

PARENT-STUDENT HANDBOOK 2023-2024



C H R I S T I A N A C A D E M Y

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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:

Following review of this handbook and its content, parents and middle and upper grade students must sign and return the attached *Student/Parent Statement of Cooperation* document to their building receptionist by the due date.

RSCA MISSION

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

RSCA VISION

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

RSCA CORE VALUES

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

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

RSCA MOTTO

I will...

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

ROCK SPRINGS CHRISTIAN ACADEMY for 2023-2024
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 Program)

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.***

Visitors

All visitors must first sign in at the school office and pick up a Visitors sticker before going to other parts of the building. All visitors are asked to respect our rules and standards. There should be NO SMOKING/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-5th grades**. Lunches are \$5.00 daily for these students and adults. Students in 6th-12th 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 Renweb account prior to them eating. This is a debit account (not credit). Funds are at:

<https://www.rockspringschristianacademy.com/parents/lunch-program.cfm>

Field Trips

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

If a parent wishes for their child to ride with them during a field trip, the parent **MUST** notify the school in writing prior to the field trip date. The parent would then assume total responsibility and liability for safely transporting their child. No siblings will be allowed to attend field trips.

Inclement Weather and School Closings

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

Emergency Drills

During the school year, students will practice various safety drills. 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 joutside 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.

III. 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. The following social media policy was created to ensure that our students, 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, 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, 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, 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, staff, and faculty information, as well as any other confidential information that is related to Rock Springs Christian Academy.

Legal compliance

RSCA students, 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 and may dismiss any student that chooses to do harm to the institution and/or its constituents through the misuse of social media. The Head of School may suspend a student indefinitely when/if a situation deems necessary; however, the School Board will make a final determination at its regularly scheduled board meeting.

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.

Re-Enrollment Policies, Fees, and Procedures

Re-enrollment begins in January. Returning students are offered re-enrollment on an annual basis subject to evaluation of their conduct, influence on others, and academic progress. Qualified students presently enrolled are given first opportunity to re-enroll for the next school year. Open enrollment begins for new families afterwards. All returning students must complete the registration process and have all financial obligations up to date in order to secure a place for the next school year. Each student pays a \$200.00 re-enrollment fee each year.

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

Returned Checks

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

Refund Policy

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

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 our 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 located on the back of the RSCA property.

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.

1st through 5th 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 1-4th 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 RSCA KIDS building with their siblings.

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 RSKids building close to the creek and the row that backs up to the BRANCH building. They should immediately vacate their cars and come across the road to the walkway bridge next to the new modular building. They are to walk up between the high school building and the Butler Building.

All students who drive must purchase a parking permit from the high school office and have it displayed on the vehicle they are always driving. 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 Busing: RSCA offers morning busing. [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 RenWeb. 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 can 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 later on. Teachers of PK and K students will establish dismissal procedures with parents at Open House for clarification.

1st-5th Grade Dismissal:

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:

- 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. If you have students in a mix of 6th and 7/8th, the students 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:

High School students will exit the high school building and walk between it building and the Butler Building. They **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 will dismiss your child with anyone. Parents may not call the office with any pick-up changes after 2:30 p.m. In an emergency only, a parent may call and notify the receptionist of last-minute changes in pick-up.

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 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:

1st-7th Absence – Renweb automated email notification of absence sent to the parents.

- A written letter will be sent at the 5th and 7th absence.

8th-9th Absence – One day of Detention for each of these absences.

10th 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.

11th-14th 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.

15th 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.

16th-19th 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.**

20th Absence – Student may be withdrawn from school, the class, or both and credits lost.

Excused Absences

The following excuses are considered excused: illness/medical **with a doctor's note**, dental appointment with a dentist 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 an 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 2nd 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 10th 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 Renweb.

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 after 8:00 am will be given a Late Slip by the front desk. Do not let the student into your class without one.

Withholding Credit

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

First - Twelfth Grades

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

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
Minimum total units required	26 units

Community service hours* 100 hours

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

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	Georgia Highlands College
Albany State University	Georgia Institute of Technology
Armstrong State University	Georgia Southern University
Atlanta Metropolitan State College	Georgia Southwestern State University
Augusta University	Georgia State University
Bainbridge State College	Gordon State College
Clayton State University	Kennesaw State College
College of Coastal Georgia	Middle Georgia State University
Columbus State University	Savannah State University
Dalton State College	South Georgia State College
Darton State College	University of Georgia
East Georgia State College	University of North Georgia
Fort Valley State University	University of West Georgia
Georgia College and State University	Valdosta State University
Georgia Gwinnett College	

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

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 numerical grade average completed at the end of the fourth nine weeks of the year in which the student is a graduating senior.

