

# STUDENT/PARENT HANDBOOK

2022-2023



CHRISTIAN ACADEMY

*219 Rock Springs Road, Milner, GA 30257*  
*PHONE: 678.692.0192 FAX: 678.692.0601*  
[WWW.RSCA.INFO](http://WWW.RSCA.INFO)

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## **THE PURPOSE OF THIS HANDBOOK**

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

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

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

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

### **PLEASE NOTE:**

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

## **RSCA MISSION**

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

## **RSCA VISION**

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

## **RSCA CORE VALUES**

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

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

## RSCA MOTTO

I will...

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

### ROCK SPRINGS CHRISTIAN ACADEMY for 2022-2023 Code of Ethics and Conduct

1. 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
2. To be a Christian role model by
  - being a Biblical example in my actions, speech, and dress
3. 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
4. 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
5. 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
6. 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.

## GENERAL SCHOOL SCHEDULES AND PROCEDURES

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

### Morning Arrival Procedures

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

#### 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.

**1<sup>st</sup> through 4<sup>th</sup> grade :** Please enter the RSCA property from Mae English Drive located beside the Eagle's Nest Gymnasium located on the back of the RSCA property.

All 1-4<sup>th</sup> grade students must be dropped off by driving around to the side of the Learning Center/Chapel building beneath the awning. No elementary students are allowed to be dropped off at the RSCA KIDS building with their siblings.

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

**High:** Please enter the RSCA property from Mae English Drive located behind the Eagle's Nest Gymnasium. 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. (Either Mr. Welch or Mr. Brennan will be at the corner of the passageway to greet the students before they enter the building.)

#### High: Student Parking

High School *drop-off and pick-up* is no longer under the Kids Building portico---This line is now reserved for Pk and Kindergarten families ONLY---High School students must be dropped off and picked up ONLY in the High School parking lot. High School students are to park in the parking lot behind the high school and immediately vacate their cars. They are to walk up between the high school building and the Butler Building. (Either Mr. Welch or Mr. Brennan will be at the corner of the passageway to greet the students before they enter the building.)

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

### Dismissal Procedures

To ensure the safety of your child, the school will maintain a list of people who are authorized to pick up your children. A written note will be required before students will be released to anyone not on the list of

authorized people to pick up your child. It is imperative to alert the office of any special safety concerns regarding your child.

**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 will be 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.

**1-4<sup>th</sup> 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.** Grades 5 and 6 will dismiss from the front of the Branch. There will only be one line in the front of the building this year.

**B.** Grades 7 and 8 will dismiss from the back of the Butler Building. Please follow the road behind the Butler Building to the open double door.

**C.** If you have students in a mix of 5/6 and 7/8 the students will dismiss from the front of the Butler Building. 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.

**High:**

High School *drop-off and pick-up* is no longer under the Kids Building portico---This line is now reserved for Pk and Kindergarten families ONLY---High School students must be dropped off and picked up ONLY in the High School parking lot. High School students are to park in the parking lot behind the high school and immediately vacate their cars. They are to walk up between the high school building and the Butler Building. (Either Mr. Welch or Mr. Brennan will be at the corner of the passageway to greet the students before they enter the building.)

**Early Dismissal**

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

## **ATTENDANCE POLICIES**

### **Student Attendance**

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

The school understands that there will be times when extenuating circumstances necessitate that a student miss school, but frequent or long absences as well as tardiness are disruptive to learning for all.

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

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

**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.

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

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

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

**At 5 unexcused tardies per semester:**

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

**After 10 unexcused tardies per semester:**

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

**Withholding Credit**

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

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

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

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

1. Every classroom teacher takes attendance at the beginning of each class and records it in Renweb.
2. At the end of every day, the building secretary creates an attendance report (absences and tardies). The secretary shares this report with administrators.
3. For any student that has reached the seven-absence threshold, the secretary will send an email and letter to the parents and the administrator as dictated by the policy. This correspondence will inform the parent regarding the number of absences and request the family/administrator conference to mitigate the problem.
4. For any student that has reached the three unexcused tardy threshold, the secretary will email parents to inform them of this situation and copy the administrator.

5. For any student that has reached the five unexcused tardy threshold, the secretary will follow the protocol above and the administrator will follow up per the policy.
6. At 10 unexcused tardies, the administrator will call a family conference and the student shall be suspended for one day.
7. At 10 absences, the administration (with any attendance committee if under appeal) will determine if the student can successfully matriculate to the next grade level or graduate.

