



**STUDENT & PARENT
HANDBOOK
2021-2022**

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SCHOOL LEADERSHIP

THE ROCK SCHOOL LEADERSHIP TEAM (GOVERNING BODY)

George A. Brantley, Senior Pastor
Suzanne Brantley, Senior Pastor
Tad Miller, Senior Team Pastor
Ron Hyatt, Senior Team Pastor

THE ROCK SCHOOL ADMINISTRATION

Jim McKenzie, Headmaster
Arica Heise, K-12 Principal
Justin Harden, Dean of Students
Kayla Pollard, Communications Director
Jennifer Colón, Preschool Director

THE ROCK SCHOOL INSTRUCTIONAL LEADERSHIP TEAM

Robyn Ortega, Instructional Coach & MYP Coordinator
Erica Littauer, Curriculum Director & DP Coordinator
Amanda Moore, Intervention Specialist
Lindsay Rodriguez, PYP Coordinator

THE ROCK SCHOOL SUPPORT STAFF

Sandra Gonzalez, Financials
Nancy Lundy, Office Manager
Louis Acevedo, Safety Officer
Walt Darty, Athletic Director
Rachel Leightman, Fine Arts Director
Gan Beck, IT Director

INTRODUCTION

The purpose of this manual is to present, in a convenient form for easy reference, official school policies that apply to students and parents. This manual is not exhaustive, so contact the office for clarification when something is unclear or missing.

WHAT WE BELIEVE

There are many different churches and denominations represented within our school family, so we generally attempt to focus on the things that are held in common by all Bible-believing Christians. The theological differences of the various denominations and faith groups are left to the home and church to teach.

STATEMENT OF FAITH (*The Apostles Creed*)

I believe in God, the Father, Creator of heaven and earth.
I believe in Jesus Christ, his only Son, our Lord.
He was conceived by the Holy Spirit and born of the virgin Mary.
He suffered under Pontius Pilate.
He was crucified, died, and was buried.
He descended to the dead.
On the third day he rose again.
He ascended into heaven and is seated at the right hand of the Father.
He will come again to judge the living and the dead.
I believe in the Holy Spirit, the holy Christian Church, the communion of the saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
Amen.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Rock School recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the family and should assist and complement the parents in that responsibility. The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children.

We believe that **education** and **discipleship** are synonymous and should be approached holistically rather than as separate endeavors done in separate environments (i.e., at school & at church). We believe both education and discipleship shape the intellect, the heart, and the spirit, with the desired outcome that children would know God and imitate Him in his character and his actions.

VISION, MISSION, VALUES

VISION STATEMENT (What does success look like?)

The vision of The Rock School is to make disciples of Jesus who possess the knowledge, skills, and attitudes to courageously cooperate with God in the work of redeeming the world.

MISSION STATEMENT (How are we going to accomplish the vision?)

The mission of The Rock School is to reinforce the educational and Christian values of the home and church in a structured, academic setting. We seek to provide a diversified, quality education in a safe, Bible-centered environment. It is our goal that our students would be equipped with the necessary skills to fulfill God's purpose and calling for their lives through academic instruction, recognition and development of their gifts and talents, and an increased understanding of God and His Word.

CORE VALUES (What are the defining attributes of the school?)

- The Rock School is **distinctively Christian** – everything that we do and teach is rooted in the Christian faith and founded upon God and His Word.
- The Rock School is a **community of grace** – we go beyond just rules and consequences in order to reach the hearts of our students and inspire faith-based transformation.
- The Rock School is **responsive** – we strive to exceed expectations and provide a positive school experience for every student and parent.
- The Rock School is **forward-thinking** – we value innovation and strive to discover the best practices for student learning.
- The Rock School is **purpose-driven** – we lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.
- The Rock School is **a people with open arms** – we love people and gladly welcome others into our school family, both from within our local community and from all the nations of the world.
- The Rock School is **a safe haven** – we provide an environment where students are protected physically and emotionally, and provide a loving atmosphere where they can grow into the person God has called them to be without fear.

IB LEARNER PROFILE (What are the attributes we want to see in our students?)

KNOWLEDGEABLE: We are literate with key knowledge and competent to learn more; we turn knowledge into wisdom as we apply our learning to solve real problems and participate in Christ's restoration of the world.

INQUIRERS: We delight in discovering God's world. As we ask questions, we look to God and Scripture to gain wisdom, discern truth from error, and find created purpose and order.

THINKERS: We develop biblical thinking skills to determine what is true and ethical based upon the sure foundation of Christ and Scripture, not upon the shifting sands of culture and feelings.

COMMUNICATORS: We build trusting relationships with God and others through honest, humble, kind, and balanced communication. We learn to speak and write powerfully and beautifully with words and visuals.

PRINCIPLED: We seek to live rightly, according to God's Word, and have nothing to hide. When wrong, we confess and apologize. We treat others as more important than ourselves and try to live at peace with everyone.