Criteria for Breaking Ties

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

For Valedictorian:

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

For Salutatorian:

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

Honor Graduates

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

Repeated Courses

Rock Springs Christian Academy students who fail a course will be allowed to take the course again if it is required for graduation. The course and failing grade will remain on the student's transcript and will be factored in with the student's GPA regardless 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 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 one of their exams if they have more than three unexcused absences** in a class. Three unexcused tardies are equivalent to one absence.

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

1. Suspension from school for any reason.
2. The student receives 2 detentions or more in a semester.
3. The student commits a cheating or plagiarism infraction.
4. The student receives 2 or more cell phone violations.
5. The student has more than 5 unexcused absences in a semester. (Excused confirmed health and pre-approved absences excluded.)
6. Vacations count as unexcused absences toward exempting exams but **NOT** towards grades and Grade Point Average.
7. The student has more than 5 tardies in a semester.

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.

Parental Responsibility: Parents are encouraged to regularly check Renweb for student grades. Renweb 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 Renweb 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 10-12th may take the SAT and/or ACT based on the level of appropriateness for the students.

Failure To Turn In Assignments On Time (NOT MAKE UP WORK)

Students who do not turn in assignments on the day the work is due will receive a reduction in their grade as follows:

10% if the assignment is one day late.

25% if the assignment is 2 days late.

50% if the assignment is 3 days late.

The student will receive a ZERO if the assignment is turned in more than 3 days late.

However, if an assignment is given on a day that a student is representing RSCA in a school-sponsored event, such as an athletic contest, a fine arts performance, etc., then the teacher will give one more day to the student to turn in the assignment. This one-day extension is only allowed for students who are participating in the event, not for students attending the event.

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.

Definitions 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

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. Prescribed medications that must be taken at school **MUST** be kept in the Receptionist's Office while at school and taken home at the end of each school day.

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. EXPECTATIONS OF OUR STUDENTS

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.

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

OUTERWEAR

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

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

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

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

HATS/HOODIES

No hats may be worn in any school building *during regular school hours, except on special days when approved.*

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

GIRLS

Chapel Days (Wednesdays): Elementary (K4-5th) School Girls

- Plaid Jumper with RSCA logo- Must be ordered from Everyday Apparel & School Uniforms (see below for contact information)
- White dress shirt with “Peter Pan” collar (to be worn beneath jumper)
- **White knee-high uniform socks**

- Black dress shoes (clarified below)
- No cardigans
- Hair accessories -Must be within RSCA color scheme
- **Leggings/tights may be worn beneath jumper – Must be black or white (no patterns)**

Chapel Days (Wednesdays): Middle and High (6th-12th) School Girls

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

Non-Chapel Days: Elementary, Middle, and High School Girls (K4-12th)

- Collared shirt - polo style or button down with RSCA logo (school colors: dark green, black, gold, white, and grey)
- Khaki or black pants, shorts, or skirt - Chino or khaki style (no leggings worn as pants)
- Shoes – tennis shoes, boat shoes, sandals, or boots (no flip-flops or bedroom slippers)
- Fridays will be spirit days – RSCA t-shirts can be worn to school with khaki pants or shorts (no jeans unless you pay a \$1.00)
- **On special days when jeans are allowed, the jeans have to be BLACK or BLUE, with NO patterns, pictures, or patches. They CANNOT have holes or fabric rubs.**
- Hair accessories -Must be within RSCA color scheme.

BOYS

Chapel Days (Wednesdays): Elementary, Middle, and High School boys (K4-12th)

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

Non-Chapel Days: Elementary, Middle, and High School Boys (K4-12th)

- Collared shirt - polo style or button down with RSCA logo (school colors: dark green, black, gold, white, and grey)
- Khaki or black pants or shorts - Chino or khaki style
- Shoes – tennis shoes, boat shoes, loafers, or boots (no flip-flops or bedroom slippers)
- Fridays will be spirit days – RSCA t-shirts can be worn to school with khaki pants or shorts (no jeans unless you pay a \$1.00).
- **On special days when jeans are allowed, the jeans have to be BLACK or BLUE, with NO patterns, pictures, or patches. They CANNOT have holes or fabric rubs.**

Not Acceptable (Incorrect) Black Shoes

- **Military Boots**
- **Tennis Shoes**
- **Crocs**
- **Flip Flops**
- **Any Open Toed Shoes**

***Or anything that resembles the types of shoes listed above.**

****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. 1st Offense – Warning
 - 2nd Offense – 1 Day of Detention
 - 3rd Offense – 1 Day OSS
 - 4th Offense – 2 Days OSS
 - 5th Offense – 3 Days OSS
 - 6th Offense – 5 Days OSS
 - 7th Offense – Recommendation for Expulsion for showing defiance of the Dress Code Policy