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

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

### **Prior Approval for Special Events**

Students may receive permission to be absent from school for special occasions such as a church retreat or a family activity; however, these absences are unexcused for state attendance purposes and high school exam exemptions. A note from a parent must be brought to the office for approval by the respective building principal at least one week prior to the beginning of that requested absence. Students will then arrange to make up work that will be missed during the absence. All classwork missed during these absences must be made up within 3 school days upon returning to school.

### **School Approved Holidays**

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

## **ACADEMIC POLICIES**

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

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

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

### **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

Grading Scale: First - Twelfth Grades

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

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

- **ONLY Juniors and Seniors** have the opportunity to exempt two semester exams at the end of the FIRST semester if they have a 96 average in the classes they are choosing to exempt and meet ALL 7 of the requirements listed below.
- At the end of the second semester, if a **Senior** has a 96 average in a class and meets ALL 7 of the requirements listed below, he/she may exempt the final exam in that class. **(They could possibly exempt all of their final exams.)**
- At the end of the second semester, if a **Junior** has a 96 average in a class and meets ALL 7 of the requirements listed below, he/she may exempt class finals in **TWO** classes.

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.

# 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. 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. They can be identified in the following ways:
  - record of serial number
  - student name or number label
  - individual Google account username (*student@rsca.info*)
- b. 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**

- g. NEVER enter into any type of chat rooms other than those set up by your teacher.
- h. NEVER open, use, or change computer files not belonging to you.

- i. NEVER reveal your full name online to anyone, except to your classmates, teachers, etc.
- j. NEVER reveal your phone number, home address, social security number, credit card numbers, login id's, passwords – or those belonging to other people.
- k. In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or which would reasonably be judged offensive to others. Student conduct must comport always to the standards set forth in the Parent-Student Handbook.

## 8. LOSS, DAMAGE, AND THEFT

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

## 9. SPECIAL CONSIDERATIONS

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

## 10. MISUSE OF CHROMEBOOKS

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

**11. 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.**

**12. 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.

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**Student Chromebook User Agreement 2022-2023**

**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.

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## **Parent Chromebook User Agreement 2022-2023**

Rock Springs Christian Academy's 1:1 Chromebook program for students and teachers is an effort to embrace and prepare students with 21<sup>st</sup> Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all students.
- To increase student investment in, and ownership of, the learning process.
- To increase collaboration, creativity, critical thinking, and communication skills in our students.
- To prepare students for the realities of today's educational, training, and work environments.

### **Parent or Guardian Agreement**

- Chromebook use (including use of the internet) will be monitored at all times, both in and out of school. Anyone found violating acceptable use – even if such a violation happens at home – will be subject to disciplinary action by the school.
- Students are responsible for the care of the Chromebook they have been issued as defined in the agreement outlined above and in the Parent-Student Handbook.
- I understand that this Chromebook is designated for educational purposes and therefore my child's irresponsible actions may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook.
- I understand that the Chromebooks are school-owned devices. Students have no expectation of privacy. All content stored on the Chromebook is subject to review and/or monitoring by any teacher or administrator at any time without notice or consent.
- I understand that I am responsible for monitoring my child's use of the Chromebook when not at school to ensure that the above policies are being followed at all times.

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

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

### Dual Enrollment Students

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

### Accepting Transfer Credit and Grades

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

scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Head of School or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state courses.

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

### Definitions and Requirements

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

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

### Class Ranking

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

### Criteria for Breaking Ties

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

#### Valedictorian:

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

#### Salutatorian:

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

### Honor Graduates

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

### **Repeated Courses**

Rock Springs Christian Academy students who fail a course will be allowed to take the course again if it is required for graduation. The course and failing grade will remain on the student's transcript and will be factored in with the student's GPA regardless if the course is repeated or not. If the student repeats the failed course and receives a passing grade, both times the course

was taken and both grades received will be reflected on the student's transcript and calculated in the student's GPA. Please note that high school students who do not stay on pace to graduate with their entering ninth grade class are subject to withdrawal for lack of academic progress.

### **Academic Integrity**

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

### **Transcript Revisions**

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

### **Homework**

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

### **Academic Probation**

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

### **Promotion/Retention**

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

### **Standardized Testing**

Various grade levels at RSCA take standardized tests in the spring of each year. A copy of the testing results will be sent home to parents. Parents will be notified several weeks in advance of the testing dates. Parents will also be given the opportunity to attend a conference for an explanation and discussion of standardized test results with the teacher. Grades 2-11 take the ITBS. Grades 8, 9, and 10 will take the PSAT. Grades 10-12<sup>th</sup> may take the SAT and/or ACT based on level of appropriateness for the students.