OPEN-MINDED: We value all people as reflections of God's mind, character, and beauty. We seek to understand and respect all. When we disagree, we engage conflict humbly and lovingly. Ultimately, we want minds open to, by, and for Christ.

CARING: We go beyond ourselves and show Christ's kindness to others -- laying our lives down for them. We sincerely care for people and also care about the work we do.

COURAGEOUS: Grounded in Christ, we stand up for truth, protect others, pursue justice, and expose darkness in order to love our neighbors - locally and globally - as ourselves. We do not fear failure, but use it as an opportunity to learn.

BALANCED: We nurture our spiritual lives, making sure no created thing rules over us. We practice time management, rest, self control, and priority setting in line with the gifts God gives us. We seek healthy social lives and balance in every conversation.

REFLECTIVE: We ask ongoing questions about who we are and what we do. We humbly invite feedback and lovingly offer pushback so that we and others might achieve our highest potential in every area of life.

CUSTOMER SERVICE STATEMENT (What is our promise to families?)

We are committed to providing a positive school experience for every student and family.

ADMISSIONS & ENROLLMENT

NOTICE OF NON-DISCRIMINATORY POLICY

The Rock School admits students of any race, color, and national or ethnic origin. In addition, The Rock School does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extracurricular activities.

The Rock School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

ENROLLMENT CONTRACT

A signed enrollment contract is required for enrollment at The Rock School. An offer of admissions will be honored for seven days, after which a signed enrollment contract must be returned in order to guarantee a child's place in the school. Failure to return a signed enrollment contract will result in forfeiture of a child's place in the school.

RE-ENROLLMENT

Students who are re-enrolling will be given an opportunity to do so before general registration is made available to new students. Re-enrollment is not guaranteed. Requests for re-enrollment will be approved at the sole discretion of the school. Re-enrollment is held each year in early February during a special "Rock EnRoll Night." A signed enrollment contract is required to reserve a space for the following school year.

AGE REQUIREMENT

Those enrolling for Kindergarten must be five years old on or before September 1st.

WITHDRAWAL POLICIES

Withdrawal requests from The Rock School must be made through the office and a parent must complete a Student Withdrawal form. No transcript of official records of any kind will be released until all financial matters are in order. The Rock School reserves the right, for any reason, to ask a student to withdraw, provided a notice of five school days is given. This provision is separate and apart from a suspension or expulsion under The Rock School's discipline policies.

FINANCIAL POLICIES

TUITION

Tuition is all-inclusive of the annual expenses per student, including books, materials, technology, and registration fees. The only additional costs for students are supplemental expenses such as field trips and school uniforms.

ENROLLMENT FEES

The Rock School does not charge an application or registration fee. There is no enrollment deposit required. To enroll, families must sign and return an enrollment contract which includes a fee schedule for cancellation or early withdrawal.

CONTRACT CANCELLATION FEES

After signing an enrollment contract, a fee is charged if you withdraw your child.

<u>Withdrawal by or During:</u>	<u>Amount Due:</u>
Contract signing to Prior to June 1	10% of annual tuition
June 1 to Prior to first day of school	25% of annual tuition
First Quarter	50% of annual tuition
Second Quarter or after	100% of annual tuition

Contracts are **not voided** because of loss of employment, financial changes, moving/relocation, health concerns, poor academic performance, dissatisfaction, or expulsion. If you are concerned about making tuition payments under any of these circumstances, we recommend purchasing tuition insurance to provide coverage.

If you receive state-funded aid (Step Up, McKay, AAA, Gardiner, etc.), the withdrawal fee will be based on the full cost of tuition **without the scholarship**.

PAYMENT OPTIONS

We partner with FACTS Management Company to help manage our tuition payments. Enrolling online is simple and secure. Go to: www.therocklions.com/facts Click on the "Create a FACTS Account" tab to get started. You may select from several payment plans, including to pay in full, pay per semester, or pay monthly.

Payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with a convenience fee added for credit cards payments only). Once you have created an account, our office staff will apply your tuition charges. You'll receive an email from FACTS once this has been completed.

REFUND POLICY

In the event of early withdrawal, a refund will only be issued for the balance due between the tuition paid and that which is owed per the enrollment contract at the time of withdrawal.

RECORDS WITHHELD POLICY

Students with any outstanding financial obligations to The Rock School (tuition, fees, etc.) may not receive report cards or transcripts until these accounts are cleared. No transcripts or student records will be transferred to another school, college, or university until all accounts have been satisfied. Seniors may not participate in graduation if there is an outstanding balance due.

COLLECTIONS ATTEMPT

In the event of an unpaid debt (past-due tuition, fees, etc.), the school is authorized to release accurate information concerning your account with the school to other private schools, collection agencies, and/or credit reporting companies.

FINANCIAL AID

Financial aid program information and applications are available by contacting the office. The Rock School uses a third-party financial needs assessment company in determining all of our financial aid awards. We do not offer any financial assistance without a completed financial aid application. Aid is awarded on a first-come, first-served basis.

