



# **PARENT/STUDENT HANDBOOK**

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# **I. WELCOME TO ROCK SPRINGS CHRISTIAN ACADEMY**

## **FOREWORD**

Whether you have just enrolled in our school or have been at Rock Springs Christian Academy (RSCA) for a while, we are confident that you will find our Christian school a dynamic and rewarding place in which to learn. We consider the students of RSCA to be one of its most valuable resources. This handbook has been written to serve as the guide for the school-parent-student relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

Neither this handbook nor any other school document confers any contractual right, either express or implied, to remain enrolled in the school. Nor does it guarantee any fixed terms and conditions of your enrollment. Your enrollment may be terminated at any time based upon school attendance, lack of academic effort, and/or violation (s) of the RSCA Disciplinary System. No administrator or other representative of the school (except the Head of School) has the authority to recommend to the School Board a student for expulsion.

The procedures, practices, and policies described here may be discontinued or modified from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents.

## **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:**

**Parents and middle and upper grade students are required to sign the *Student/Parent Statement of Cooperation* included in the enrollment packet.**

## **RSCA MISSION**

The Mission of Rock Springs Christian Academy is to glorify God by offering an affordable and exceptional education where intellect, character, and faith serve as the foundation to equip the next generation to impact the world for Christ.

## **RSCA VISION**

The vision of Rock Springs Christian Academy is to prepare the next generation of leaders to embrace the challenges of living for Christ.

## **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.

## **WE BELIEVE...**

- the Bible to be the inspired, infallible, inerrant, and authoritative Word of God.
- there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved.
- in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and the lost unto the resurrection of damnation.
- in the spiritual unity of believers in our Lord Jesus Christ.
- in the present ministry of the Holy Spirit, by indwelling the Christian, enabling him to live a Godly life

## **CODE OF ETHICS AND CONDUCT**

- To display high Christian character and integrity in all that I do by
  - always being honest and trustworthy in thoughts and actions
  - walking in a manner worthy of Jesus Christ
  - pleasing God in all aspects of my life
  - bearing the fruit of The Spirit in my endeavors
  - increasing in the knowledge and wisdom of God
- To be a Christian role model by
  - being a Biblical example in my actions, speech, and dress
- To achieve your God-given academic potential by
  - striving hard to achieve my goals through trusting in God
  - setting challenging but attainable academic goals
  - attending school regularly and being punctual to class
  - maintaining good study habits
  - being diligent in completing all assignments
- To demonstrate Christ-like respect, courtesy, and kindness by
  - showing respect for the rights, privileges, and safety of others
  - displaying proper Christian conduct and behavior
  - appropriately caring for school, my own, and other's property
- To practice Christian sportsmanship by
  - being a model sportsman at all times
  - doing your best and being considerate of others
  - being gracious in defeat and modest in victory
- To promote school spirit by
  - demonstrating loyalty and pride in my school
  - attending extracurricular activities
  - supporting our school

**“On my honor, I will abide by the RSCA Code of Conduct; I will not dishonor God, my family, or Rock Springs Christian Academy by my actions at school, at RSCA activities, or in my community.”**

## **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.

## **II. 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 AND Y.E.S HOURS (YOUR ESSENTIAL SERVICE)**

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.

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.***

YES hours will be prorated for families who are enrolled for part of the year. All YES hours must be submitted no later than May 1 of each school year or at the time of withdrawal, if applicable..

### **VISITORS**

All visitors and vendors must check in at one of the school offices. All visitors must bring a valid driver's license to use with our Visitor Management System. This system helps monitor all visitors on campus, takes a photo of each visitor, runs an instant offender background check and prints visitor badges. Visitors' badges must be worn on campus and turned back into the receptionist when the visitor leaves. All visitors are asked to respect our rules and standards. There should be **NO SMOKING/VAPING/TOBACCO USE** 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.

It is the desire of the administration and faculty to be of service to both parent and student. We do require that all visitors obtain permission, normally 24 hours in advance, from the building principal 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.**

### **COURT ORDERS**

Parents should promptly inform the Building Principal of any protective or restraining order that they have obtained that lists the RSCA campus as a protected area. Parents are encouraged to report safety concerns regarding intimate partner/family violence. RSCA will not retaliate against parents making good-faith reports. Rock Springs Christian Academy is committed to supporting victims of intimate partner/family violence by providing referrals to community resources.

A copy of any court order issued and signed by a judge must be on file in the office before we can legally enforce its restrictions and requirements.

## **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 for **4K-5<sup>th</sup> grades**. Lunches are \$5.00 daily for these students and adults. Students in 6<sup>th</sup>-12<sup>th</sup> grades will not be offered a hot lunch but they will have the opportunity to purchase a variety of sub sandwiches, salads, fruit, yogurt, raw vegetables & dip, snacks, chips and drinks. These items will be priced individually, not as a meal, and will be on sale at the Branch Cafeteria.

Funds should be added to your child's lunch account in advance through the Parents FACTS account prior to them eating. This is a debit account (not credit). Funds are at: <https://www.rockspringschristianacademy.com/parents/lunch-program.cfm>

ROCK SPRINGS CHRISTIAN ACADEMY is **NOT** an "OPEN CAMPUS". Students are not permitted to leave campus for lunch, **even if given permission to do so by their parents**. If they do so, they will be marked for an unexcused absence from the class, written up for skipping class and will not be allowed to exempt the final in the classes they missed.

## **ELEMENTARY BIRTHDAY CELEBRATION POLICY**

To help foster positive relationships among students and prevent hurt feelings, birthday party invitations distributed at school must follow these guidelines:

1. **Invitations distributed at school must include either:**
  - o All students in the class, or
  - o All boys in the class, or
  - o All girls in the class.

Invitations for select individual students may not be distributed at school. Families are welcome to send invitations privately outside of school.

2. **Birthday celebrations during the school day**

Parents may coordinate with the classroom teacher to provide treats for students during lunch. To keep celebrations simple and minimize disruption to the school day, please send treats that are easy to distribute and do not require cutting, scooping, or utensils.

3. **Parents attending lunch**

Parents are welcome to join their child for lunch on their birthday; however, all visitors must follow the school's standard visitor check-in and campus security procedures.

## **BACKGROUND CHECKS for SCHOOL VOLUNTEERS and FIELD TRIP ATTENDANCE**

Any adult who plans to volunteer—whether for YES hours, sports events (excluding gate and concession workers), classroom activities, or field trips—must have a **current background check** on file.

Background checks must be completed through the **Sheriff's Department** and submitted to the **school office within 30 days of completion**. Each background check is **valid for two years**. Before visiting your local Sheriff's Office, please **call ahead** to confirm availability, cost, and whether an appointment is required, as policies vary by county.

Please submit your completed background check to the school **at least one week before** the event you plan to attend to allow time for processing and approval. The **Head of School or their designee** will make the final determination on the approval of all background checks.

## **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.

Elementary students are required to ride the bus to and from the field trip. Parents may accompany the class on the field trip if they have a BA check and if they drive their own vehicle. No siblings are allowed to accompany parents on the field trips. Background checks are required to be updated every 2 years.

## **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 FACTS 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. 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. Students **MUST** remain quiet during drill. Students are to stay together in their particular area outside with the teacher. Roll will be taken, and a report filed. Students **WILL** return to class as directed by the teacher.

## **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.

## **CHALLENGED MATERIAL**

Rock Springs Christian Academy has an established policy for responding to challenged materials as follows:

1. The objector should discuss the material in question with the Librarian (if library book or Principal if school provided material). The Librarian may make the decision if the book or item will remain in use or be removed based on review of the material.
2. If the discussion is not satisfactory to the objector, the Librarian or Principal will give the objector a "Request for Reconsideration of Materials" form.
3. It is strongly recommended that the objector read or review the material in its entirety, paying particular attention to the author's intent.
4. Upon receipt of a "Request for Reconsideration of Materials" form, the review committee will meet and discuss the material in question.
5. The committee composed of the building principal, a faculty member, and the librarian will decide whether the material is to remain in use or be withdrawn from it. The committee will then inform the objector of its decision.

### **III. SOCIAL MEDIA**

#### **SOCIAL MEDIA ACCEPTABLE USE POLICY**

##### **Introduction**

At Rock Springs Christian Academy, as a conservative Christian School, we hold high standards for behavior and communication, including in the use of social media. Social media can be a 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. The following social media policy was created to ensure that our students, parents, staff, and faculty are using social media in a way that aligns with the RSCA values and supports the RSCA mission.

##### **Policy Purpose**

This policy is designed to provide guidance on the appropriate use of social media by Rock Springs Christian Academy students, parents, staff, and faculty. It is meant to protect the privacy, safety, and spiritual well-being of our community, and to ensure that the use of social media is in line with the teachings of the Bible and the values of Rock Springs Christian Academy.

##### **Policy Scope**

This policy applies to all RSCA students, parents, staff, and faculty who use social media in any way that is related to Rock Springs Christian Academy. This includes, but is not limited to, using social media for personal purposes or for official school business.

##### **Responsible Use of Social Media**

All RSCA students, parents, staff, and faculty who use social media are expected to use it in a manner that honors God and reflects positively on Rock Springs Christian Academy. Social media should not be used to harass, bully, discriminate, or defame others. Additionally, any content that is sexually explicit, violent, or harmful to minors is strictly prohibited, as is any content that contradicts the teachings of the Bible or the values of Rock Springs Christian Academy.

##### **Confidentially**

RSCA students, staff, and faculty are reminded that they must maintain the confidentiality of all RSCA student, parents, staff, and faculty information, as well as any other confidential information that is related to Rock Springs Christian Academy.

##### **Legal compliance**

RSCA students, parents, staff, and faculty are expected to comply with all applicable laws and regulations when using social media. This includes, but not limited to laws related to intellectual property, privacy, and electronic communications.

##### **Sanctions**

Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from Rock Springs Christian Academy. RSCA reserves the right to

monitor content on the Internet. Consistent with our existing policies, RSCA reserves the right to dismiss any student, parent, or family member who chooses to do harm to the institution and/or its constituents through the misuse of social media. The Head of School may expel a student when/if a situation deems necessary.

### **Conclusion**

At Rock Springs Christian Academy, we believe that our use of social media should reflect our love for God and our commitment to His values. By following this policy, we can ensure that our use of social media is in line with the teachings of the Bible and the expectations of our community.

## **IV. GENERAL SCHOOL PROCEDURES AND SCHEDULES**

### **ADMISSIONS**

#### **Non-Discrimination Policy**

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

#### **Continuous Enrollment**

At Rock Springs Christian Academy, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from year to year provides a consistent, thorough progression through academic coursework. Because of this philosophy, Rock Springs Christian Academy is pleased to offer Continuous Enrollment. With continuous enrollment, students are automatically re-enrolled for the following school year unless the parent notifies the school otherwise. At initial enrollment, families sign one continuous enrollment contract that remains in effect for the duration of their child(ren)'s enrollment at RSCA. In January, information will be communicated regarding the Continuous Enrollment fee draft as well as an option to opt-out of Continuous Enrollment if your circumstances have changed. Continuing enrollment is always subject to evaluation of student conduct, attendance, influence on others, and academic progress.

#### **Re-enrollment at RSCA after being withdrawn or involuntarily removed from RSCA.**

If a student was involuntarily dismissed from Rock Springs Christian Academy, or withdrew in lieu of being expelled wants to return to RSCA, the following conditions must be met before consideration can be given for re-enrollment:

- 1-Student completed the remainder of the school year in which they were dismissed and passed all of the 5 required Core classes (English, Math, Science, Bible, Foreign Language, or Social Studies) they were enrolled in at the time he/she left RSCA.
- 2-Student has been enrolled in the same public or private school for an additional school year so that academic and behavior records can be evaluated by the RSCA administration before bringing the request to re-enroll to the RSCA board.
- 3-Student exhibits genuine remorse for his/her actions that caused him/her to be removed from RSCA, and a verifiable and constant counseling regimen has been followed by the student to the point he/she no longer poses a threat to other students or themselves.
- 4-Student may re-enroll at RSCA if the three criteria above are met, and the board votes unanimously to allow the student to re-enroll.
- 5-Once the student is re-enrolled at RSCA, he/she will be on probationary status for one school year. During that probationary period, the student must pass all classes, not have more than two disciple referrals per semester, no parent-teacher conferences for lack of effort or not turning in work and must not violate the attendance policy to the point the attendance committee has to meet with the parent and the student.