## **ADMISSIONS**

### **Non-Discrimination Policy**

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

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

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

## **PAYMENT OF TUITION AND FEES**

### **Tuition**

Rock Springs Christian Academy strives to provide the highest quality education while maintaining affordable tuition and fees. We depend on the timely payment of tuition and registration fees to cover the school's financial obligations. Enrolling your child requires a financial commitment much like any other major purchase. RSCA uses FACTS as our tuition management company. All parents must establish an account and payment plan through FACTS. Parents are expected to follow a 12-month payment plan and are encouraged to take advantage of the automatic draft feature available through FACTS. Accounts which become delinquent may be required to use the automatic draft feature to continue with enrollment. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance on the student's account. **All accounts 60 days past due, students will be withdrawn and the account will be turned over to collections.**

### **Activity Fee/Extra-Curricular Fee**

All students participating in sports and elementary and middle school choruses must pay a \$100 per sport/activity fee (\$150 for football) before the official start date. Fees will be billed through your FACTS account.

### **Returned Checks**

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

charged for all returned checks.

### **Refund Policy**

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

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

### **Fundraisers**

Fundraising is vital for the existence of our school. RSCA is a partnership in completing our mission between the school, Rock Springs Church, and our parents. All families should support and advocate for our school in all fundraising opportunities. Every student of RSCA receives the benefit of an additional \$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.

### **PARENT-SCHOOL PARTNERSHIP**

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

In partnership, we mutually agree to:

1. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop off, regular sleeping routines, and disciplined access to electronic media.
2. Promote Rock Springs Christian Academy as a high-quality community of learners and educators.
3. Treat all RSCA faculty, staff, leadership, volunteers, and students with respect and civility.
4. Create a culture of mutual respect and high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity.

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

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

## Parent-Teacher Conferences

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

## Parent-Teacher Fellowship (PTF)

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

## Volunteer Opportunities

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

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

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

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

## Parental Visits

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

maintain supervision standards for the safety of the children.

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

## **DISCIPLINE**

### **Philosophy**

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

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

Based on severity of rule violation or offense, consequences may range from a warning, detention, withholding privileges, removal from teams, trips or activities, probationary status, and/or suspension. In certain cases, a single serious infraction as well as a pattern of misconduct can result in a student being dismissed from the school. Decisions regarding follow up consequences for rule violations will point the student to biblical scripture as a part of the learning and growth process. The goal, of course, is to become a mature believer who recognizes the deceit of the evil enemy.

Parents may not always agree with disciplinary decision or procedures; however, we seek the prayers and cooperation of each family in upholding the specific standards contained within the school.

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

### **2022-2023 RSCA DISCIPLINARY SYSTEM**

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. Beginning this school year, disciplinary offenses will be classified as Class I, II, or III with consequences described for each.

#### **Disciplinary System for Grades 5 - 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 are the most severe and will be referred to 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:**
  - o Classroom disruptions
  - o Failure to bring required materials/supplies to class
  - o ***Dress code violations***
  - o Eating or drinking in classrooms
  - o Out of class without permission
  - o Report card, progress report, or other papers sent home not signed on time
  - o Actions with disregard to common manners or social graces
- **Consequences are as follows:**
  - 1<sup>st</sup> Offense-Email from teacher to parents and Building Principal
  - 2<sup>nd</sup> Offense-1 day of After School Detention with parent notification
  - 3<sup>rd</sup> Offense-3 days of After School Detention with parent notification
  - 4<sup>th</sup> Offense-1 day of Out School Suspension (OSS) with parent notification
  - 5<sup>th</sup> Offense-3 days Out Of School Suspension (OSS) with parent notification
  - 6<sup>th</sup> Offense-5 days Out Of School Suspension (OSS) with Parent notification
  - 7<sup>th</sup> Offense-**RECOMMENDATION FOR EXPULSION**