The Rock School participates in the following state scholarship programs: Step Up for Students, AAA Scholarships, McKay Scholarship, Gardiner, PLSA, and HOPE. Recipients are responsible for the balance not covered by state funding or school aid.

ATTENDANCE POLICIES

SCHOOL DAY

Office Hours: 7:30 a.m. – 3:30 p.m., Monday through Friday

School Hours: 8:30 a.m. – 3:00 p.m., Monday through Friday

MORNING ARRIVAL

The Rock School campus opens at 7:00 a.m. There is early-morning supervision provided at this time at no charge. Upon arrival, students should report to the following locations:

K-5: Auditorium

6-12: Auditorium or Outdoor Seating

AFTERNOON DISMISSAL

At 3:15 p.m., any student in grades K-5 that has not been picked up will be placed under the supervision of our Aftercare staff. Attendance is recorded and families are billed for Aftercare at a daily or monthly rate (whichever is less). Aftercare ends at 6pm. There is a \$1 per minute penalty for any students not signed out by 6:00 p.m. A parent or other approved adult must sign out a student. A minor sibling cannot check a student out of Aftercare.

Students in grades 6-12 who are not participating in a school-sponsored after school activity, must gather in one of three locations: soccer field, Collaboratory, picnic tables in front of gymnasium.

EARLY DISMISSAL

Parents that must pick up children early from school should report to the school office to sign the students out. The office staff will contact the classroom teacher and request that the student be sent to the office. Parents are not permitted to go to the child's classroom and remove the student. Please notify the teacher in advance by note or email of any early dismissals.

No early dismissals after 2:30 p.m.

SCHOOL TARDINESS

A student is tardy if he is not in his class at 8:30 a.m. Students who arrive late should go to the school office for a tardy slip. We do not distinguish between excused and unexcused tardies. A tardy is a tardy. Habitual tardiness is grounds for dismissal.

CLASSROOM TARDINESS

Students in grades K – 12 who are not in their seat when the tardy bell finishes ringing will be marked tardy. Repeated tardiness will result in demerits. Habitual tardiness is grounds for dismissal. A student who is more than 10 minutes tardy to class will be marked absent.

ABSENCES

We do not distinguish between excused and unexcused absences. All absences are deemed excused and students are granted permission to make up missed work.

Attendance in grades K-5 is recorded as **daily attendance**. Students are marked present or absent at the beginning of the day. If an elementary student attends school for at least three hours, but less than a full day due to a partial absence, the daily attendance is recorded as a half-day absence instead of a full-day absence.

Attendance in grades 6-12 is recorded as **period attendance**. Students are marked present or absent at the beginning of each class period. For students in 6th-12th grade, class periods on block days (Mon-Thur) count as 2 class periods for attendance purposes. Friday classes count as 1 period. A student who is more than 10 minutes late to any period will be marked as a singular Absence (1 period).

A student in grades 6-12 who is absent from a class period more than 9 times in a semester will not receive credit for that course for that semester.

ABSENCE DUE TO SCHOOL EVENT

Absences resulting from school-related events, i.e. field trips, college visits, TRS athletics travel, etc. are deemed as Absent School Event (ASE) and are not included in a student's absences total.

SKIPPING SCHOOL

Students who intentionally arrive late or miss a class period or school day are deemed to be "skipping." The consequences for skipping include a zero for all assignments, quizzes, and tests that occurred during the skipped period or school day. The student will also be disciplined according to the Disciplinary policies outlined in this Handbook.

MAKE-UP WORK

Students are permitted one day of make-up for each day of an absence. For example, a student who is absent for two days would have two additional days to make-up the work. It would be due on the third day returning. Missed tests and exams must be taken by this third day as well.

ACADEMIC POLICIES

HOMEWORK

Students in grades K-5 should plan to spend 20 minutes per night reading or listening to a parent read aloud. Additionally, there may be times when a student needs to finish classwork at home or study for an upcoming quiz or test or complete a project. Generally speaking, students in grades K-5 receive little-to-no homework.

Students in grades 6-8 should allot 30-45 minutes each night for homework. This includes completing assignments, reviewing class materials, studying for tests, and reading the texts.

Students in grades 9-12 should allot 60-90 minutes each night for homework. This includes completing assignments, reviewing class materials, studying for tests, and reading the texts.

Students enrolled in honors, AP, and dual-credit courses may require additional time.

As a general school-wide homework policy (with exceptions made for AP/DC courses), we do not give homework on Wednesday nights or test/quizzes/assignments that are due on Thursdays. This is provided as a courtesy to our families in the form of a midweek break, so that students and/or parents may attend midweek church services, youth gatherings, or simply enjoy a family night.

REPORT CARDS & PROGRESS REPORTS

Report cards are provided to students in grades K-12 at the end of the fall and spring semesters (2 times per year).

Progress Reports are provided to students in grades K-12 every six weeks during the semester (at the 6-week and 12-week marks with final grades awarded at the end of week 18.)