**FAILURE TO MEET ALL OF THE CRITERIA IN ORDER TO REENROLL WILL RESULT IN THE STUDENT BEING IMMEDIATELY WITHDRAWN PERMANENTLY FROM ROCK SPRINGS CHRISTIAN ACADEMY.**

## **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. **For all accounts 60 days past your 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 must pay a \$100 per sport/activity fee (\$150 for football) before the official start date. Fees will be billed through your FACTS account.

**Registration fees, continuous enrollment fees and extra-curricular fees are nonrefundable.**

### **Graduating Seniors**

Seniors will not be allowed to walk at graduation, unless the following has been taken care of by the Monday before graduation: 1-All school property has been turned in to the appropriate school personnel, and/or paid for the replacement of the property, 2-Tuition is paid in full, 3-Lunchroom bill has been paid in full, 4-Any fees (including charges for Y.E.S. Hours) paid in full, and 5-any other fees still owed by the student and/or parent.

### **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**

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Business Office and complete a withdrawal form.

1. For withdrawal on or after July 1, but prior to the first day of school, 2 months tuition will be charged.

2. Once school starts, tuition charges will be due in full for the entire semester and will not be prorated.
3. If withdrawing at semester's end, a 30-day written notice is required prior to the start of second semester, otherwise 2 months tuition will be charged.
4. Any overpayment beyond the terms of this withdrawal policy will be refunded.
5. Once the second semester starts, tuition charges will be due in full for the entire semester and will not be prorated.
6. Students and parents are subject to all financial rules and regulations of this Parent/Student Handbook.

### **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 \$5,000 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.

### **Student Support Services**

RSCA provides Student Support Services for an additional fee. Please inquire with the building principal or the Director of Admissions for additional information.

## **MORNING ARRIVAL PROCEDURES**

**PK/ K Morning arrival:** Please enter the RSCA property from Mae English Drive located beside the Eagle's Nest Gymnasium. All PK and K students should be dropped off under the portico at the RSCA KIDS building each morning. If the PK or K student has an elementary or middle school sibling, the sibling must be dropped off at their designated arrival location.

**1<sup>st</sup> through 5<sup>th</sup> grade:** Please enter the RSCA property from Mae English Drive located beside the Eagle's Nest Gymnasium located on the back of the RSCA property.

All 1<sup>st</sup>-5<sup>th</sup> grade students must be dropped off by driving around to the side of the Learning Center/Chapel building beneath the awning. No elementary students are allowed to be dropped off at the modular building or RSCA KIDS building.

### **Middle School**

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 School**

Please enter the RSCA property from Mae English Drive located behind the Eagle's Nest Gymnasium. High School students are to be dropped off in the parking lot behind the high school. They are to walk up between the high school building and the Butler Building.

### **High School-Student Parking**

High School students are to park in the parking lot diagonally across from the RS Kids building. They should immediately vacate their cars and cross the road to the walkway bridge next to the modular building. They are to walk between the high school building and the Butler Building.

All student drivers must purchase a parking permit from the high school office, and have it displayed on the vehicle they routinely drive. 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 the gym or lunch). Students must abide by all safety rules. Students who do not follow procedures will forfeit driving privileges.

### **RSCA Bus Transportation**

RSCA offers morning transportation from several points to the school. [See the website for additional information.](#)

## **AFTERNOON 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.

### **PK/K Dismissal**

To ensure the safety of your child, the school will maintain a list of people who are authorized to pick up your children. This list is in FACTS. A written note will be required before students are released to anyone not on the authorized list of people who can pick your students up. It is imperative to alert the PK/K or Elementary receptionist of any special safety concerns regarding your child.

All PK/K students may be picked up under the portico at the RSCA KIDS building each afternoon. 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.

**If the PK or K student has a sibling in the elementary building, or if they are staying in the After School program, the PK or K student will be taken over to the elementary cafeteria before dismissal and may be picked up with their siblings in the elementary line** on the side of the Learning Center/Chapel under the awning. Any PK or K after school students will remain with that program in the elementary cafeteria where they will be picked up by their parents. Teachers of PK and K students will establish dismissal procedures with parents at Open House for clarification.

### **1<sup>st</sup>-5<sup>th</sup> Grade Dismissal**

Students may not be checked out through the Elementary or Upper Elementary Office after 2:30 p.m. Beginning at 2:30 p.m., all student dismissals must take place through the Elementary Carline.

The final portion of the school day is one of the busiest times in the office, and early checkouts during this period can disrupt established dismissal procedures and delay the release of students. To ensure a safe, orderly, and efficient dismissal process for all families, we ask that families refrain from checking students out after 2:30 p.m. unless there is an emergency. Thank you for your cooperation and consideration as we work to provide a smooth dismissal experience for all students and families.

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 afternoon after school program.

### **Middle School Dismissal**

- A. Grade 6 will dismiss from the front of the Branch.
- B. Grades 7 and 8 will dismiss from the back of the Branch. Please follow the road behind the Branch to the open double door.
- C. Families with students in multiple grades (6-8) will dismiss from the front of the Branch. You **MUST** have your hang tag at dismissal. If you do not have a hang tag you will be directed to park and enter the building where the secretary will check your ID and make sure you are on the approved pick-up list. Each family is issued one hang tag. Additional hang tags can be requested from the middle school secretary.

### **High School Dismissal**

High School students **MUST** be picked up **ONLY** in the High School drop-off parking lot.

### **EARLY DISMISSAL**

Parents, or their 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 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.

### **LOST OR DAMAGED BOOKS**

Students are responsible for the textbooks issued to them, as well as for any additional materials, such as library books checked out from the media center. **Lost or damaged materials must be paid for before replacements can be issued.** Textbook prices may be

obtained from the business office. Students who do not pay for lost or damaged school property is subject to having their report cards and other school records withheld. Teachers are responsible for maintaining an accounting record for textbooks. This shall include the specific textbook's number assigned to each student, as well as a means of keeping track of the textbook condition when issued and returned.

### **SCHEDULES FOR SCHOOL EVENTS**

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 Athletic events, lunch, standard school hours, and before/after school care.

## V. STUDENT ATTENDANCE

Rock Springs Christian Academy operates as a church-sponsored Christian school within the state of Georgia. However, RSCA is still bound by the state compulsory education law.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. **GaDOE Policy 160-5-1-.10** states any child who during the school calendar year has more than five days of unexcused absences is **TRUANT** and is in violation of compulsory attendance policy. As per the RSCA school board policy, each student is allowed 7 days of *Excused* or *Unexcused* absences before consequences start.

This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including another student, who encourages or induces students to be absent, or who employs or harbors a student who should be in school.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of Rock Springs Christian Academy is to provide each student with quality instruction and inform parents if their child is absent from school.

A parent or a student who knows in advance that the student will be absent must notify the front office of their school building. At the high school level, the student must obtain an advance make-up form to present to each of his/her teachers to obtain assignments. The completed form must be returned to the office at least 24 hours in advance of the absence. Specifics regarding homework assignments can be found in the homework section of this handbook.

### DEFINITIONS AS DEFINED IN THE STATE COMPULSORY EDUCATION LAW

**Absence** – A student is absent any time he or she is missing from school or from any assigned class period or school activity for more than 50% of the day or class period.

**Tardy** – A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective action.

**Truant** – any child subject to compulsory attendance who during the school calendar year has more than five (5) days of *unexcused* absences.

**School Approved Holidays** – School approved holidays and breaks are posted on the official school calendar found on our website.

## GENERAL ATTENDANCE RULES

### Introduction

Any student who is tardy or who must leave school prior to regular dismissal time **MUST** check in and/or out with the front office receptionist of their building.

Students participating in an afterschool contest/event **MUST** attend school at least 4 full periods in order to participate. Exceptions may be made by the building principal.

### Cumulative absences and disciplinary action

A student's attendance record is cumulative and is based on a complete school year. Since we value the importance of being in class, disciplinary action for excessive absences are outlined below:

1<sup>st</sup>-7<sup>th</sup> Absence – FACTS automated email notification of absence sent to the parents.

- A written letter will be sent at the 5<sup>th</sup> and 7<sup>th</sup> absence.

8<sup>th</sup>-9<sup>th</sup> Absence – One day of Detention for each of these absences.

10<sup>th</sup> Absence – Detention (3 Days) and \$15 Detention fee added to your FACTS account

- Re-Enrollment considerations will be communicated.
- Phone Conference with Parents will be required and communication about additional consequences for missed days will be shared.
- Meet with the RSCA Attendance Committee to discuss additional consequences for future absences.

11<sup>th</sup>-14<sup>th</sup> Absence – Detention (3 Days) and \$15 Detention fee added to your FACTS Account for each absence, and a zero (0) for each assignment for that day's absence.

15<sup>th</sup> Absence – Detention (5 Days) and \$25 Detention fee added to your FACTS account, and a zero (0) for each assignment for that day's absence.

- The student will be removed from all extra- and co-curricular activities for the remainder of the school year.

16<sup>th</sup>-19<sup>th</sup> Absence – Detention (5 Days) and \$25 Detention fee added to your FACTS account for each absence **and a zero (0) for each assignment for that day's absence.**

20<sup>th</sup> Absence – **Student may be withdrawn from school, the class, or both and credits lost.**

### Excused Absences

Absences are excused for the following reasons: illness/medical (parent note required / a doctor's excuse will be required for illnesses lasting longer than 2 days), dental appointment with a dentist's note, funeral if the school was notified in advance.

### Medical Absences

All absences, regardless of reason, will be documented on each student's record. When a student is absent for consecutive days due to an illness that prohibits them from attending school, RSCA will initially mark the student as Absent and may document the absence associated with the illness as a MEDICAL ABSENCE, **provided a doctor's note** is submitted specifying that the student should not attend school for a specific time frame due to the illness. Doctors' notes must

be submitted within 3 days of the student's return to school. The RSCA Attendance Committee reserves the right to review medically related exam exemption requests,

### **Prolonged Absence Due to Illness**

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program involving work packets.

### **All Other Absences**

These absences count against a student who wants to exempt as exam. The following, even with parental consent, absences are **UNEXCUSED**:

Working, missing ride to school, oversleeping, shopping, car not starting, attending a non-school function/event, getting senior pictures taken off campus, keeping a personal appointment, woke up not feeling well, needed at home, running errands for parents, college visits after the 2<sup>nd</sup> one, and other avoidable absences. If there is a doubt about whether an absence will be excused or unexcused, check in advance with the building principal.

The building principal will make the final decision as to what is excused for the absence if it is not listed above.

### **Attendance and the Department of Motor Vehicles**

Per Georgia statute, once a student misses 10 days of school, regardless of the reasons for the absence, the Georgia Department of Motor Vehicles will be notified.

### **Eligible for Prom, Athletics, and Other Evening Events**

On the day of any school athletic event; the Homecoming Game/Dance; the Jr-Sr Prom; or any other RSCA school event that takes place after school, students must attend school for a MINIMUM 4 full class periods.

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

Students are allowed one day for each day of an excused absence to make up missed assignments. The Head of School, the Building Principal, and the teachers will determine the timeline for any variation of this procedure based on the length of absence, the reason for the absence, and the unique circumstances that may be presented. If the student was in attendance for all classroom presentations prior to a test, and is only absent the day of the test, the test should be taken the day the student returns. If a student misses a class due to a school-sponsored activity or athletic contest, it is the responsibility of the student to turn in all assignments due during that time and to gather all assignments for the following day unless arrangements have been made with the teacher prior to the absence.

Students who have been quarantined for medical reasons are expected to return all their missing work to their teachers on the day of their return to class. Any work that is missing has to be turned in within 3 school days; if not, the student will not be allowed to participate in any extra-curricular practice or event for 5 school days and will be given a zero on each assignment not turned in.

The RSCA administration reserves the right to amend this timeline for an individual student based on the nature of the absence and/or special circumstance.

### **Tardy To Class**

Classroom teachers must record and report any student who is late to class as tardy. Repeated tardiness may result in disciplinary action. (A STUDENT MUST BE IN AT LEAST 30 MINUTES OF A CLASS PERIOD IN ORDER TO BE COUNTED PRESENT),

### **Class Truancies**

A student is considered truant if he/she is on school property but does not attend classes, activity/club period, study hall, or tutoring class; has any unexcused tardy to a regular class which exceeds five minutes; or leaves the classroom without a signed teacher permission slip. A student who is truant will receive no credit for work missed and may be subject to disciplinary measures. However, students must make up all missed work to meet their educational needs.

### **Excessive Absences in A Class**

Any student who is absent in any one class for more than seven (7) days in any one semester will be considered as having excessive absences, excluding participation in school-sponsored trips. At the high school level, once a student misses for the 10<sup>th</sup> time, that student will face consequences that can include detention, the detention fee, being removed from participation in extra/co-curricular activities, and possible withdrawal from that class which will result in a failing grade for the class.