### Class II Offenses and Consequences with parent notification

- Offenses:
  - o Cell phone/communication device violations -**SEE CELL PHONE POLICY**
  - o Using social media during school hours (tweeting, posting, reading, etc.)
  - o Using tablets or personal computers without permission and supervision
  - o Disrespect to peers (abusive language, etc.)
  - o Insubordination or disrespect to teachers
  - o Misbehavior with a substitute teacher in charge
  - o Public display of affection (**ONLY** holding hands will be allowed)
  - o Profanity
  - o Skipping class
  - o Character infractions: Dishonesty or failure to show respect to the teacher
- Consequences (excluding cell phones, includes parent notification by the teacher and the School 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-**RECOMMEN FOR EXPULSION**

### Class III Offenses and Consequences with parent notification

1. **Violation of 3 Different Class II Offenses (includes cell phone violations)**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**RECOMMENDATION FOR EXPULSION**
2. **Cheating**
  - 1<sup>st</sup> Offense-1 day OSS
  - 2<sup>nd</sup> Offense-**RECOMMENDATION FOR EXPULSION**
3. **Bullying or False accusation of Bullying**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
4. **Fighting/Physical Contact**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-**RECOMMENDATION FOR EXPULSION**
5. **Disrespect for the dignity, rights, safety and well-being of others**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
6. **Viewing violent or sexual video content on school or personal electronic devices**
  - 1<sup>st</sup> Offense-5 days OSS or **POSSIBLE RECOMMENDATION FOR EXPULSION**
  - 2<sup>nd</sup> OFFENSE-**RECOMMENDATION FOR EXPULSION**
7. **Reckless driving while on campus or attending an RSCA-sponsored event**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
8. **Sexual harassment or False Accusation of Sexual Harrassment-**
  - 1<sup>st</sup> Offense-5 days OSS and **POSSIBLE EXPULSION**
  - 2<sup>nd</sup> Offense-**EXPULSION**
9. **Theft**
  - 1<sup>st</sup> Offense-3 days OSS
  - 2<sup>nd</sup> Offense-5 days OSS
  - 3<sup>rd</sup> Offense-**EXPULSION**
10. **Truancy of any nature**

All Offenses will be handled according to the RSCA Attendance policy and dealt with accordingly.
11. **Vandalism of school or personal property**
  - 1<sup>st</sup> Offense-5 days OSS, restitution and **POSSIBLE RECOMMENDATION FOR EXPULSION**.
  - 2<sup>nd</sup> Offense-**EXPULSION**.
12. **Alcohol, Drug, Tobacco, and Vape Policy Violation**
  - 1<sup>st</sup> Offense-5 days OSS, Notification of Law Enforcement and **RECOMMENDATION FOR EXPULSION**
13. **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.**

*Students who commit 3 1<sup>st</sup> offenses in 3 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.

## RSCA Bullying

Rock Springs Christian Academy defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at Rock Springs Christian Academy.” Such behavior violates the school’s Code of Ethics, which clearly states that all students will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including Administrators, teachers, paraprofessionals, and all other RSCA personnel that the school will not tolerate bullying behavior. 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 meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. RSCA considers the following types of behavior 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 as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in school related activities.

## STUDENT RECORDS

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

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

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

## **HEALTH CARE AND MEDICATIONS**

Every student attending Rock Springs Christian Academy must have on file in the school office a completed Georgia Health Certificate, signed by a physician. In addition, each student must have on file in the school office, a copy of his/her current (up-to-date) immunization record. **A STUDENT WILL NOT BE PERMITTED TO BEGIN CLASSES UNTIL HIS/HER SHOT RECORD IS ON FILE IN THE SCHOOL OFFICE.**

Some medications may be dispensed during school hours, but **ONLY** if certain guidelines are correctly followed. This means that a "Parents Request for Administration of Prescribed Medication" form (available through the school office) **MUST** be on file. The form must be signed, dated, and correctly completed by parent/legal guardian and physician to be valid. All medications must be brought to the school office by parent/guardian in its original container. Students may not bring their medication to school. This is to protect them as well as their classmates. All medication brought to school by the parent/guardian will be kept in the school office and will be dispensed by an adult.

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

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

Sick children (temperature of 100 F or more, vomiting, repeated visits to the school office during the school day) will be sent home. Please do not send your child back to school too quickly following an illness. The student should be free of vomiting, diarrhea, and fever for a minimum of 24 hours. Therefore, if the school sends a student home for one of these reasons, they should not return to school the following day. Parents may also be asked to pick up their child if he/she is found to have contracted conjunctivitis ("pink eye") or head lice.