GRADING POLICY

The final semester grade for each subject area is determined by the classroom teacher and is based on any or all of the following assessments: daily assignments, class participation, quizzes, tests, and projects.

Semester grades are posted to transcripts for grades K-12.

SEMESTER EXAMS

Students enrolled in high school courses are required to complete a standardized, cumulative semester exam for each of the core curriculum classes (math, science, English, social science).

Exams are offered during extended class periods during the final few days of the semester. Semester exams constitute 20% of the final semester grade.

GRADING SCALE

Grades K-2 | E – Excellent | S – Satisfactory | N – Needs Improvement | U – Unsatisfactory
Grades 3-12 | A: 90 – 100 | B: 80 – 89 | C: 70 – 79 | D: 60 – 69 | F: 0 – 59

GRADE POINT AVERAGE (GPA)

Grade point average (GPA) is a major standard index of high school academic achievement used for admission to most colleges, universities, and vocational schools. Grade points are assigned to semester letter grades for all classes according to the carried credit of each semester:

A - 4.0 B - 3.0 C - 2.0 D - 1.0 F - 0.0

Honors, Advanced Placement (AP), and Dual Credit (DC) courses carry an additional weight of 0.5 for each semester. An A in an honors/AP/DC course would therefore equal a 4.5 GPA. The extra weight only counts toward grades of C or better in these advanced courses. There is no change in the letter grade received, only a weight on the GPA. A “B” is still a “B” even if in an honors or AP course.

PROMOTION

Grades K-2: Students with a year average of two Ns or one U will be recommended for retention.
Grades 3-8: Students with two Ds or Fs will be recommended for retention.
Grades 9-12: Students who fail a class must retake the class in order to receive credit and remain on track to meet all graduation requirements.

ACADEMIC MINIMUM STANDARDS

Students at The Rock School are required to maintain a 2.5 GPA (or its equivalent) in order to remain in good standing academically. If a student's GPA falls below 2.5, every effort will be made to help the student improve. If the student does not satisfy this requirement after a second grading period, he will not be eligible for re-enrollment the following term.

STANDARDIZED TESTING

The school administers a standardized test - Measure of Academic Progress (MAP) each spring to its students in grades K-8. Students in grades 9-11 are given the PSAT/NMSQT, a practice exam for the SAT college entrance exam.

GRADUATION REQUIREMENTS

To graduate with a high school diploma, students must have a cumulative grade point average of 2.5, and complete at minimum 24 credit hours, including these required credits:

English	4 credits
Social Science	3 credits
Mathematics	4 credits
Science	4 credits
Bible	3 credits
Philosophy	1 credit
Foreign Language	2 credits *not required to graduate, but highly recommended

GRADUATION HONORS CRITERIA

The valedictorian and salutatorian of the graduating class are selected based on the cumulative high school weighted grade point average. In order to be considered for either of these honors, a graduate must have attended a minimum of four semesters of high school at The Rock School. In the event of a tie, the students' GPAs in their core classes will be examined. Students can graduate with High Honors by earning a cumulative GPA of at least 3.75. Graduating with Honors requires a minimum of a 3.5 GPA.

HIGH SCHOOL SCHEDULING REQUIREMENTS

High school students must be enrolled in one course from each of the core curriculum (math, science, social science, & English) during each semester, even if they have already met the minimum requirements for graduation.

HONORS, AP, & DUAL CREDIT COURSES

To be eligible for honors, AP, or DC courses, a student must have a cumulative GPA of 3.0 or higher and have scored at or above grade level on their most recent MAP test.

MATH COURSE PLACEMENT

A grade of C or higher is required in a prerequisite course to be promoted to the next course in our standard math track and a grade of B or higher is required in prerequisite courses to be promoted to the next course in our honors math track.

A math assessment will be required to determine the appropriate math course for new students, as a decision will not be based solely on the last class completed at a prior school.

CHEATING

It is a student's responsibility to **refrain from the appearance of cheating**. A teacher is not obligated to prove an incident of cheating, only to have probable suspicion. A student cheating will receive a zero for that assignment and receive a one-day suspension. Repeated incidents of cheating will result in expulsion or dismissal. Forms of cheating include: looking at another student's test paper, talking while a test is in session, using prohibited items (cheat sheets, calculators, textbooks, etc.), or other behavior inconsistent with the teacher's guidelines for testing procedures. A violation of the testing environment (i.e. talking while testing in session) also constitutes cheating and carries the same consequences. Allowing or facilitating in cheating carries the same consequence as cheating.

PLAGIARISM

According to the American Heritage Dictionary, to plagiarize is "to use and pass off the ideas or writings of another as one's own; or to appropriate for use as one's own passages or ideas from another." Plagiarism is a form of cheating and holds the same consequence. Examples of plagiarism include, but are not limited to: copying homework from another student, copying material from a book to use in a written assignment without proper citation, copying the back cover of a book for use in a book report, using "cut & paste" to copy material from an internet site for a written assignment.