### **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.

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

Every classroom teacher takes attendance AT THE BEGINNING OF EACH CLASS and records it in FACTS.

### **Hall Passes**

Teachers who allow a student to leave their room will give that student a hall pass. Teachers Will not allow students into their room without a Hall Pass. The second teacher MUST sign the hall pass and send it back to the first teacher.

### **Late Slips**

Students arriving to school at or after 8:00 am will be given a Late Slip by the front desk. Teachers do not allow the student into class without a late slip.

### **WITHHOLDING CREDIT DUE TO ATTENDANCE VIOLATIONS**

On the high school level, it is the policy of Rock Springs Christian Academy to withhold credit for any student missing more than 15 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 receiving notification.

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 per the college/university academic policy.

## VI. ACADEMIC POLICIES AND PROCEDURES

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.

### 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.

### GRADING SCALE GRADES 1-12

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

### Quality Points for High School Classes

3 Additional quality points for Honors level classes

5 Additional quality points for Dual Enrollment and/or Advanced Placement classes

**Examples of Numeric GPA adjustment:** Honors grade 90 = 93, DE and/or AP grade 90 = 95

### GPA (4-point scale)

HONORS		DE / AP	
A	4.3	A	4.5
B	3.3	B	3.5
C	2.3	C	2.5
D	1.3	D	1.5
F	0	F	0

HOPE does not calculate above 4.0 and only recognizes AP weighting of quality points.

### GRADUATION REQUIREMENTS (beginning with the graduating class of 2027)

English/Language Arts	4 units
Math	4 units
Science	4 units
Social Studies	4 units
Foreign Language/Fine Arts/CTAE	3 units
Health/Physical Education	1 unit
Personal Finance	1 unit
Electives	1 unit
Bible	4 units
<b>Minimum total units required</b>	<b>26 units</b>

Community service hours\*

100 hours

\*This requirement may be waived by the school board at the request of the head of school.

## HONORS CLASSES

In order for a student to be accepted into an honors level class, the student must:

- get a recommendation from a previous content area teacher
- get approval from the honors level content area teacher
- score 70% or higher on the ITBS in the content area

A student who scores less than 70% on the ITBS in either Language Arts, Mathematics, Science or Social Studies will **NOT** be permitted to take the Honors level class in the content area in which the student failed to meet this requirement. If a student finds himself/herself in this situation, he/she **MUST** enroll in the regular level class in the content area and score a 93 or above in order to be considered for enrollment in an Honors level class in the content area the next school year.

**The RSCA administration reserves the right to review each student's Honors application.**

## DUAL ENROLLMENT STUDENTS

Prior to enrolling in a Dual Enrollment class, each student will meet with Mr. Brennan, the school counselor, to make sure this is an appropriate class to meet the RSCA and State of Georgia graduation requirements. **Juniors and seniors will also be required to attend weekly chapel service unless their college schedule conflicts during this time.**

After the student is approved for a Dual Enrollment class, RSCA requires the student to take the class from one of the following University System of Georgia Colleges and Universities:

Abraham Baldwin Agricultural College  
Albany State University  
Armstrong State University  
Atlanta Metropolitan State College  
Augusta University  
Bainbridge State College  
Clayton State University  
College of Coastal Georgia  
Columbus State University  
Dalton State College  
Darton State College  
East Georgia State College  
Fort Valley State University  
Georgia College and State University  
Georgia Gwinnett College

Georgia Highlands College  
Georgia Institute of Technology  
Georgia Southern University  
Georgia Southwestern State University  
Georgia State University  
Gordon State College  
Kennesaw State College  
Middle Georgia State University  
Savannah State University  
South Georgia State College  
University of Georgia  
University of North Georgia  
University of West Georgia  
Valdosta State University

Vocational Classes such as welding, automotive, construction, business, etc may be enrolled in at Southern Crescent and Tallulah Falls.

Before committing to taking a Dual Enrollment class, a student should take into consideration that should he/she need to drop a class in which they have a failing grade, the class will be classified as WF, Withdrawn Failing. This failing grade will go onto your RSCA high school transcript. It will also go onto your college transcript and will have a negative effect on the student's college GPA (grade point average).

RSCA is NOT responsible for a student's success or failure in a Dual Enrollment class. The student will be required to follow all policies connected to the college or university from which the student is enrolled in the class. RSCA is not allowed to contact the school on behalf of the student for any reason, as Rock Springs Christian Academy has no jurisdiction over the school, its course offerings, its grading procedures, course requirements, or if the school imposes any discipline on the student for any reason.

### **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.
4. 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 Christian Academy for one grading period.
5. 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.
6. 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.

7. 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.
8. 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 GADOE.
9. Transfer credit shall be validated for courses taken at non-accredited schools, home study programs and non-traditional educational centers.
  - 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.
  - 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 in a subject area.
10. 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.
11. RSCA students are not prohibited from taking a Dual Enrollment class again to make a better grade. **However, the new grade will not be placed on their high school transcript, nor can the grade be used to help a student become valedictorian or salutatorian.**

## **VALEDICTORIAN/SALUTATORIAN AND HONOR RECOGNITION**

### **Definitions and Requirements**

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

Students who transfer into Rock Springs Christian Academy will not be considered for Valedictorian or Salutatorian honors unless they attend RSCA for a minimum of two school years. 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 COGNIA , the Georgia Accrediting Commission, or an agency recognized as a regional accrediting agency by the State of Georgia. Homeschool students will not be considered for Valedictorian/Salutatorian. All grades will be calculated based on Rock Springs Christian Academy's grading scale.

### **Class Ranking**

Class ranking shall be determined by the highest grade point 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:

#### **For Valedictorian:**

1. Numerical average to the 4<sup>th</sup> 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.

#### **For Salutatorian:**

1. Numerical average to the 4<sup>th</sup> 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).

## **GRADUATING SENIORS**

Seniors will not be allowed to walk at graduation, unless the following has been taken care of by the Monday before graduation: 1-All school property has been turned in to the appropriate school personnel, and/or paid for the replacement of the property, 2-Tuition is paid in full, 3-

Lunchroom bill has been paid in full, 4-Any fees (including charges for Y.E.S. Hours) paid in full, and 5-any other fees still owed by the student and/or parent.

### **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 as to whether 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 AND DISHONESTY**

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 ONLY, unless otherwise clearly delineated by the teacher. 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 the administration. Academic dishonesty is further defined as below:

Academic dishonesty refers to any form of unethical or fraudulent behavior in an educational setting. It encompasses various actions that compromise the integrity of academic work, evaluation processes, and the overall learning environment. A student that cheats or commits academic dishonesty on an assignment, test, quiz, or homework will receive a zero for that assignment or assessment. Additional consequences include detention or suspension depending on the nature and number of the infractions. (See class III offenses under the RSCA discipline policy section of the handbook.) Upholding academic integrity not only ensures fair evaluation but also promotes personal growth, learning, and the development of essential skills.

#### **Common examples of academic dishonesty include:**

- Plagiarism: Presenting someone else's work, ideas, or words as your own without proper acknowledgment or citation. This includes copying and pasting text from sources without attribution, paraphrasing without giving credit, or submitting someone else's work as your own.
- Cheating: Illegitimately obtaining or providing unauthorized assistance during exams, tests, or assignments. This may involve looking at someone else's answers, using unauthorized materials or devices, collaborating without permission, or obtaining answers in advance. This includes the use of ChatGPT or other artificial intelligence.

- Fabrication: Inventing or falsifying data, information, or sources to support academic work. This can include creating fictional data for research, inventing citations or references, or altering records or documents.
- Multiple submissions: Submitting the same work for credit in multiple courses without obtaining permission from the instructors involved.
- Ghostwriting: Hiring someone else to write an assignment or paper on your behalf and submitting it as your own work.
- Impersonation: Allowing someone else to assume your identity to take an exam or complete an assignment.
- Unauthorized access: Gaining unauthorized access to materials, information, or systems to gain an unfair advantage in academic work.
- Collusion: Unauthorized collaboration with others in completing assignments that are supposed to be done individually. This includes working together without permission or sharing completed work with others.

A 5-member HONOR BOARD will be set up with a middle school administrator, middle school teacher, two high school teachers and a high school administrator to hear any disputes concerning academic dishonesty.

### **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.

### **EXEMPTION OF FINAL EXAMS (JUNIORS AND SENIORS ONLY)**

- **ONLY** Juniors and Seniors have the opportunity to exempt two semester exams if they hold an "A" average in the classes 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 from 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.
- **High school students will not be eligible to exempt their exams if they have more than five unexcused absences.** PLEASE NOTE: 5 tardies in a class will be counted as 1 absence in a class.

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 in a class (Excused confirmed health and pre-approved absences excluded.)
6. Vacations count as unexcused absences toward exempting exams but **NOT** towards grades and Grade Point Average.

## **PROMOTION/RETENTION**

### **Elementary**

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.

### **Middle School Retention and Academic Credit Recovery Policy**

**Definition of Course Failure:** A course failure is defined as earning a final grade at or below a 69.4%. All grades obtained during the academic year, including both semesters and any mid-year examinations, and final examinations will be considered when evaluating student performance.

**Criteria for Retention:** If a student fails two or more academic classes (which includes Bible class) during a single academic year, the school administration will review the student's academic record and progress. The decision for retention will be made on a case-by-case basis, taking into consideration various factors such as the student's overall academic performance, effort, attendance, and behavior. The final decision for student retention will be made by the principal or a designated administrator, in consultation with the student's teachers, and any other relevant staff members.

**Parent Responsibility:** Parents are encouraged to regularly check FACTS for student grades. FACTS is also set up to send out automatic emails daily for any new failing grades that are entered. It is the parents' responsibility to make sure FACTS is up to date with their current email address and to make sure that school emails are not sent to their spam or trash email boxes. Please stay in contact with your child's teacher when there are academic concerns. After final grades are posted at the conclusion of the year parents will be notified if their child fails 2 or more academic classes and will be retained. Parents will also be contacted if credit recovery is required as outlined below.

**Required Credit Recovery:** If a student fails math, language arts or writing for the year the student will be required to complete a credit recovery class during the summer in order to be promoted to the next grade level. The class is to be from an accredited school and may be in person or online. The school **MUST** be approved by the building principal or other school administrator before classes begin. The cost of the summer class is to be paid by the parent

with no financial aid from the school. Failure to complete the credit recovery class will result in the student being retained (even if that is the ONLY subject failed) or not reenrolled at Rock Springs Christian Academy. Reenrollment fees will not be reimbursed in this situation. A transcript from the school showing a passing grade for the class must be provided to the school before the first day of school of the upcoming school year.

**Appeal Process:** If a parent or guardian disagrees with the decision of student retention or required credit recovery, they may submit a written appeal to the principal within two weeks of notification of retention. The principal or a designated administrator will review the appeal, considering additional information or evidence provided by the parent or guardian. The decision regarding the appeal will be communicated to the parent or guardian in a timely manner and will be final.

### **ACADEMIC PROBATION FOR HIGH SCHOOL STUDENTS**

Students who fail to perform to 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.

### **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 2-11 take the ITBS. Grades 8, 9, and 10 will take the PSAT. Grades 10-12<sup>th</sup> may take the SAT and/or ACT based on the level of appropriateness for the students.

## VII. LEARNING ENVIRONMENT SAFETY

### ANTI-HARASSMENT AND COMPLAINT PROCEDURE

Rock Springs Christian Academy is committed to providing a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere that promotes safe learning opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, RSCA expects that all teacher-student relationships be appropriate and free of bias, prejudice, and harassment.

It is the policy of Rock Springs Christian Academy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, gender, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. RSCA prohibits any such discrimination or harassment.

Rock Springs Christian Academy encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of RSCA to investigate such reports promptly and thoroughly. RSCA prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

#### Definition of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive learning environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the learning environment of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive learning environment; b) has the purpose or effect of unreasonably interfering with an individual's academic performance; or c) otherwise adversely affects an individual's participation in ALL school activities and/or opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows

hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the student's work area or circulated in the learning environment, via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all employees and students of Rock Springs Christian Academy, whether related to conduct engaged in by fellow students or someone not directly connected to Rock Springs Christian Academy. Conduct prohibited by these policies is unacceptable in the RSCA learning environment or on the RSCA campus as it pertains to the RSCA Student Code of Conduct.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with any RSCA Building Principal or Head of School.

When possible, Rock Springs Christian Academy encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. RSCA recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

RSCA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before learning relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. False and malicious complaints of harassment, discrimination or retaliation will be the subject of appropriate disciplinary action.