IX. 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 Referral

The referral **WILL** be completed in RenWeb 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 or drinking 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:**
 - 1st Offense-Email from teacher to parents and Building Principal
 - 2nd Offense-1 day of After School Detention with parent notification
 - 3rd Offense-3 days of After School Detention with parent notification
 - 4th Offense-1 day of Out School Suspension (OSS) with parent notification
 - 5th Offense-3 days Out of School Suspension (OSS) with parent notification
 - 6th Offense-5 days Out o School Suspension (OSS) with Parent notification
 - 7th Offense- **RECOMMENDATION FOR EXPULSION**

Class II Offenses and Consequences with parent notification

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

Class III Offenses and Consequences with parent notification

- 1. Violation of 3 Different Class II Offenses (includes cell phone violations)**
 - 1st Offense-3 days OSS
 - 2nd Offense-5 days OSS
 - 3rd Offense-**RECOMMENDATION FOR EXPULSION**
- 2. Cheating**
 - 1st Offense-1day OSS
 - 2nd Offense- **RECOMMENDATION FOR EXPULSION**
- 3. Bullying or False accusation of Bullying (SEE DEFINITION)**
 - 1st Offense-3 days OSS
 - 2nd Offense-5 days OSS
 - 3rd Offense-**EXPULSION**
- 4. Fighting/Physical Contact**
 - 1st Offense-3 days OSS
 - 2nd Offense- **RECOMMENDATION FOR EXPULSION**
- 5. Disrespect for the dignity, rights, safety and well-being of others**
 - 1st Offense-3 days OSS
 - 2nd Offense-5 days OSS
 - 3rd Offense-**EXPULSION**
- 6. Viewing violent or sexual video content on school or personal electronic devices**
 - 1st Offense-5 days OSS or **POSSIBLE RECOMMENDATION FOR EXPULSION**
 - 2nd OFFENSE-**RECOMMENDATION FOR EXPULSION**
- 7. Reckless driving while on campus or attending an RSCA-sponsored event**
 - 1st Offense-3 days OSS
 - 2nd Offense-5 days OSS
 - 3rd Offense-**EXPULSION**
- 8. Sexual harassment or False Accusation of Sexual Harrassment-**
 - 1st Offense-5 days OSS and **POSSIBLE EXPULSION**
 - 2nd Offense-**EXPULSION**
- 9. Theft**
 - 1st Offense-3 days OSS
 - 2nd Offense-5 days OSS
 - 3rd Offense-**EXPULSION**
- 10. Vandalism of school or personal property**
 - 1st Offense-5 days OSS, restitution, and **POSSIBLE RECOMMENDATION FOR EXPULSION.**
 - 2nd Offense-**EXPULSION.**
- 11. Alcohol, Drug, Tobacco, and Vape Policy Violation**
 - 1st Offense-5 days OSS, Notification of Law Enforcement, and a **RECOMMENDATION FOR EXPULSION**
- 12. 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 in the Student-Parent Handbook for details.

13. Dress Code Violations

- 1st Offense – Warning
- 2nd Offense – 1 Day of Detention
- 3rd Offense – 1 Day OSS
- 4th Offense – 2 Days OSS
- 5th Offense – 3 Days OSS
- 6th Offense – 5 Days OSS
- 7th Offense – Recommendation for Expulsion for showing defiance of the Dress Code Policy

Students who commit THREE different 1st offenses in 3 separate Class III Offenses will be expelled 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.

X. CELL PHONE POLICY

With the advances in technology in the last few years, cell phone usage has become virtually ubiquitous. While we rejoice in such technological advances and the convenience they bring to our lives, we also are cognizant of the fact that they can be disruptive to the educational process.

At Rock Springs Christian Academy students are required to turn in their cell phones to their first period teacher to be secured in the cellphone 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 or hears a cell phone during the school day (8:00-3:15), the consequences are:
 - 1st offense: the student will serve one day detention.
 - 2nd offense: the student **loses** the cell phone for five days.
 - 3rd offense: the student will serve one day 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 (8:00-3:15), 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 suspension and the cell phone/iWatch will be confiscated for a 5-day period.
 - 3rd offense: the student will serve three days of 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.

XI. 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.
- **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.
 - **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.**

- **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

8. RECEIVING YOUR CHROMEBOOK (START OF SCHOOL YEAR)

- a. Chromebooks will be distributed at Open House in the week before the start of school.
- b. All other students will receive their Chromebook on the first day of school.
- c. **Both Parents & Student must sign the Chromebook Permission Slip and Student and Parent Pledge documents before the Chromebook can be issued.**

9. 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.

10. 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-bulling
- 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.

HANDBOOK ACKNOWLEDGEMENT SHEET

We acknowledge that by signing this paper, my child and I have at least read the 2023-2024 RSCA Code of Conduct, the 2023-2024 RSCA Social Media Policy, the RSCA Disciplinary Policy, and the 2023-2024 RSCA Attendance Policy.

PARENT SIGNATURE

STUDENT SIGNATURE

DATE

RETURN THIS FORM TO THE BUILDING PRINCIPAL AFTER IT IS SIGNED BY THE PARENT AND THE STUDENT.