DRESS CODE POLICIES

PURPOSE OF UNIFORMS

The purpose of uniforms at The Rock School is to:

- Foster an atmosphere of learning and self-discipline.
- Create pride within the team and advance the whole rather than the individual.
- Support a studious and disciplined environment.
- Allow students to dress without fashion comparison, reducing peer pressures.
- Help remove unnecessary distractions from the school.

GENERAL UNIFORM INFORMATION (GRADES K-12)

- Students must remain in school uniform while on campus, even after school hours, unless given specific instructions by a teacher or coach.
- Students will not be permitted to wear clothing that does not fit properly or is torn or damaged.
- All attire should be worn neatly and modestly.

Please review these guidelines before making any purchases. If you are uncertain about a particular requirement, ASK FIRST.

UNIFORM GUIDELINES

- TOPS (Grades K-12)
 - Students must wear a uniform polo shirt (with logo).
 - Polos must be purchased through our Lands' End online store.
 - All shirts must be worn loose fitting.
 - A uniform polo must be worn daily, even when wearing outerwear over it.
- BOTTOMS (GRADES K-5)
 - Students may wear shorts, skirts, or pants.
 - Shorts and skirts must be knee-length.
 - Bottoms must be khaki or black in color.
 - Bottoms must have a classic fit and style.
 - Bottoms may be purchased at a local retailer.
- BOTTOMS (GRADES 6-12)
 - Bottoms must be purchased through our Lands' End online store.
 - There are a number of shorts, skirts, skorts, and pants approved options available.
 - High school students must wear junior or adult sizes (no Little Kid/Big Kid sizes).
 - Do not alter/hem bottoms from original length when purchased.

- **OUTERWEAR**
 - Jackets worn inside the building must be a uniform item with our name or logo.
 - Lands' End sweaters from our uniform shop are also approved as outerwear.
 - Hoods may not be worn over the head.
 - Outerwear items that are only worn outside as the student travels to and from campus or for PE do not have to be an official uniform item.

- **FOOTWEAR**
 - Students should wear sneakers or casual dress shoes.
 - No high heels, flip-flops, “croc”, slides, “heelies,” or light up shoes.

- **PE DRESS**
 - Students should wear athletic shorts/leggings and a t-shirt with sleeves.
 - No volleyball shorts and shorts must be SEEN (no baggy shirts that are longer than the shorts).
 - If leggings are worn, the shirt must be long enough to cover the bottom.

SPIRIT DAY ATTIRE (Grades K-12)

On Fridays, for Spirit Day, students may wear an approved school tee in lieu of a uniform polo. Students in grades 6-12 may also wear jeans (blue or black only, no holes above the knees). All footwear guidelines still apply.

DRESS CODE INFRACTIONS

Students will not be permitted to attend school if they are not wearing a proper uniform. Dress Code infractions are a Level I offense (See Discipline Policies). Repeated infractions will be designated as a Level II offense.

DISCIPLINE POLICIES

The best discipline is self-discipline. The policies of the school are designed to help students and faculty work with each other in a pleasant atmosphere. We expect the student to know the rules and obey them.

CLASSROOM RULES

Each teacher is given the liberty of making and enforcing classroom expectations in a manner that they feel is in accordance with school policies and administrative directives. Each classroom teacher will provide students with instruction on specific classroom rules and procedures. Once learned, students will be expected to follow these with occasional reminders. Repeated misbehavior will result in warnings, and finally, consequences.

SCHOOL BUS RULES

The Rock School provides transportation to students for various activities, including transport to/from our middle school campus, for field trips, and to travel to athletic events.

The following rules apply to all school vehicles (buses and vans):

- Students must remain seated at all times.
- Students must face forward at all times.
- Students must keep hands inside the windows at all times.
- Cell phones and other electronic devices are prohibited.
- Students should not throw objects inside the vehicle or out of the window.
- Eating and drinking is prohibited on all school vehicles.
- Students should fill in at the back first, with two to a seat when loading.

SCHOOL DISCIPLINE

To establish reasonable consistency in the school, a uniform Discipline Policy has been developed. The school administrators and teachers are responsible for discipline and will determine the level of the behavior and its appropriate consequence. Consequences may include detention, suspension, and expulsion.

DEMERIT SYSTEM

A demerit system will be used for grades 6-12. Students receive demerits for Level I, II, & III infractions. The number of demerits is based upon the severity of the infraction and the number of previous infractions. For every 3 demerits earned, a student is assigned to a Detention.

A student who accumulates **30 demerits** during the school year may be dismissed at that time.

LEVEL I DISCIPLINE

Level I Discipline: Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular activities, or a student's own learning process.

Examples of infractions of a Level I offense include:

- disrupting class
- disrespectful conduct
- horseplay without injury
- chewing gum
- prohibited items in school (non-educational items)
- not following classroom rules
- throwing objects
- hurtful or harmful language
- failing to complete assignments
- misuse of technology
- uniform violations
- tardiness

Actions taken for a Level I offense may include:

- 1 demerit
- temporary loss of privileges

LEVEL II DISCIPLINE

Level II Discipline: Level II offenses are intermediate acts of misconduct that require more serious intervention, including repeated misconduct of Level I offenses, inappropriate acts against persons or property but without seriously endangering the health or safety of others.