## **BULLYING**

### **Definition of Bullying**

Rock Springs Christian Academy defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another person or other persons, at RSCA.” Such behavior violates the school’s Code of Ethics, which clearly states that all students will be treated with dignity and respect. This definition goes on to include the use of social media to direct inappropriate comments at others, including those not enrolled at RSCA, that are in violation of the phrase of the Student Oath at the bottom of the RSCA Code of Conduct that deals with “in my community.”

The purpose of this policy is to communicate to **ALL** students and employees (including administrators, teachers, paraprofessionals and all other RSCA personnel) that RSCA will not tolerate bullying behavior of any kind. Students found in violation of this policy will be disciplined up to and including **EXPULSION**.

Bullying may be intentional or unintentional. **However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when applying the consequences written into the RSCA Discipline Process.** As in sexual harassment, it is the effect of the behavior upon and individual that is important.

RSCA considers the following types of behavior as examples of bullying:

- **Verbal bullying-** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person or his/her family as the butt of jokes; and abusive and offensive remarks.
- **Physical Bullying-** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, or damage to a person’s work area or property.
- **Gesture bullying-** Non-verbal threatening gestures or glances that convey threatening messages.
- **Exclusion-** Socially or physically excluding or disregarding a person in school-related activities.

### **Reporting Bullying to the School**

If you think you or someone you know is being bullied, go to a teacher, paraprofessional, Building Principal or the Head of School, or any school employee to report the incident. All alleged incidents will be thoroughly investigated. Everyone at RSCA has the right to feel and be safe while on campus.

**Incidents of alleged bullying that occur off school grounds MUST be reported to parents and MUST be reported to law enforcement if the incident is going to be reported to the school.**

## **DRUG-FREE LEARNING ENVIRONMENT**

Rock Springs Christian Academy has a longstanding commitment to provide a safe and productive learning environment. Alcohol and drug abuse pose a threat to the health and safety of employees and students and to the security of our equipment and facilities. For these reasons, Rock Springs Christian Academy is committed to the elimination of drug and/or alcohol use and abuse in the workplace, learning environment, and anywhere on the RSCA campus.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and students of RSCA.

### **Student Assistance and Drug-Free Awareness**

Students should report to RSCA each day free of any adverse effects of drugs or alcohol. This policy does not prohibit students from the lawful use and possession of prescribed medications. Students must, however, consult with their doctors about the medications' effect on their fitness to come to school and their ability to work or study safely, and promptly disclose any medical restrictions imposed on them while under a physician's care to the Building Principal.

The use and/or possession of illegal drugs or coming to school under the influence of alcohol are grounds for immediate **EXPULSION** from RSCA.

Any illegal drugs or drug paraphernalia found in a student's possession will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **VIOLENCE ON THE RSCA CAMPUS**

Rock Springs Christian Academy will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. RSCA will not retaliate against students making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain safety on the RSCA campus and the integrity of its investigation, RSCA may suspend students suspected of violence or threats of violence. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action.

RSCA encourages students to bring their disputes to the attention of senior leadership before the situation escalates. RSCA will not discipline any students for raising such concerns.

## **VIII. STUDENT DRESS CODE AND HYGIENE**

### **ELEMENTARY POTTY TRAINING AND SELF-DRESSING POLICY**

To ensure that students are prepared for a successful school day, all students entering Pre-K and above must be fully toilet trained and able to independently manage their personal bathroom hygiene. Students may not wear or require pull-ups during the school day or at naptime.

We understand that occasional accidents can occur. Parents of Pre-K, Kindergarten, and elementary students (as needed) should keep a complete change of clothing, including underwear, in a labeled resealable bag in the student's backpack at all times.

Students are expected to demonstrate age-appropriate independence in personal care tasks, including:

- Using the restroom without assistance
- Managing personal hygiene after using the restroom
- Dressing and undressing independently
- Buttoning and fastening pants
- Buckling belts, if worn
- Changing clothes after an accident, when needed
- Zipping and unzipping jackets or coats

School staff will provide reasonable support and supervision; however, students must be able to perform these personal care tasks independently. On-going issues can lead to dismissal from the school.

### **STUDENT HYGIENE**

Bathing and deodorant are a must for good hygiene. We ask that all students refrain from wearing perfumes or colognes as we have a number of students and teachers with severe allergies. Students are not allowed to bring aerosol body sprays and deodorants to school. Gels or roll-ons to use after PE is acceptable.

### **STUDENT UNIFORM/DRESS CODE 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.

Approved spirit wear and outerwear may be purchased through PTF, RSCA Athletic Dept., or vendors listed on the Uniform Page of the RSCA website.

<https://www.rockspringschristianacademy.com/parents/uniforms-and-buying-guide.cfm>

The dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations. Parents are responsible for making sure their children's uniforms meet dress code, allowing for growth spurts.

RSCA adopted a new logo in 2025. **Newly purchased uniforms should exhibit the new logo.** The former logo will be acceptable through the end of the 2027/2028 school year on all uniform pieces.

The Administration reserves the right to deem any article of clothing inappropriate and request for a parent to bring in an alternative article. **School Administration will make the final determination on what is acceptable chapel footwear if there is a difference of opinion.**

#### **PROCEDURE/POLICY FOR DRESS CODE VIOLATIONS FOR STUDENTS**

1. **The first teacher the student has for their school day** will be the one to catch dress code violations.
2. Procedure – when a dress code violation is noticed, the teacher **WILL**:
  - a. Write it up on the Daily Dress Code Check form.
  - b. The consequences for Dress Code Violations are:
    - 1<sup>st</sup> Offense – Warning
    - 2<sup>nd</sup> Offense – 1 Day of Detention
    - 3<sup>rd</sup> Offense – 1 Day OSS
    - 4<sup>th</sup> Offense – 2 Days OSS
    - 5<sup>th</sup> Offense – 3 Days OSS
    - 6<sup>th</sup> Offense – 5 Days OSS
    - 7<sup>th</sup> Offense – Recommendation for Expulsion for showing defiance of the Dress Code Policy

## Girls RSCA UNIFORM CODE 4K – 5<sup>th</sup> GRADE

Non-chapel days	Chapel days	Friday Spirit Wear
<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo*. Monogram must be on the left-hand side. Girl's polo style dress in the above-mentioned colors and logo* style may also be worn.</p> <p><b>Bottom options:</b> RSCA plaid, khaki, or black chino skirt or skorts that touch the top of kneecap or black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs. No cargo pockets. If girls choose to wear skirts or jumpers, bloomers should be worn underneath for privacy. Black jeans are not allowed. Skirts are NOT required to be worn with knee socks or leggings but can be worn. See accessories for options.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above should not be worn in the building. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved polo shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> White knee socks can be worn with skirts and skorts (no visible branding on socks.) Black solid color leggings that go to the ankle can also be worn under skirts and shorts. White or black tights are acceptable under skirts and skorts. School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>	<p><b>Tops:</b> White long or short sleeve peter pan collar dress shirt.</p> <p><b>Jumper:</b> RSCA plaid jumper that touches the top of the knee cap. Jumper must be ordered from Everyday Apparel and School Uniforms. Jumper must have the school logo* on the left-hand side. Black solid leggings that go to the ankle OR white knee socks (no visible branding on socks) MUST be worn with the skirt. Socks should not be rolled down. If socks are worn, please wear bloomers underneath the jumper for privacy.</p> <p><b>Layering options:</b> Black cardigan only</p> <p><b>Shoes:</b> Mary Jane style black shoes or black dress shoes. Solid black Sperry's, and Hey Dudes are acceptable. (they should not be grayish in color) No tennis shoes, crocs, boots, sandals. If the shoe is in question as to acceptability, please send a picture of the shoe to the building principal BEFORE purchasing for approval.</p> <p><b>Accessories:</b> School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>	<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo* on the left side or a school spirit shirt that was purchased from the school or given to students through athletics.</p> <p><b>Bottom options:</b> RSCA plaid, khaki, or black chino skirt or skorts that touch the top of kneecap or black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs or students may wear jeans if they pay \$1 in homeroom. Jeans must be blue or black only. They must have no holes, rips or frays and must be loose fitting. No cargo pockets. Skirts are NOT required to be worn with knee socks or leggings but can be worn. See accessories for options.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above should not be worn in the building. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved school spirit shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> White knee socks can be worn with skirts and skorts (no visible branding on socks.) Black solid color leggings that go to the ankle can also be worn under skirts and shorts. White or black tights are acceptable under skirts and skorts. School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>

**Girls Hair, jewelry, and tattoos:** Hair should be a natural color. Hair style should not be extreme. Girls should only have piercings in the ears (no gauges or lobe stretching), and no tattoos. Jewelry should be simple and not extreme.

**P.E. uniform:** Tennis shoes must be worn on PE days. If a student has PE on chapel days they should bring tennis shoes with them and they will change shoes before PE.

\*School logo or monogram must be applied by an approved vendor listed on the RSCA website.

We understand that God in his beautiful display of creativity has created many different body types. Uniform pieces may need to be altered for clothing to fit properly and meet dress code standards. For example, buying a larger skirt to meet length requirement and taking up the waist or buying a larger blazer so it can button and taking up the arms. School administration reserves the right to make the final decision on any clothing item not enumerated within this policy.

## Boys RSCA UNIFORM CODE 4K – 5<sup>th</sup> GRADE

Non-chapel days	Chapel days	Friday Spirit Wear
<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo*. Monogram must be on the left-hand side.</p> <p><b>Bottom options:</b> Black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs. No cargo pockets. Black jeans are not allowed.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above must not be worn in the building. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved polo shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> Socks must be solid white or black with no visible branding. No hats or bandanas.</p>	<p><b>Tops:</b> White long or short sleeve dress shirt with the RSCA logo* on the left side. Shirts must always be tucked in. All boys must wear the RSCA male necktie, and it must fit neatly around the neck or clip on neatly. The tie must be an appropriate length generally ending at the top of the belt. Ties must be ordered from Everyday Apparel and School Uniforms. They also must wear a men's cut black Blazer. Students should be able to button the blazer at the waist.</p> <p><b>Bottoms:</b> Khaki flat front chino pants. No cargo pockets. Beige colored jeans are not allowed.</p> <p><b>Layering options:</b> None.</p> <p><b>Shoes:</b> Black dress shoes. Solid black Sperry's, and Hey Dudes are acceptable. (they should not be grayish in color) No tennis shoes, crocs, boots, sandals. If the shoe is in question as to acceptability, please send a picture of the shoe to the building principal BEFORE purchasing for approval.</p> <p><b>Accessories:</b> A black belt must be worn all day. No bandanas or hats.</p>	<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo* on the left side or a school spirit shirt that was purchased from the school or given to students through athletics.</p> <p><b>Bottom options:</b> Black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs or students may wear jeans if they pay \$1 in homeroom. Jeans should be blue or black only. They should have no holes, rips or frays and should be loose fitting. No cargo pockets.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above should not be worn in the building except Letterman Jackets. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved school spirit shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> Socks must be solid white or black with no visible branding. No hats or bandanas.</p>

**Boys Hair, jewelry, and tattoos:** Hair should be a natural color. Hair style should not be extreme (no mohawks). Boys should have no more than one piercing in the ear (no gauges or lobe stretching), and no tattoos. Jewelry should be simple and not extreme.

**P.E. uniform:** Tennis shoes must be worn on PE days. If a student has PE on chapel days they should bring tennis shoes with them and they will change shoes before PE.

\*School logo or monogram must be applied by an approved vendor listed on the RSCA website.

We understand that God in his beautiful display of creativity has created many different body types. Uniform pieces may need to be altered for clothing to fit properly and meet dress code standards. For example, buying a larger skirt to meet length requirement and taking up the waist or buying a larger blazer so it can button and taking up the arms. School administration reserves the right to make the final decision on any clothing item not enumerated within this policy.

