policy**

Any student wishing to access the Internet must have a signed Internet Policy agreement on file with the media specialist. The agreement must be signed by student(s) and parent(s). Students are not to use computers designated for teachers. No student is to change any setting on any school computer.

### **BRINGING YOUR OWN TECHNOLOGY**

As new technologies continue to change the world in which we live, they provide many new and positive educational benefits for classroom instruction as well as potential pitfalls. Bringing Your Own Technology (BYOT) is applicable to grades 9 - 12. Students are allowed to bring their own technology devices to school to assist in their learning experiences under certain conditions as outlined in this policy.

For the purposes of BYOT, “technology” means a privately owned wireless device including laptops, computers and tablets (i.e. iPads, or similar). It does NOT include cell phones, iTouch, or iPod devices (or similar).

### **INTERNET**

Students will be expected to access the internet through the RSCA Wi-Fi network. All students will complete a Student/Parent Contract for BYOT, which requires that they use the RSCA Wi-Fi network to access the internet. Once on the network, all users will have filtered internet access. The RSCA Wi-Fi network is filtered in accordance with the Children’s Internet Protection Act (CIPA).

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connectivity devices, such as hotspots, are not permitted. Students are also not permitted to use proxy programs such as VPNs. Immediate disciplinary action will be taken for students that do not abide by these guidelines which include confiscation of devices, loss of privileges to use such devices, detentions, and suspensions.

### **SECURITY AND DAMAGES**

All students and parents are required to complete and sign a BYOT contract. Device serial numbers and MAC/WiFi addresses will be recorded on this contract. However, responsibility to keep the device secure rests with the individual owner. RSCA is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the School Resource Officer, similar to other

personal belongings. It is recommended that serial numbers be recorded and stored off campus. It is also recommended that skins (decals) and other custom touches acceptable to RSCA staff and administration are used to physically identify your device and differentiate it from others. Additionally, protective cases for technology are encouraged.

### **ACCEPTABLE USES**

All Internet or technology equipment use shall be consistent with the vision and mission of RSCA. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

### **IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES**

The following uses of the Internet & computer equipment are prohibited: 1. Any violation of computer rules, applicable school policy, or public law by such use. 2. Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting. 3. Any attempt to bypass school security, including Internet filters, or password fraud is forbidden. 4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means. 5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates. 6. Any violation of copyright, trade secret or trademark laws. 7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource. 8. Any attempt to access information beyond the users authorized access to any electronic information resource. 9. Any destruction, defacement, theft, or altering of school equipment. 10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

### **MONITORING**

RSCA reserves the right to monitor and review any material on any device at any time in order for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age, circumstances of use, and classroom objectives.

### **Visitors**

Visitors must report to the office upon arrival at the school. Prospective students and their families will normally be the only visitors allowed to attend class. All visitors must obtain permission from the office and meet our dress code requirements while they are at the school. Visitor stickers will be issued by the office. The visitor(s) needs to sign out at the office at the end of the visit.

Parents are always welcome to visit our school (Please refer to Parental Visits section of handbook). Pastors of our students are always welcome to join them for lunch. We request that you call the school in advance of your visit and sign in and out at the school office.

## **Lost and Found**

Lost and Found will be located near the office. Items not claimed will become school property and may be donated to a Christian ministry.

## **Social Media Policy**

The use of social media by individuals in and outside of Rock Springs Christian Academy is widespread and will continue to be prevalent in today's society. Social media can be very powerful, positive and productive way of communication; however, improper and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third-party rights. Consistent with our existing policies, RSCA reserves the right to dismiss any student, parent and/or other family members that choose to do harm to the institution and/or its constituents through the misuse of social media. The Head of School may suspend a student indefinitely when/if a situation deems necessary; however, the School Board will make a final determination at its regularly scheduled board meeting.

## **School Weapons Policy**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. RSCA will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## **Regulations of Dangerous Weapons on School Premises**

- III. It is a violation of RSCA policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Dangerous weapons include but are not limited to firearms, sling shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock. A Leatherman's tool may be considered a dangerous weapon if utilized in an aggressive manner. Leatherman's tools are also not allowed on the premises.

The following persons may carry firearms into school buildings, as necessary.

- A. Persons engaged in military, law enforcement, or school security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture, or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer;

The following persons over twenty-one years of age may have firearms in their possessions on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to OCGA 16-11-129 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons over the eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of RSCA policy.

RSCA may suspend or expel a student for up to one year if the student acts with a malice, as determined by school administration, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or area of facilities while being used exclusively for school activities.

School officials shall notify the students' parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the Head of School may modify the one-year expulsion on a case-by-case basis. The Head of School/Administration reserves the right to investigate and modify minimum disciplinary measures.

#### IV CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

RSCA does not allow the possessions, use, or distribution of weapons by students. Consequently, the minimum consequences for students possessing, using, or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the school board of dismissal for a period of time not to exceed one year.

#### V ADMINISTRATION DISCRETION

While RSCA does not allow the possessions, use, or distribution of weapons by students, the Head of School may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **CELL PHONES (5<sup>th</sup>-12<sup>th</sup> Grade)**

With the advances in technology in the last few years, cell phone usage has become virtually ubiquitous. While we rejoice in such technological advances and the convenience they bring to our lives, we also are cognizant of the fact that they can be disruptive to the educational process. If students bring a cell phone to school, they will be required to turn it in during homeroom at the beginning of each school day. RSCA has purchased lockable safe and secure cell phone storage cabinets with separate compartments for each classroom. Only teachers will be allowed to open these as needed.

**Cell phones are not to be used at all during the school day (8:00-3:15; including lunch period).** If a student needs to call a parent during the school day, he/she may use the phones in the school offices with permission.

If a faculty member or administration sees or hears a cell phone being used by a student (including texting and/or talking) during the school day (8:00-3:15), the consequences are:

1<sup>st</sup> offense: the student will serve one day detention.

2<sup>nd</sup> offense: the student loses the cell phone for five days.

3<sup>rd</sup> offense: the student will serve one day suspension and loses cell phone for five days.

\* Parents who must reach their child during school hours should do so by contacting the school office.

\* Administration reserves the right to discipline more severely in cases where students continue to commit cell phone violations. This will be of the sole discretion of the administration.

Cell phones are never allowed in the locker rooms. Any student caught taking pictures and/or video with their phone will have their phone confiscated and that student will not be allowed to bring their phone to school. In addition, any misuse of cell phone will result in confiscation and loss of privileges.

## STUDENT/PARENT STATEMENT OF COOPERATION

**Only after the student and parents/legal guardian have carefully read the contents of the Rock Springs Christian Academy Student/Parent handbook, please sign and return the Student/Parent Statement of Cooperation (below) to the school. These signed statements must be turned in by the third day of school.**

**Statement:** I hereby acknowledge that I have read the Student/Parent Handbook and agree to fully support the school policies outlined. By our signature below, we agree to abide by the policies and procedures of the Rock Springs Christian Academy Student/Parent Handbook.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature (Upper and Middle Grades)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN THIS FORM TO THE OFFICE BY THE THIRD DAY OF SCHOOL.**

*The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. The handbook is to be considered a guide and a reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be added to the school website.*