Examples of infractions of a Level II offense include:

- repeated level I offenses
- missing detention
- blatant disobedience
- vandalism
- leaving the campus without permission
- lying
- stealing
- bullying (verbal or physical threat of harm)
- language infractions (vulgarity, gossip, slander, offensive slang, etc.)
- public displays of affection (holding hands, kissing, etc.)
- student parking violations
- inappropriate reading materials, music, pictures, etc. at school
- cell phone violation (first offense)

Action taken for Level II offense:

- 3 Demerits
- Detention OR Suspension (for 1 – 3 days)

LEVEL III DISCIPLINE

Level III Discipline: Level III offenses are serious acts of misconduct, including repeated acts of Level II offenses, serious disruptions of the orderly conduct of the school, and threats to health, safety, or property.

Examples of infractions of a Level III offense include:

- repeated Level II offenses
- missing detention two or more times
- fighting
- cheating/plagiarism
- malicious vandalism
- drinking or possession of alcoholic beverages at any time
- use or possession of tobacco products/e-cigs/vaping at any time
- use or possession of illegal or unprescribed drugs at any time
- sexual immorality
- gambling
- involvement in witchcraft, the occult, or astrology
- skipping school or class
- cell phone violation (repeated offense)
- student driving violations
- viewing of, or distribution of, pornographic content at school
- possession of fireworks, matches or lighters on school grounds
- possession of any weapon (whether real or fake) on school grounds

Actions taken for Level III offense:

- 5 Demerits per day suspended
- Suspension (from 1 to 10 days) or Expulsion or Dismissal

RELATIONSHIPS

Public displays of affection or sexual comments or actions are not permitted at school or school-related functions (athletic events, field trips, etc.)

OFF-CAMPUS CONDUCT

While we understand that student behavior off campus is the responsibility of individuals and families, behavior that jeopardizes the testimony of the school will not be ignored. Conduct in violation of our expectations, whether it occurs inside or outside of school may be grounds for disciplinary action and/or expulsion. This conduct includes alcohol consumption, use of illegal

drugs and misuse of legal drugs, viewing or distributing pornography, fornication, bullying or cyberbullying, and criminal activity.

PERSONAL PROPERTY

Students are expected to come to school prepared each day for the learning activities in which they will participate. This includes textbooks, paper, pencil or pen, homework assignments, project materials, student devices, etc. Items that are not relevant to the educational process are prohibited. This includes, but is not limited to: toys, electronic games & players, cellular phones, photos, sporting equipment, weapons, drugs, tobacco products, and alcohol. Any prohibited items found in a student's possession or on the school campus (backpacks, purses, vehicles) will be confiscated by the school and held by the administration. A parent will be required to come to the school and retrieve the item. It will not be returned to the student.

SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS

The school reserves the right to search a student's person and belongings (including automobile, desk, purse, backpack, cubbies, gym bag, or electronic devices) in the event the school suspects the student possesses an unapproved item or is engaged in an activity that violates a school rule or policy. The search may be conducted without the student's or the parents' permission, and that registration of the child in the school constitutes parental consent to such searches.

CELL PHONES & ELECTRONIC DEVICES (GRADES 9-12)

While appreciating the usefulness of these devices (cell phones, laptops, tablets, iPads, headphones, AirPods, etc.) our community also recognizes that they can become a distraction. Therefore, the use of these devices will not be permitted during school hours when they are not required by staff for students' learning, including classrooms, breaks, lunch, and assemblies.

CELL PHONES & ELECTRONIC DEVICES (GRADES K-8)

Please note that all electronic devices, including, but not limited to cell phones, laptops, tablets, iPads, headphones, AirPods, and portable gaming devices are prohibited at The Rock School at all times for students in grades K-8. This includes before and after school, lunch, study halls, PE, assemblies, on school vehicles/buses, and on field trips. (Middle school students may use a phone after school to communicate with their parents via call or text.)

CELL PHONE & ELECTRONIC DEVICE INFRACTIONS

A student using a cell phone or other electronic device in violation of the established guidelines will receive detention on the first offense. A second offense will result in a one-day suspension. Continued repeated offenses will result in a multi-day suspension or expulsion. In each instance, the device will be confiscated and a parent will be required to retrieve it from the school office.

A student suspected of using a cell phone or electronic device to aid in cheating, to send, request, or access inappropriate material, or to engage in online bullying, will be suspended or expelled. If a teacher suspects a student has a cell phone or other prohibited device, the teacher will require the student to turn it over. If the child refuses, or denies having the device, he will be sent to the school office where he will be searched. If he refuses or is found to be lying, he will be expelled.

SEXUAL HARASSMENT

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. TRS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. TRS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to and including termination or expulsion.

CORPORAL DISCIPLINE

The Rock School does not employ the use of corporal discipline (i.e. paddling).