## Girls RSCA UNIFORM CODE 6<sup>th</sup> – 12<sup>th</sup> GRADE

Non-chapel days	Chapel days	Friday Spirit Wear
<p><b>Shirt options:</b> white, black, gold, dark green, light or dark gray short or long sleeve polo shirts with the RSCA logo*. Monogram must be on the left-hand side.</p> <p><b>Bottom options:</b> RSCA plaid, khaki, or black chino skirt or skorts that touch the top of kneecap or black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs. No cargo pockets. Black jeans are not allowed. Skirts are NOT required to be worn with knee socks or leggings but can be worn. See accessories for options.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above must not be worn in the building except Letterman Jackets. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved polo shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> White knee socks can be worn with skirts and skorts (no visible branding on socks.) Black solid color leggings that go to the ankle can also be worn under skirts and shorts. White or black tights are acceptable under skirts and skorts. School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>	<p><b>Shirt:</b> White long or short sleeve peter pan collar dress shirt with the RSCA logo* on the left side. Shirts must always be tucked in. All girls must wear the RSCA plaid female crosstie, and it must fit neatly around the neck and not hang loosely. Cross tie must be ordered from Everyday Apparel and School Uniforms. They also must wear a women’s cut black blazer. Students must be able to button the blazer at the waist.</p> <p><b>Bottoms:</b> RSCA plaid skirt that touches the top of the knee cap. Black solid leggings that go to the ankle OR white knee socks (no visible branding on socks) MUST be worn with the skirt. Socks must not be rolled down. Skirts must be ordered from Everyday Apparel and School Uniforms.</p> <p><b>Layering options:</b> Letterman jackets maybe worn over black blazers.</p> <p><b>Shoes:</b> Mary Jane style black shoes or black dress shoes. Solid black Sperry’s, and Hey Dudes are acceptable. (they should not be grayish in color) No tennis shoes, crocs, boots, sandals. If the shoe is in question as to acceptability, please send a picture of the shoe to the building principal BEFORE purchasing for approval.</p> <p><b>Accessories:</b> School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>	<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo* on the left side or a school spirit shirt that was purchased from the school or given to students through athletics.</p> <p><b>Bottom options:</b> RSCA plaid, khaki or black chino skirt or skorts that touch the top of kneecap or black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs or students may wear jeans if they pay \$1 in homeroom. Jeans must be blue or black only. They must have no holes, rips or frays and must be loose fitting. No cargo pockets. Skirts are NOT required to be worn with knee socks or leggings but can be worn. See accessories for options.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above must not be worn in the building except Letterman Jackets. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved school spirit shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> White knee socks can be worn with skirts and skorts (no visible branding on socks.) Black solid color leggings that go to the ankle can also be worn under skirts and shorts. White or black tights are acceptable under skirts and skorts. School plaid, white, black gold, dark green or black hair accessories may be worn. No bandanas or hats.</p>

**Girls Hair, jewelry, and tattoos:** Hair should be a natural color. Hair style should not be extreme. Girls must only have piercings in the ears (no gauges or lobe stretching), and no tattoos. Jewelry should be simple and not extreme. No nose rings or facial piercings.

**P.E. uniform:** athletic shoes, RSCA spirit shirt or plain white, black, gold, dark green, light or dark gray t-shirt. No logos or images on non RSCA shirts. Athletic shorts or pants in white, black, gold dark green, light or dark gray. No tight-fitting pants or leggings.

\*School logo or monogram must be applied by an approved vendor listed on the RSCA website.

We understand that God in his beautiful display of creativity has created many different body types. Uniform pieces may need to be altered for clothing to fit properly and meet dress code standards. For example, buying a larger skirt to meet length requirement and taking up the waist or buying a larger blazer so it can button and taking up the arms. School administration reserves the right to make the final decision on any clothing item not enumerated within this policy.

## Boys RSCA UNIFORM CODE 6<sup>th</sup> – 12<sup>th</sup> GRADE

Non-chapel days	Chapel days	Friday Spirit Wear
<p><b>Shirt options:</b> white, black, gold, dark green, light or dark gray short or long sleeve polo shirts with the RSCA logo*. Monogram must be on the left-hand side.</p> <p><b>Bottom options:</b> Black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants must be loose fitting in the legs. No cargo pockets. Black jeans are not allowed.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above must not be worn in the building except Letterman Jackets. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved polo shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> Socks must be solid white or black with no visible branding. No hats or bandanas.</p>	<p><b>Tops:</b> White long or short sleeve dress shirt with the RSCA logo* on the left side. Shirts must always be tucked in. All boys must wear the RSCA male necktie, and it should fit neatly around the neck. The tie should be an appropriate length generally ending at the top of the belt. Ties must be ordered from Everyday Apparel and School Uniforms. They also must wear a men's cut black Blazer. Students must be able to button the blazer at the waist.</p> <p><b>Bottoms:</b> Khaki flat front chino pants. No cargo pockets. Beige colored jeans are not allowed.</p> <p><b>Layering options:</b> Letterman jackets may be worn over black chapel jackets.</p> <p><b>Shoes:</b> Black dress shoes. Solid black Sperry's, and Hey Dudes are acceptable. (they should not be grayish in color) No tennis shoes, crocs, boots, sandals. If the shoe is in question as to acceptability, please send a picture of the shoe to the building principal BEFORE purchasing for approval.</p> <p><b>Accessories:</b> A black belt must be worn all day. No bandanas or hats.</p>	<p><b>Shirt options:</b> white, black, gold, dark green, light, or dark gray short or long sleeve polo shirts with the RSCA logo* on the left side or a school spirit shirt that was purchased from the school or given to students through athletics.</p> <p><b>Bottom options:</b> Black or chino khaki pants or shorts. Shorts must touch the top of the knee cap. Pants should be loose fitting in the legs or students may wear jeans if they pay \$1 in homeroom. Jeans must be blue or black only. They must have no holes, rips or frays and must be loose fitting. No cargo pockets.</p> <p><b>Layering options:</b> cardigan, sweater vest, fleece jacket or fleece vest, sweatshirt, or hoodie in white, black, gold, dark green, light, or dark gray with the school logo*. Hoodies or sweatshirts purchased from RSCA may also be worn. Any outerwear beyond what is described above should not be worn in the building except Letterman Jackets. Hoodies may not be worn with the hood up in the building. If a layering option is removed an approved school spirit shirt must be underneath.</p> <p><b>Shoes:</b> All shoes are allowed except bedroom slippers, slides, or flip flops.</p> <p><b>Accessories:</b> Socks must be solid white or black with no visible branding. No hats or bandanas.</p>

**Boys Hair, jewelry, and tattoos:** Hair should be a natural color. Hair style should not be extreme (no mohawks). Facial hair must be neatly trimmed. Boys should have no more than one piercing in the ears (no gauges or lobe stretching), and no tattoos. Jewelry should be simple and not extreme. No nose rings or facial piercings.

**P.E. uniform:** athletic shoes, RSCA spirit shirt or plain white, black, gold, dark green, light or dark gray t-shirt. No logos or images on non RSCA shirts. Athletic shorts or pants in white, black, gold dark green, light or dark gray. No tight fitting pants.

\*School logo or monogram must be applied by an approved vendor listed on the RSCA website.

We understand that God in his beautiful display of creativity has created many different body types. Uniform pieces may need to be altered for clothing to fit properly and meet dress code standards. For example, buying a larger skirt to meet length requirement and taking up the waist or buying a larger blazer so it can button and taking up the arms. School administration reserves the right to make the final decision on any clothing item not enumerated within this policy.

## IX. ATHLETIC PARTICIPATION

RSCA takes seriously the commitments of our student-athletes. We believe honoring these commitments is essential throughout life, in marriage, family, church, career, and other areas. We believe athletics helps foster a spirit of genuine commitment. But above all, RSCA believes student-athletes have been graced by God with certain athletic abilities as they honor Christ through their participation in school and in athletics as an RSCA Student-Athlete.

### MIDDLE SCHOOL SPORTS

Middle school students, 6<sup>th</sup> – 8<sup>th</sup> Grades, are encouraged to participate in athletics. MS sports provide opportunities for students to be a part of an RSCA team sport. The goal of MS sports is to introduce our students to athletics and to help develop physically, mentally and spiritually. Sports at the middle school level not only showcase the athletically gifted but also reveal to other students their weaknesses and possible susceptibility to injury. Parents or guardians will be required to attend the skills evaluation practice to see first-hand what it takes to participate in the sport. Just being a part of the team is not a guarantee of playing time. Hard work, and a willingness to be coachable, increases a player's chances of getting into the game.

**As it relates to the number of Homeschool/AES students that may participate on any RSCA sports team, RSCA will follow the school's association's rules and/or bylaws to the extent it applies and/or to the extent it doesn't apply. The coaches and Athletic Director have final discretion over the number of players on all sports teams.**

### VARSITY SPORTS

Rock Springs Christian Academy does not automatically guarantee any student a spot on any of our varsity sports athletic teams, nor is there a guarantee of the amount of playing time each player will receive. All varsity sports, with the exception of football and wrestling, have a maximum number of player slots available to RSCA students. In accordance with the rules and regulations of the GAPPS, our governing athletic association, there will also be a maximum number of slots made available to Homeschool/AES students. This will constitute the sports team limit of player slots. When there are more students interested in playing a sport than the number of players a team needs to compete, tryouts will be held. Coaches will rate each player in several areas of skills. Then the coaches will get together and go over how each coach rated each participant in the tryout. There will be times when homeschool or AES students have the skill sets that place them ahead of RSCA students. (RSCA will follow the GAPPS Guidelines and Requirements that set participation limits on the number of homeschool and AES students a team can have for their sport.) Traditionally, players who give RSCA a competitive edge will be chosen to fill out our varsity team spots. Just making the team is not a guarantee of playing time. Hard work, and a willingness to be coachable, increases a player's chances of getting into the game. We encourage students who don't make the team to work hard and improve their skill set and tryout at the next opportunity. The objective of this process is to challenge our students to never give up and to strive to reach a goal. This is in keeping with the school's Core Value statements on which Rock Springs Christian Academy was founded.

## **INDIVIDUAL SPORTS FEES FOR ALL STUDENTS**

RSCA students and **non-RSCA** students must pay the sport fees before they can participate. Fees are \$150.00 per sport except for football, which is \$200.00. If an RSCA or non-RSCA student-athlete is participating in more than one sport, he/she will pay the sport fee for each sport.

**NON-RSCA** students must also pay a Sports participation fee (\$400.00) in addition to the sports fee outlined above.

**All fees must be paid before participating in the first official practice of the sport.**

## **STAYING ACADEMICALLY ELIGIBLE**

Students who participate in Athletics at Rock Springs Christian Academy are considered Student-Athletes, meaning a level of academic expectation comes with the privilege of representing RSCA on the playing field/court.

All student-athletes must maintain a passing grade in at least 6 of their 7 classes when grades are checked each Monday at 2:00PM. Any student-athlete found to have an overall cumulative grade of F in two or more of their classes on any Monday at 2:00PM will be ineligible to participate in practices and games until the next Monday when grades will be checked again. If at least one of the failing grades is passing when they are checked the following Monday, and the student is only failing one class, then the student-athlete has regained their eligibility to participate. We recognize that parents might still require the student-athlete to have a passing grade in both classes before returning to the team.

However, in keeping with GAPPS rules and regulations as they pertain to semester grades, a student-athlete will gain or lose eligibility on the first day of each semester, following their previous semester's final report card. A student-athlete who is failing two or more subjects at the end of the 1<sup>st</sup> semester is found to be academically ineligible at least through the 1<sup>st</sup> 9-weeks grading period of the 2<sup>nd</sup> semester. If the student has brought up all but one class to a passing grade, the student becomes eligible to participate in Spring sports on the day after the 9-week period ends. If the student-athlete is passing all classes, or all but one class, on his/her report card and he/she will then become subject to the weekly grade checks.

A student-athlete who is failing two or more subjects at the end of the 2<sup>nd</sup> semester is found to be academically ineligible for the following Fall semester, unless the student-athlete goes through an RSCA-approved summer school program and obtains passing grades in all but one of his previously failed 2<sup>nd</sup> semester classes. The student-athlete will be eligible to practice and play Fall sports on the day after turning in the passing grades to the RSCA counselor. At that point, the student-athlete becomes subject to weekly grade checks.

An email will be sent out immediately from the Athletic Office informing the parents of a student who has not met the academic requirements for athletic participation for the coming week. We encourage each parent to check FACTS daily to check their student-athlete's grades and homework assignments.

## **ACADEMICS AND EARLY RELEASE**

RSCA Student-Athletes are responsible for all their academic work. Athletic teams will sometimes have to leave school early. It is the student-athlete's responsibility get assignments for that day before departing the school for a game. Athletic events can never be used as an excuse for unfinished academic work. RSCA student-athletes are expected to turn in any academic work that is assigned on the day it is due.

## **ABSENCES AND ELIGIBILITY**

No student-athlete will be allowed to attend, or participate in, any after-school extracurricular activity on a day that he/she has been absent from school.

Student-Athletes must be checked into the school by 11:00am to meet the 3 ½ hours attendance requirement to participate in a game that day.

## **ATHLETES WHO QUIT THEIR TEAM**

If a student-athlete is playing a sport and decides to quit the team for a reason other than **SAFETY** or **HEALTH-RELATED ISSUES**, the student will not be allowed to participate in any RSCA Athletics from that date until the end of the sport they quit the next year. We will not allow students to dishonor Christ by quitting. He did not quit on us, and we will not allow anyone to quit on Him.