### **Lice**

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

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

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

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

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

## **POLICIES AND PROCEDURES**

### **2022-2023 UNIFORM POLICY**

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

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

#### **Uniform Attire**

#### **OUTERWEAR**

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

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

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

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

#### **HATS/HOODIES**

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

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

## **GIRLS**

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

- Plaid Jumper with RSCA logo- Must be ordered from Everyday Apparel & School Uniforms (see below for contact information)
- White dress shirt with “Peter Pan” collar (to be worn beneath jumper)
- White knee-high uniform socks
- Black dress shoes (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 (6<sup>th</sup>-12<sup>th</sup>) School Girls**

- Black blazer – No RSCA logo required- Letterman jackets and sweaters are not allowed in lieu of the blazer. Students must have the black blazer for chapel.
- White dress shirt with “Peter Pan” collar
- RSCA plaid cross-tie - Must be ordered from Everyday Apparel & School Uniforms (see below for contact information)
- Plaid uniform skirt- Must be ordered from Everyday Apparel & School Uniform (see below for contact information)
- White knee-high uniform socks 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 (K4-12<sup>th</sup>)**

- Collared shirt - polo style or button down with RSCA logo (school colors: dark green, black, gold, white, and grey)
- Khaki or black pants, shorts, or skirt - Chino or khaki style (no leggings worn as pants)
- Shoes – tennis shoes, boat shoes, sandals, or boots (no flip-flops)
- Fridays will be spirit days – RSCA t-shirts can be worn to school with khaki pants or shorts (no jeans)
- Hair accessories -Must be within RSCA color scheme

## **BOYS**

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

- Black blazer – No RSCA logo required- Letterman jackets and sweaters are not allowed in lieu of the blazer. Students must have the black blazer for chapel.

- White Oxford dress shirt - RSCA logo required
- RSCA tie - Must be ordered from Everyday Apparel & School Uniforms (see below for contact information) *Or purchased from the school office while supplies last*
- Khaki flat front pants - **Must wear a black belt**
- Black dress shoes (clarified below)

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

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

**Incorrect Black Dress Shoes**

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

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

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

**Everyday Apparel & School Uniforms**

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

**Griffin Trophy and Embroidery**

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

**Hometown Boutique and Monograms**

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

**Lands End**

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

**French Toast**

[www.frenchtoast.com](http://www.frenchtoast.com)

School code: QS5LFEZ

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

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

### **Ashley Maria Monogram**

<https://ashleymariamonogram.com/>  
Ashley Fowler  
Office: 770.504.3090  
Cell: 478.733.1110

### **Pizazz Embroidery**

Address: 2719 GA Hwy 16  
Jackson, GA 30233  
Phone: 770. 412.1707  
Secondary Phone: 706.938.4180

## **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. Lunches are \$5.00 daily for K4 through 12th Grade and adults. Funds should be added to your child's lunch account in advance prior to them eating. This is a debit account (not credit). Funds are added through your Parents RenWeb account. Instructions are on the website 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 a student to ride with his/her parent during a field trip, the parent must notify the school in writing PRIOR to the field trip date. The parent would then assume total responsibility and liability for safely transporting the child. No siblings will be allowed to attend field trips.

## **Inclement Weather and School Closings**

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

### **Emergency Drills**

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

### **Fire Drills**

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

### **Care of Property**

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

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

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

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

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

### **Visitors**

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

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

## **Lost and Found**

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

## **Social Media Policy**

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

## **School Weapons Policy**

### **I. PURPOSE**

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

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

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

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

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

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

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

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

- A. Persons with concealed weapons permits issued pursuant to OCGA 16-11-129 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or

dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

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

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

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

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

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

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

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

#### V ADMINISTRATION DISCRETION

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

### CELL 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. (Please see accompanying article). At Rock Springs Christian Academy students now have the option of keeping their cell phones in their lockers or in the classroom provided lockbox. **Cell phones are not to be used at all during the instructional school day (8:00-3:10).** If a student needs to call a parent during the school day, he/she \_\_\_\_\_

may use the phones in the school offices with permission.

- If a faculty member or administration sees or hears a cell phone during the school day (8:00-3:10), 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 (8:00-3:10), 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.

- All other electronic devices (iPods, mp3 players, DS games, personal headphones including earbuds etc.) are not allowed during school hours. 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.

## **STUDENT/PARENT STATEMENT OF COOPERATION**

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

**Statement:** I hereby acknowledge that I have read the Student/Parent Handbook and agree to fully support