NON-ACADEMIC PROGRAMS

LUNCH

Parents are welcomed to join their child for lunch, but should sign-in in the office. Other visitors are not permitted. Students may not leave campus at lunchtime. Students may eat in the lunchroom or in provided places outdoors. No food is allowed in any classrooms. Students may bring a lunch to school each day. Microwaves are provided for student use. Drink and snack machines are also available. Additionally, the school, in coordination with local businesses, offers the option of ordering a lunch with different menu options each day of the week. For instructions on how to order lunches online, contact the school office.

CHAPEL & BIBLE CLASS

All students attend daily Bible classes and weekly chapel services. Bible and Chapel are a mandatory part of the school program.

FIELD TRIPS

Throughout the year, trips are planned for the enrichment of the educational experience. These trips constitute part of the school day. In most cases, student attendance is mandatory and constitutes a grade for a class. Failure to attend will result in a grade of zero being given for that assignment. Students must have a completed Permission Slip signed by a parent returned to the

school in order to attend. We cannot accept handwritten notes or verbal permission by phone. It is the student's responsibility to return the form to the teacher by the deadline. No exceptions will be made.

When space permits, parents are invited to serve as chaperones on field trips. Only parents and/or legal guardians may serve as chaperones. Friends, other family members, or adult siblings may not serve as chaperones. Students' siblings may not attend field trips with a parent that is chaperoning.

EXTRACURRICULAR ACTIVITIES & ATHLETICS

The Rock School offers a variety of academic and non-academic clubs for students to participate in. Participation in these groups is optional, and students must be in good standing to be eligible.

All TRS students receive free admission to all regular home athletic events. For information on our athletic programs for grades 6-12, contact our Athletic Director. For information on our sports programs from grades K-5, contact our Elementary Sports Director.

PHYSICAL EDUCATION

Elementary students must wear athletic shoes and socks on PE days. Students will not be allowed to participate in these classes without the proper clothes and shoes. Failure to dress out will affect the daily participation grade. Students will only be excused from P.E. when a note is sent from the parent stating a valid reason. A note from the doctor will be required to excuse a child for more than three consecutive days.

Conduct at recess and PE should reflect attitudes and principles of Christian living and behavior. Unnecessarily rough play and unkind actions toward others will not be permitted.

SENIOR POLICIES & PRIVILEGES

Seniors, regardless of age, are still the responsibility of their parents. Seniors may not sign permission slips, check themselves out of school, etc.

Senior privileges are privileges, and not rights, and they can be suspended if it is deemed to be in the best interest of the student by the parents or school administration.

Seniors may plan a Senior Skip Day during the second semester. Senior Skip Day is intended as an opportunity for the Senior Class to plan a day's activities away from school together as a class. (Not to stay home and sleep.) Date must be approved by the school administration at least one week in advance.

Seniors are exempt from second semester exams in any course that they:

- Have a 90 average or higher for the 2nd semester OR
- Have all assignments in, on time, for the entire 2nd semester.

GENERAL POLICIES

CONTACTING STUDENTS AT SCHOOL

In the event that you must communicate something to your child, please call the office to leave a message. Every effort will be made to get the message to your child before the end of the school day. Office staff will not interrupt a class to deliver a message unless it is deemed an emergency. It is best that parents communicate any important information and make any arrangements for after school plans before the student arrives at school.

PARENTS, VISITORS, & DELIVERIES

The Rock School is a closed campus during school hours. No visitors are permitted on campus unless here on official school business. Parents are always welcome to visit the school to eat lunch with their child. All parents and visitors must sign-in at the office and wear a visitor's badge while on campus. Once the school day has begun, parents are expected to vacate campus and not linger outside classrooms, in hallways, or at the office.

If a student forgets his lunch, backpack, or other item at home, and a parent wants to bring it to the child after the start of the school day, the parent should take it to the office. The office staff will be glad to deliver it to the classroom for you. Parents should not go directly to the classroom.

INCLEMENT WEATHER / SCHOOL CLOSINGS

It is the policy of The Rock School to close for inclement weather (hurricanes, etc.) on the same day that the public school system chooses to do so. However, we often are able to re-open after a storm has passed much sooner than the local schools, so parents should monitor our communication platforms for updates on when we will resume classes.

HEALTH SERVICES & FIRST AID

The school will offer basic first aid for external injuries such as cuts, scratches, or bruises, by providing first aid ointment, bandages, and ice. No nonprescription/over-the-counter medications (i.e. aspirin or Tylenol) will be administered at school. Prescription medications will only be administered if it is in the prescription container that includes the original instructions from the doctor or pharmacist and if the parent has given the necessary documentation to the office. (Pills in baggies or generic pill boxes are not permitted.)

In the event that a student becomes ill, the school will notify the parent. In the event a parent cannot be reached, we will contact those designated in your file.

SICKNESS POLICY

When your child exhibits symptoms of an illness, he/she will be isolated from the other children. You will be called to come and pick up your child as quickly as possible. We realize this is an imposition and may disrupt your routine; however, out of consideration for the other children, it is imperative that you pick up your child to minimize the exposure to the other children.