## **PARENTS AND RSCA SPORTS**

- ***GAPPS Sportsmanship Statement***

At the beginning of each RSCA Athletic event, the following GAPPS Sportsmanship Statement is read at all GAPPS games and events where a speaker system is available:

*The Georgia Association of Private & Parochial Schools and its member schools have made a commitment to promote good sportsmanship by students, athletes, coaches, and spectators at all sanctioned events. Please represent your school with the highest regard. Any profanity, degrading comments and intimidating actions directed at officials, competitors, or other spectators will not be tolerated and are grounds for automatic ejection from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted.*

It cannot be stressed enough that the importance of how a parent's behavior not only impacts their child's behavior in all situations but also affects other spectators sitting around them in the stands, the players on the court and sidelines, and the coaches' ability to stay focused on the game. Please note that any misconduct by an athlete and/or an athlete's family member can result in the athlete being removed from the team and the athlete's family banned from all of the RSCA sports facilities and events. **If it is the player's conduct that results in the player being removed from the team, then the player is banned from all RSCA Athletic Facilities and all RSCA athletic events at home and away. The exception would be for when a student is enrolled in a PE class or Conditioning club.**

- ***Your child and playing time***

All coaches are told at the time of their hiring they are to put the players in the game that give us the best chance of winning the game. At the middle school and varsity levels, players understand that hard work, listening to their coaches, executing the play, and being consistent in having a positive supportive attitude toward their coaches and fellow teammates not only gets them playing time but makes them a better person all around, makes them have a better chance of being successful in life.

Not all students are gifted *athletes* in all areas of their sports. A student might have been awesome in rec ball but mediocre in middle school ball. Another student might have been a gifted athlete in middle school but average as a varsity player. A young man might not have the size to be a lineman or a ballcarrier willing to get knocked down a lot but is great at punting or kicking extra points or field goals. A young lady might not be good at being a front-line spiker or setter on the volleyball team but is a great server or a great backline player. Some basketball players can't hardly score a point but are very good at playing defense.

Regardless of a player's talent level, every student has a gift they can work on and develop so that they increase their chances of getting more playing time. In every sport, in almost every game, a coach sees a situation where he/she needs to bring in a player that has more ability in the moment in that situation than the starting player does. Those situational substitutions not only give a player playing time, it helps **the team** have a better chance of winning the game.

In sports, as well as in life, working together for the good of the team or the group working on a project for the betterment of the entire program has a greater chance of succeeding.

**BUT WHERE WE REALLY SUCCEED IS BY HONORING GOD WITH OUR WORDS, OUR ACTIONS, OUR DEEDS. AFTER ALL, HE GAVE US OUR TALENTS AND GIFTS SO IT'S ONLY RIGHT THAT HE GET ALL THE GLORY AND HONOR FOR OUR SUCCESS.**

**Finally, and in conclusion, without exception, the coach makes the final determination of playing time for each and every athlete. Neither the Athletic Director nor the School Administration will get involved in those decisions.**

## **UNIFORMS**

Once a season is over, a student-athlete has one week to turn in their cleaned uniform directly to their coach, otherwise the parents will be billed for the full cost of buying a replacement.

### **SENIOR SHOWCASE and ALL-STAR GAMES**

If an RSCA student-athlete is invited to participate in the Senior Showcase and/or the All-Star Game in their sport and chooses to represent the school, RSCA will cover all associated participation fees. However, if the student-athlete does not fulfill that commitment, the fees will be billed back to the parent.

## **X. ROCK SPRINGS CHRISTIAN ACADEMY ATHLETIC BOOSTER FUNDRAISING AND ACCOUNTABILITY POLICY**

### **PURPOSE**

The purpose of this policy is to ensure that all athletic fundraising conducted under the name of Rock Springs Christian Academy (RSCA) reflects the highest standards of Christian integrity, accountability, and stewardship. This policy provides clear guidance on the proper management, use, and oversight of booster-raised funds to support the mission and values of RSCA.

### **AUTHORITY TO FUNDRAISE**

No funds may be raised using the name, logo, or affiliation of Rock Springs Christian Academy without prior written approval from both the Head of School (HOS) and the Athletic Director (AD). This ensures that all fundraising efforts align with the values and mission of RSCA and uphold the school's reputation for excellence and integrity.

### **FUNDRAISER APPROVAL PROCESS**

All proposed fundraisers must be submitted in writing to the Athletic Director at least 30 days in advance.

1. Each submission must include:
2. Name of the team or sport
3. Purpose of the fundraiser
4. Method of fundraising
5. Projected revenue
6. Planned use of funds
7. The AD will review and make a recommendation to the HOS.
8. Final written approval must be obtained before any promotional, financial, or logistical steps are taken.

Fundraising efforts must reflect Christian character, be age-appropriate, and promote the unity and mission of RSCA.

### **FUND MANAGEMENT**

- All funds raised must be deposited into a school-administered account designated for the specific sport or activity.
- These funds are school property and not owned by any individual coach, parent, or booster group.
- The Business Office shall track all deposits and withdrawals under the oversight of the AD and HOS.

### **SPENDING REQUESTS PROCEDURE**

To maintain accountability and sound stewardship, the following spending request procedure applies to all disbursements from booster-raised funds:

#### **Step 1: Submission**

- The coach must submit a Spending Request Form to the Athletic Director at least 10 business days before the desired purchase or commitment.
- The form must include:

- Item or service description
- Vendor or provider
- Estimated cost
- Purpose and benefit to the program
- Quote or invoice (if applicable)

#### Step 2: Review

- The AD will review the request within 3 business days and may request additional clarification.
- The AD will forward the request to the HOS with a recommendation.

#### Step 3: Approval

- The Head of School will render a decision within 3 business days of receiving the request.
- The coach will be notified in writing of the decision. No purchases may be made until written approval is received.

#### Step 4: Documentation

- After the purchase, original receipts must be submitted to the Business Office within 5 business days.
- All spending is subject to audit and must align with the approved request. **Note:** Reimbursements will not be granted for purchases made without prior written approval.

### **INTEGRITY AND CHRISTIAN STEWARDSHIP**

- All booster fundraising must reflect the core values of Rock Springs Christian Academy:
- Honesty, accountability, transparency, and humility
- Faithful stewardship of resources entrusted by donors and the community
- Modeling integrity and servant leadership for our students
- Fundraising records—including expenses, donor information, and receipts—must be submitted to the Business Office within 10 business days of each fundraiser’s conclusion.
- The AD and HOS will conduct quarterly audits of all booster accounts.

### **POLICY VIOLATIONS**

- Violations of this policy may result in:
- Revocation of fundraising privileges
- Required reimbursement for unauthorized spending
- Disciplinary action by the Head of School
- Referral to the School Board for further review
- These safeguards exist to preserve the integrity and mission of RSCA.

### **ANNUAL REVIEW**

- This policy will be reviewed annually by the AD and HOS.
- Recommendations for changes will be submitted to the School Board for final approval.
- The review process should be grounded in prayer, discernment, and a desire to honor God through excellence in all we do.

## **XI. RSCA DISCIPLINE SYSTEM**

### **INTRODUCTION**

Rock Springs Christian Academy administrators and teachers will follow age-appropriate progressive discipline, which considers the student's discipline history, the age and developmental level of the student, and any other relevant factors. Our goal is to be firm, fair, and consistent with our expectations for student behavior and discipline. Disciplinary actions are designed to teach students self-discipline and to replace inappropriate behaviors with actions that are considered appropriate. Disciplinary offenses are classified as Class I, II, or III with consequences described for each.

### **STATEMENT OF USE OF CORPORAL PUNISHMENT AT RSCA**

RSCA believes a safe, supportive school environment is critical to providing and maintaining effective teaching and learning. The use of corporal punishment can hinder the creation of a positive school climate by focusing on punitive measures to address student misbehaviors rather than positive behavioral interventions and supports. Without making a statement to the use of corporal punishment as an effective or ineffective measure of controlling misbehavior in the home Rock Springs Christian Academy does not ascribe to the utilization of corporal punishment in or at school. As such, staff members shall not employ corporal punishment (defined as punishment inflicted directly to the body) against any student for misconduct or for a violation of school rules. Students must be disciplined by means which do not involve the use of corporal punishment.

RSCA believes that everyone here has a responsibility to maintain high expectations for our students. Below are guidelines to which we can refer, and through which we can establish a pattern of consistency, fairness, and firmness.

### **PROCEDURE FOR DISCIPLINE REFERRAL**

The referral **WILL** be completed in FACTS under the student's Behavior Tab. The Teacher **WILL** complete all information including the "Sanction" box indicating an immediate referral to the Building Principal. The Teacher **WILL** notify the Building Principal in person or via email that a referral has been made. The Building Principal will finalize a discipline plan based on RSCA Discipline System.

### **DISCIPLINARY SYSTEM FOR GRADES PK – 5**

Discipline referrals are up to the Building Principal, and the principal has discretion as to the consequences including a parent phone call, after school detention, Out of School Suspension, or Automatic School Dismissal, depending on the severity of the incident.

### **DISCIPLINARY SYSTEM FOR GRADES 6 – 12**

Class I offenses consist of minor violations that teachers will handle on the first Offense and then refer to the Building Principal for all subsequent Offenses.

All Class II offenses will be referred to the Building Principal.

Class III offenses will be handled by the Building Principal and the Head of School.

Time spent on the school bus, field trips, and any school-sponsored activity *is* considered school time, whether on Rock Springs Christian Academy's campus or not. Consequences may ensue if students break the rules during those times.

### **Class I Offenses**

- **Failure to comply with corrections by teachers or other faculty and staff for the following violations:**
  - Classroom disruptions or not following teacher instruction concerning behavior.
  - Failure to bring required materials/supplies to class.
  - Eating, drinking, or chewing gum in classrooms.
  - Out of class without permission
  - Report card, progress report, or other papers sent home not signed on time.
  - Actions with disregard to common manners or social graces
- **Consequences are as follows:**
  - 1<sup>st</sup> Offense-Email from teacher to parents and Building Principal
  - 2<sup>nd</sup> Offense-1 day of After School Detention with parent notification
  - 3<sup>rd</sup> Offense-3 days of After School Detention with parent notification
  - 4<sup>th</sup> Offense-1 day of Out School Suspension (OSS) with parent notification
  - 5<sup>th</sup> Offense-3 days Out of School Suspension (OSS) with parent notification
  - 6<sup>th</sup> Offense-5 days Out o School Suspension (OSS) with Parent notification
  - 7<sup>th</sup> Offense- **RECOMMENDATION FOR EXPULSION**

### **Class II Offenses and Consequences with parent notification**

- Offenses:
  - o Cell phone/communication device violations -**SEE CELL PHONE POLICY**
  - o Using social media during school hours (tweeting, posting, reading, etc.)
  - o Using tablets or personal computers without permission and supervision
  - o Disrespect to peers (abusive language, etc.)
  - o Insubordination or disrespect to teachers
  - o Misbehavior with a substitute teacher in charge
- Horseplay, jostling, clowning around, putting hands on another person's body.
  - o Public display of affection (**ONLY** holding hands will be allowed)
  - o Profanity
  - o Skipping class
  - o Character infractions: Dishonesty or failure to show respect to the teacher
- Consequences (excluding cell phones, includes parent notification by the teacher and the School Building Principal):
  - 1<sup>st</sup> Offense-1 day of After School Detention with parent notification
  - 2<sup>nd</sup> Offense-3 days of After School Detention with parent notification
  - 3<sup>rd</sup> Offense-2 days Out of School Suspension (OSS) with parent notification
  - 4<sup>th</sup> Offense-5 days Out of School Suspension (OSS) with Parent notification
  - 5<sup>th</sup> Offense-**RECOMMENDATION FOR EXPULSION**

### **Class III Offenses and Consequences with parent notification**

- Violation of 3 Different Class II Offenses (includes cell phone violations)
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**RECOMMENDATION FOR EXPULSION**
- 1. **Cheating**
  - 1<sup>st</sup> Offense-1 day OSS
  - 2<sup>nd</sup> Offense- **RECOMMENDATION FOR EXPULSION**
- 2. **Bullying or False accusation of Bullying (SEE DEFINITION)**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
- 3. **Fighting/Physical Contact**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense- **RECOMMENDATION FOR EXPULSION**
- 4. **Disrespect for the dignity, rights, safety and well-being of others**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
- 5. **Viewing violent or sexual video content on school or personal electronic devices**
  - 1<sup>st</sup> Offense-5 days OSS or **POSSIBLE RECOMMENDATION FOR EXPULSION**
  - 2<sup>nd</sup> OFFENSE-**RECOMMENDATION FOR EXPULSION**
- 6. **Reckless driving while on campus or attending an RSCA-sponsored event**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
- 7. **Sexual harassment or False Accusation of Sexual Harrassment-**
  - 1<sup>st</sup> Offense-5 days OSS and **POSSIBLE EXPULSION**
  - 2<sup>nd</sup> Offense-**EXPULSION**
- 8. **Theft**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
- 9. **Vandalism of school or personal property**
  - 1<sup>st</sup> Offense-5 days OSS, restitution, and **POSSIBLE RECOMMENDATION FOR EXPULSION.**
  - 2<sup>nd</sup> Offense-**EXPULSION.**
- 10. **Alcohol, Non-Prescription Drugs, Illegal Drugs, Tobacco, and Vape Policy Violation**
  - 1<sup>st</sup> Offense-5 days OSS, Notification of Law Enforcement, and a **RECOMMENDATION FOR EXPULSION**
- 11. **Weapons (including but not limited to guns, knives, martial arts weapons, or anything not being used as it supposed to be used, etc.)**

**Look at the WEAPONS POLICY on page 52 of this handbook for details.**

## 12. Dress Code Violations

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 Day of Detention

3<sup>rd</sup> Offense – 1 Day OSS

4<sup>th</sup> Offense – 2 Days OSS

5<sup>th</sup> Offense – 3 Days OSS

6<sup>th</sup> Offense – 5 Days OSS

7<sup>th</sup> Offense – Recommendation for Expulsion for showing defiance of the Dress Code Policy

**Students who commit THREE different 1<sup>st</sup> offenses in 3 separate Class III Offenses will be recommended for expulsion from RSCA.**

**RECOMMENDATIONS FOR EXPULSION FOR ALL CLASSES OF OFFENSES WILL BE DETERMINED BY THE HEAD OF SCHOOL AND THE BUILDING PRINCIPAL AFTER A THOROUGH REVIEW OF THE STUDENT'S DISCIPLINE RECORD.**

Out of School Suspension (OSS) will be utilized as deemed appropriate by the administration and will be classified as an unexcused absence. Students will not be allowed to make up class work, quizzes or tests, and zeros will be given for all missed work for which the other students in the class received a grade.

**IN ADDITION, ANY STUDENT SERVING OSS, OR HAS BEEN EXPELLED FROM RSCA, WILL NOT BE PERMITTED ON THE RSCA CAMPUS OR AT AN RSCA EVENT/GAME DURING THE SUSPENSION.**

## **XII. WEAPONS POLICY**

### **REGULATIONS OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

#### **School Weapons Policy**

- I.     **PURPOSE**  
The purpose of this policy is to ensure 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.
  
- 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.
- 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 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.

### XIII. CELL PHONE POLICY

Governor Kemp recently signed House Bill 430- The DISTRACTION-FREE EDUCATION ACT. Distraction-free education' means a learning environment where access to personal electronic devices is restricted to minimize distractions, improve academic outcomes, and increase meaningful interactions and focused learning experiences.

-'Personal electronic device' means any portable electronic device capable of transmitting, receiving, or accessing communications, data, or media. Such term includes, but is not limited to, smartphones, smartwatches, tablets, e-readers, headphones, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission.

-By August 1, 2025, each local school system shall adopt policies and procedures that, at a minimum:

(1) Prohibit bell-to-bell access to personal electronic devices by students in -kindergarten through grade eight, subject to exceptions provided for by law **(RSCA will require the same compliance from our entire student body-including our 9<sup>th</sup>-12<sup>th</sup> grades);**

➤ Students taking Dual Enrollment classes may keep their phones in their bookbags, only taking them out long enough to log onto their DE class.

(2) Establish appropriate methods for storing students' personal electronic devices, including, but not limited to, a student's locker, a locked pouch, or a designated place in the classroom;

(3) Establish clear procedures for off-site events or activities, including all school sponsored events and field trips, daily transportation, athletic and extracurricular events, and other instructional opportunities that do not occur on school grounds;

(4) Establish clear communication protocols that:

- Facilitate all emergency communication through school emergency communication management systems and coordinated by school personnel;
- (B) Require parents or guardians who need to communicate with their student during the school day to contact the school directly; and
- © Communicate rules for school personnel and sponsors of all school sponsored events and field trips, daily transportation, athletic and extracurricular events, and other instructional opportunities that do not occur on school grounds; and

-Provide that any student found in violation of such policies and procedures during the school day shall be subject to progressive consequences in accordance with the local school system's or public school's student code of conduct, including, but not limited to, verbal warnings, confiscation of personal electronic devices, parental notification, and other actions as deemed appropriate.

In accordance with this new law, Rock Springs Christian Academy students will be required to turn in their cell phones to their first period teacher to be secured in the cell phone lockbox.

If a student needs to call a parent during the school day, he/she may use the phone in the school receptionist's office with permission.

**• If a faculty member or administration sees a phone in a student's pocket, in their hand, on their desk, or hears a cell phone during the school day (8:00-3:20), the student will be written up and referred to the building principal.**

The consequences are:

1st offense: the student will serve one day detention.

2nd offense: the student **loses** the cell phone for five days. It will be locked up in the principal's office.

3rd offense: the student will serve one day Out of School Suspension and loses cell phone for five days.

• If a student is using a cell phone (including iWatches & watches with cell phone capability), either texting or talking, during the school day (8:00-3:20), the consequences are:

1st offense: the student will serve one day detention and the cell phone/iWatch will be confiscated for a 3-day period.

2nd offense: the student will serve one day of Out of School Suspension and the cell phone/iWatch will be confiscated for a 5-day period.

3rd offense: the student will serve three days of Out of School Suspension and will not be allowed to carry a cell phone/iWatch on his person for the remainder of the school year. It **MUST** be turned in to the building administrator each morning.

• All other electronic devices (iPods, mp3 players, DS games, etc.) are not allowed during school hours. Personal headphones or earbuds may only be used for an assignment given by the teacher to be completed on his/her Chromebook. **Rock Springs Christian Academy will accept no responsibility for items lost or stolen on campus.**

\* Parents who must reach their child during school hours should do so by contacting the school office. All communication between parents and students during school hours must flow through school offices.

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

Juniors and Seniors will be unable to exempt ANY and ALL final exams after two cell phone violations in a semester.

## **XIV. CHROMEBOOK AND TECHNOLOGY**

At the beginning of each school year, each student in grades 9-12 is presented with a Chromebook to use at school and at home. These Chromebooks are set up with firewalls specifically designed to prevent students from having access to inappropriate websites. The following information is provided for the parent and student to understand the school's expectations of the student when using the Chromebook, the care of the Chromebook, and the return of the Chromebook to the school at the end of the school year.

### **STUDENT PLEDGE FOR CHROMEBOOK USE**

- I will take care of my Chromebook and never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook to prevent damage.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only transporting it in a protective case.
- I will use my Chromebook in ways that are appropriate and educational according to RSCA policies.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or case.
- I will not deface any of the RSCA or manufacturer labels/identifiers on any Chromebook.
- I understand that my Chromebook is subject to inspection without notice and is the property of RSCA.
- I will follow all school policies and those outlined in the Chromebook Use Policy.
- I will be responsible for all damage or loss caused by neglect, misuse, or abuse.
- I agree to return the Chromebook and case in good working condition.
- I will be a respectful digital citizen when using my Chromebook.
- I understand that Chromebook use is subject to all applicable Rock Springs/RSCA policies/procedures.

I will not take my Chromebook to lunch, the gym, or have it present in any location where it is susceptible to being knocked, dropped, or damaged.

### **CHROMEBOOK USE POLICY**

#### **Taking Care of Your Chromebook**

Students are responsible for the care of the Chromebooks that have been issued by RSCA. No other person should have use of this Chromebook except the student to whom it was issued.

#### **1. General Precautions**

- a. Chromebooks should never be left unattended and/or in an unsupervised area.
- b. Chromebooks should only be used by the assigned student. Under no circumstances should a student use a Chromebook that is assigned to another student.
- c. Only use a clean, soft cloth to clean the screen. NO WATER or cleaners of any type.
- d. Chromebooks must remain free of any writing, drawing, stickers, or labels not placed by RSCA.

- e. Students are responsible for keeping their Chromebook's battery charged for school each day.
- f. DO NOT stack any books, heavy materials, etc. on top of the Chromebook as it could damage device.
- g. DO NOT force anything into the ports and slots on the side of the Chromebook.
- h. DO NOT slam closed the cover of the Chromebook.
- i. DO NOT carry the Chromebook by the screen.
- j. DO NOT put the Chromebook on the floor or on any unstable surface.
- k. DO NOT throw or toss the Chromebook or mistreat it.

## **2. Carrying The Chromebook**

- a. Chromebooks should be closed when carrying unless otherwise directed by a teacher.
- b. Chromebooks should never be held by the screen as this can cause screen damage.
- c. Use TWO hands when moving an open Chromebook about within the classroom.
- d. Do not transport the Chromebook without a carrying case. A backpack is NOT acceptable.

## **3. Screen Care**

***Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage:***

- a. Do not lean on the Chromebook.
- b. Do not place anything near the Chromebook that could put pressure on the screen.
- c. Do not place anything in between the keyboard and screen when the Chromebook is closed.
- d. Do not place anything on top of the Chromebook.
- e. Clean the screen only with a soft, dry microfiber cloth. DO NOT use paper towels, napkins, or other paper products as these can scratch the screen.
- f. Do not use glass cleaner or any other harsh cleaning chemicals on the display.
- g. Do not spray water or any other liquid directly onto the screen or any part of the Chromebook.

## **4. Using Your Chromebook**

- a. Students are responsible for properly connecting the charging cable to their Chromebook at the end of the school day to ensure it is fully charged for the beginning of the next day.
- b. If a student is unable to use their Chromebook because it was not properly charged, teachers may issue a consequence.
- c. Inappropriate media may not be used as a screensaver or background on your device. The presence of inappropriate material will result in disciplinary actions.
- d. Students using Chromebooks in school must have their sound muted at all times unless permission is obtained from the teacher for instructional purposes.
- e. Students must have personal earbuds or earphones to use with their Chromebook as needed, however this is entirely at the discretion of the classroom teacher.

## 5. Managing Files and Saving Work

Students will use their Google Classroom Drive to save their work (i.e. saved to “the cloud”). Each classroom teacher will instruct their class on how to submit their work. Students are not permitted to save files on the physical storage of the device or to use any external device such as a flash drive, etc.

## 6. Protecting And Storing Your Chromebook

- a. All Chromebooks will be labeled in the manner specified by the RSCA administration. Under no circumstances are students to modify, remove, or destroy these identification labels.
- b. They can be identified in the following ways:
  - record of serial number
  - student name or number label
  - individual Google account username (*student@rsca.info*)
- c. Any technical issues or physical damage should be immediately reported to a member of the office staff who will guide students through the process of having issues resolved.

## 7. Technology Responsible Use

### • General Guidelines

- a. Students must only access forms of media and communication in support of their learning, research and in support of educational goals and objectives of RSCA.
- b. Students are responsible for their ethical and educational use of RSCA technology resources.
- c. Access to RSCA technology resources is a privilege and not a right. Any violation of these rules may result in the loss of privileges, as well as other disciplinary action.
- d. Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the school administration to use judgment as to what is responsible in any undefined instance that may arise.
- e. Instances of downloading apps that have not been approved by the school or the teacher are monitored and will result in deletion of the program from the Chromebook device and disciplinary action.
- f. Students are prohibited from using the Chromebook for personal use including, but not limited to social media sites, video games, or recreational browsing.

### • Privacy and Safety

- a. NEVER enter any type of chat rooms other than those set up by your teacher.
- b. NEVER open, use, or change computer files not belonging to you.
- c. NEVER reveal your full name online to anyone, except to your classmates, teachers, etc.
- d. NEVER reveal your phone number, home address, social security number, credit card numbers, login id's, passwords – or those belonging to other people.

- e. In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or which would reasonably be judged offensive to others. Student conduct must comport always to the standards set forth in the Parent-Student Handbook.

## 8. Loss, Damage, and Theft

- a. Any damage to a Chromebook may result in the loss of Chromebook privileges, appropriate disciplinary actions, and a fine to cover the cost of the repairs or replacement.
- b. RSCA maintains an insurance policy on each Chromebook which will cover routine damage resulting from normal wear-and-tear on the machine. **However, Parents/Guardians are responsible for any repairs which exceed or fall outside the scope of the coverage.**
- c. **Parents/Guardians are responsible for the cost of replacement of any Chromebook issued their child that is lost, stolen, or damaged beyond repair.**
- d. All consequences (both disciplinary and financial) are at the discretion of the school administration but will be proportional to the degree of loss or damage.
- e. Replacement Chromebooks may be issued to students when their Chromebooks is submitted for repair with the office, subject to availability.
- f. Issuance of replacement Chromebooks may require payment of a deposit if repair costs will exceed the insurance coverage, or where replacement of the machine is deemed probable.

## 9. Special Considerations

- a. All Chromebooks must remain logged-on the dedicated RSCA Student Network while at school.
- b. Photos/videos/music require a large amount of storage space on the device. Only photos/videos/music that are for an educational purpose should be saved to the device.
- c. To ensure a safe experience, all Chromebooks runs through the RSCA network filter. This happens whether on campus or at home. Our filters are programmed to block inappropriate content as much as possible.
- d. Student browsing histories are monitored and audited randomly. Browsing histories cannot be deleted.
- e. Students cannot print from their Chromebook. If it is necessary to print a document, please use a Media Center access station.
- f. The use of Chromebooks is mandatory and there is no opt-out option. RSCA no longer permits or supports BYOD (bring your own device). **NO EXCEPTIONS. However, the Building Principal may make an exception for DUAL ENROLLMENT students should the RSCA network falter. Chromebook fees and distribution would still apply.**

**10. Misuse of a Chromebook may warrant appropriate disciplinary actions and loss of Chromebook privileges.**

Examples of misuse include, but are not limited to:

- a. Downloading unapproved apps, plugins, etc.
- b. Accessing inappropriate websites (e.g., pornography, gaming, gambling, dating, or others RSCA judges immoral, illegal, unethical, profane, or threatening).
- c. Accessing personal email or social media accounts.
- d. Leaving Chromebook unattended.
- e. Removal of student name, or other labels from the Chromebook or case.
- f. Deleting school-installed settings from a Chromebook.
- g. Lack of adequate physical care for Chromebook.
- h. Resetting Chromebook to factory defaults.
- i. Tampering or altering in any way the administrative settings of your Chromebook or that of another student.
- j. Adding a credit card to a Google Account for any reason.
- k. Logging in under personal Google account to download apps for yourself or others.
- l. Loaning of student device to other students.
- m. Failure to utilize a protective carrying case for transporting the Chromebook.
- n. Use of sites intended to enable cheating, plagiarism, or academic dishonesty.
- o. Sending mass emails (SPAM) regardless of content

**RECEIVING YOUR CHROMEBOOK (START OF SCHOOL YEAR)**

- a. Chromebooks will be distributed during the first week of school.
- b. **Both Parents & Student must sign the Chromebook Permission Slip and Student and Parent Pledge documents before the Chromebook can be issued.**

**RETURNING YOUR CHROMEBOOK (END OF SCHOOL YEAR)**

- a. Chromebooks will be returned prior to the end of the school year, on a date to be announced, so they can be checked for serviceability and to be stored for the summer.
- b. Parents will be held responsible for costs incurred to repair/replace damage/missing equipment not previously reported, not to exceed the replacement cost of the Chromebook.
- c. No student is permitted to retain a school-issued Chromebook over the summer.
- d. If a student withdraws from RSCA, is expelled, or otherwise terminates enrollment for any reason the student must return their individual school Chromebook, charger, case, and any other peripheral devices/equipment/tools provided on the date of termination.
- e. Any student who fails to return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral device will be billed for the full replacement cost of the device and their RSCA school records withheld until all account balances are satisfied.

**CHROMEBOOK-RELATED DISCIPLINARY CONSIDERATIONS**

Many disciplinary issues can be deterred through effective instructional practice, minimizing unstructured time, active management of student use of Chromebooks, and

clear and consistent enforcement of classroom/school policies and procedures. RSCA is furnishing practical tools to enable classroom teachers to both monitor and manage student use of technology in the classroom; as well as ongoing teacher training and mentoring opportunities to support professional growth in this area.

**a. Behaviors which should result in a Detention:**

- failure to bring charged Chromebook to class.
- purposeful or persistent disruption of teacher or other students
- using Chromebook to engage in activity which departs from teacher's lesson instructions.
- irresponsible treatment of Chromebook (e.g., roughhousing, left outside or in gym, etc.)
- touching or using any other Chromebook other than the student's own

**b. Immediate Office Referral:**

- pornography, lewd or suggestive content, profane or explicit videos or music
- intentional damage to Chromebook or resulting from a loss of emotional control.
- cyber-bullying
- cheating (emailing or otherwise sharing answers, answer keys, test questions, etc.)

## **INTERNET**

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.

## **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.

## **XV. MEDICATION, HEALTH AND ILLNESS**

Students who are ill at school will check in with the school nurse before calling parents to go home. Sick children with a temperature of 100.5 F or more, vomiting, or diarrhea will be sent home. Please **DO NOT** send your child back to school for 24 hours following these events. The student must be fever free for 24 hours after the last fever-reducing medication was given. In the event of a bacterial infection (strep throat, pink eye, MRSA, etc.) the student must be on antibiotics for 24 hours **AND** fever free for 24 hours before returning to school. Students who are expected to miss several days of school due to health reasons should contact their teacher, the school principal, and school nurse so special arrangements can be made.

### **MEDICATION AT SCHOOL**

If prescription medication can be given at home or after school hours, please do so. However, if medication must be given during school hours, a medication authorization form must be completed and turned into the school nurse. **DO NOT SEND ANY OVER THE COUNTER MEDICATIONS FROM HOME.** The school nurse has a supply of Tylenol, Ibuprofen, Benadryl (for emergency only), Hydrocortisone cream, and Neosporin. For your child to receive these medications at school, you must give consent in FACTS (during enrollment application) or sign an OTC medication consent form.

#### **Prescription Medications**

- Medications must be in the original labeled container (no baggies, foil, etc.) with the student's name on the label. Pharmacists can provide a duplicate labeled container with only the school doses.
- Parent/guardian must provide instructions, medication, and related equipment to the school nurse.
- It will be the parent/guardian's responsibility to inform the school of any changes.
- New medication or new doses will not be given unless a new form is completed, and a newly labeled container is provided.
- All medication will be taken directly to the school nurse by the parents and will be kept in a locked cabinet.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued.

### **STUDENTS AND MEDICATION WARNING**

Rock Springs Christian Academy students are prohibited from giving to, or taking from, another student any type of pill or other form of medication, stimulant, mood changer, muscle relaxer, etc., either prescribed or over the counter. Failure to comply with this policy will result in appropriate disciplinary action being taken against all students involved in the exchange. (**SEE SECTION IX – RSCA DISCIPLINE SYSTEM – IN THE PARENT/STUDENT HANDBOOK.**)

### **ASTHMA, DIABETES, SEIZURES, AND SEVERE ALLERGIES**

Students with any of these medical conditions **MUST** have an action plan completed and signed by their treating physician (not the parent). This helps the school nurse, and teachers know how

to respond and treat your child at school and during an emergency. All emergency medications will be secured in the nurse's office. If your child will self-administer their prescription inhaler or epi-pen, an authorization to self-administer/ self-carry form must be completed. **PLEASE NOTIFY YOUR STUDENT'S TEACHER AND SCHOOL NURSE OF ANY MEDICAL CONDITIONS AND IF YOUR CHILD WILL HAVE EMERGENCY MEDICATION ON THEM.** This is for the safety of your child and other students at school.

### **LICE**

If the student is found to have live lice and/or nits at school, they will be sent home. Once the student has been treated with a medicated shampoo, they may return to school the next day. Proof of treatment (box top of shampoo or medical note) will be required before returning to school. If lice are found again upon returning to school, the student will be sent home and a doctor's note will be required before the student can return to school.

## **XVI. SCHOOL BOARD**

### **ROCK SPRINGS CHRISTIAN ACADEMY SCHOOL BOARD GOVERNANCE MODEL**

Rock Springs Christian Academy is a 501(c)(3) non-profit organization, existing to provide Christian education. As such, the RSCA School Board operates using a non-profit form of governance rather than the form of governance used by public schools, which are political bodies subject to open meeting requirements. The Board follows principles of policy governance, whereby the Board sets broad policies within which the school is to operate but does not interject itself into the operations of the school. No individual board member has any authority to speak for the school. The Board believes in the one-voice authority of the Head of School, who is accountable to the entire Board, not to any individual board member. In accordance with the scripture and specifically Mathew 18, All/Any concerns should be handled at the appropriate level of authority as follows:

1. First, contact the individual directly responsible for the decision (e.g., the teacher).
2. If unresolved, escalate the concern to the building principal.
3. If unresolved here, escalate the concern to the Head of School.
4. Finally, if needed, the concern can be submitted in writing to the Head of School for the Board's review.

### **BOARD MEETINGS**

Rock Springs Christian Academy does not hold open meetings. The Board concerns itself with school policy and strategic planning rather than with daily operations. Therefore, curriculum, personnel and student policies are primarily determined by the Head of School with assistance from the administrative team and other staff members, subject to parameters set forth in Board policies. The Board Members are subject to a confidentiality agreement for anything that occurs in a Board Meeting.

### **BOARD MEMBER SELECTION AND QUALIFICATIONS**

The Board is self-perpetuating. All potential Board members must be nominated from within the Board, although names may be suggested for consideration by anyone. Potential candidate names may be submitted to the Executive Pastor of Rock Springs Church, School Board chairman, or the Head of School at any time. Members of the Board must be born-again believers and subscribe without reservation to the school's Statement of Faith and Statement of Education Philosophy. Members of the Board must be Christian role models in the school and community and members in good standing of a local evangelical church whose doctrine is consistent with the school's Statement of Faith. At the start of each new school year, Board members are required to turn in a Pastoral Reference letter to the Head of School or Executive Pastor of Rock Springs Church.

### **CHURCH RELATIONSHIP**

Rock Springs Christian Academy (RSCA) is a legally distinct entity that operates as a ministry of Rock Springs Church (RSC) and shares its facilities. RSCA is governed by a School Board that is responsible for establishing school policies and providing strategic oversight. Day-to-day operations and administrative decisions are carried out by the school's leadership team, under the direction of the Head of School.

While RSCA operates independently in most respects, it does so in alignment with the spiritual and doctrinal framework of Rock Springs Church. To preserve that alignment, RSC retains the authority to review and override any policy or decision—whether intentional or inadvertent—that is determined by the Senior Pastor or the Board of Stewards of RSC to conflict with the church's mission statement,

doctrinal beliefs, or established policies. Upon such a determination, the action may be declared null and void.

That said, it is the regular practice of Rock Springs Church to respect the governance structure of RSCA and to refrain from involvement in the school's daily operations or routine policy decisions. RSC's leadership remains committed to offering spiritual guidance and support without unnecessary interference. Church intervention will occur only in rare and exceptional situations involving matters of doctrinal integrity, serious ethical concerns, or legal compliance."



**CONSENT TO GIVE OVER THE COUNTER MEDICATIONS**

*Consent for Over-the-Counter medications is given during the enrollment process. If you need to make changes to your consent, please complete this form.*

**If medication can be given at home or after school hours, please do so. However, if medication needs to be given during school hours, this form must be completed.**

STUDENT'S NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

I consent that **Rock Springs Christian Academy**, through the school nurse, may administer these medications to my child in times of need at the discretion of the school nurse. Medication administration will be documented through FACTS and you will receive an emailed copy of the report. Only medications provided by RSCA will be administered. **Please do not send any over the counter or homeopathic medications from home.** There is an alternate form for PRESCRIPTION medications available on the HEALTH and SAFETY page on the website under the PARENT tab. **PLEASE MAKE SURE ALL MEDICAL INFORMATION AND EMERGENCY CONTACT INFORMATION IS UPDATED AND CORRECT IN THE FACTS PORTAL.**

I authorize the school nurse to administer these medications to my child:  
(please check which medications you authorize)

- Acetaminophen (Tylenol)-liquid/tablets
- Ibuprofen-liquid/tablets
- Antibiotic ointment (Bacitracin)
- Anti-itch cream (Hydrocortisone 1% or Sting relief)
- Benadryl in the event of an allergic reaction

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**HANDBOOK ACKNOWLEDGEMENT SHEET**

*Acknowledgment and cooperation signatures are captured during the enrollment process.*

We acknowledge by signing, that my child and I have read the RSCA Code of Conduct, the RSCA Social Media Policy, the RSCA Disciplinary Policy, and the RSCA Attendance Policy.

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**PARENT SIGNATURE**

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**STUDENT SIGNATURE**

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**DATE**