Most Common Reasons A Child Is Sent Home

Diarrhea
Vomiting
Fever over 101 degrees
Croupy Cough
Persistent Cough
Impetigo
Head Lice
Any symptoms of a communicable disease

Reasons To Keep Your Child Home

Diarrhea within 24 hours
Vomited within 24 hours
Fever or had a fever w/in 24 hours
Croupy Cough
Green Nasal Discharge / Pink Eye
Impetigo
Lice or Nits
Pinworm

If your child was sent home from school for one or more of the above symptoms, he/she may not return to school if any of the symptoms persist until we receive a note from the child's doctor stating your child is no longer contagious.

Your Child May Return to School When:

- Free from a fever for 24 hours without the aid of medication and exhibits no other symptoms
- Incubation period for any communicable disease has passed
- On the required antibiotics for at least 24 hours
- No nits or lice in hair/scalp are found
- No open sores
- Has not vomited or had diarrhea in the past 24 hours
- When we receive a note from your child's doctor specifying that your child's continued symptoms are not contagious to others

LOST AND FOUND

Articles will be kept in Lost and Found until claimed by a student or parent. Periodically throughout the year, unclaimed items are disposed of. As soon as an item is noticed to be missing, please contact the office to check the lost and found. When possible, please write your child's name on all personal items, including jackets, lunch boxes, and books.

STUDENT VEHICLES

Students driving vehicles to The Rock School must have a valid driver's license and register their vehicle with the school office. Once a student parks his vehicle on campus, it must remain parked throughout the school day. Students are to stay out of cars and off of motorcycles during the school day, including lunchtime. Reckless or careless driving, including excessive speed,

will result in a loss of driving privileges. A student's vehicle may be parked only in the student's assigned parking space.

PARKING LOT PROCEDURES

Parents are asked to please abide by the designated traffic pattern in the parking lot during drop-off and pick-up times each day. Students must be picked up in one of the numbered stations in front of the school office and not in the visitor parking area or in front of The Mission.

Also, traffic is exit-only out of the far west exit of visitor parking. Please do not enter there during drop-off and dismissal times. Students should only be dropped off along the sidewalk parallel to the school building in the mornings. Students should not exit vehicle anywhere else in the parking lot unless parked in a parking spot and escorted to the school entrance by an adult.

The speed limit on campus is 5 mph.

POSTERS, FLYERS, & HANDBILLS

Any printed items to be distributed or displayed on school grounds must be approved by the school administration.

SALES / FUNDRAISERS

All fundraising sales must be pre-approved by the school administration. In general, the school does not engage in fundraising activities unless it is a specific effort to benefit an organization outside of our school that we are supporting.

FIRE DRILLS

To ensure the safety of our students in the event of an actual emergency, fire drills are conducted monthly during the school year in accordance with state law. These drills are meant to prepare students to respond properly if a real threat should ever arise. During a fire drill, everyone on campus must participate by vacating the building.

THE COLLABORATORY (STUDENT CAFE)

The Collaboratory is available to students to make purchases before and after school. Middle and high school students may also visit and make purchases during their lunch period.

TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY AGREEMENT

We are pleased to offer students of The Rock School access to the school's computer network resources, electronic mail, and the Internet. To use these resources, all students must accept this agreement.

GENERAL NETWORK USE

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with school standards and honor the agreements they have agreed to. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

School provided devices and network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored or accessed on school-issued devices or school servers will always be private.

INTERNET ACCESS

Access to the Internet will enable students to use thousands of libraries and databases. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

PERMITTED USE / PROHIBITED USE

While appreciating the usefulness of electronic devices our community also recognizes that they can become a distraction. Therefore, the use of these devices will not be permitted during school hours when they are not required by staff for students' learning, including classrooms, breaks, lunch, and assemblies.

EMAIL ACCESS

Each student will be assigned an official school e-mail address (firstname.lastname@trsonline.org). This account is for school-related use only. It should not be used to correspond on a personal level with other students or friends. It should not be given to third-party websites not related to the educational objectives of the school. E-mail accounts are not private and can be monitored by the school's administration.

AUDIO, VIDEO, & IMAGE RECORDINGS

Students are not permitted to make any audio or video recordings, or take any still image photos, while attending school or school-related functions, without the express permission of a faculty member for a specific educational objective. This prohibits the use of digital cameras, camera phones, and video cameras on campus, and restricts the use of the iPad's built-in camera or other recording devices while at school or school functions. Violation of this policy is not only unacceptable to the terms in this agreement, it may also be deemed unlawful, and students could face legal ramifications for a violation of privacy.

UNAUTHORIZED ACTIVITIES

The activities listed below are not permitted. Use of a school-issued device or school network resources (including school e-mail or internet access) to perform such activities will result in disciplinary action, loss of technology privileges, and possible legal action.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords or accounts or revealing that information to others
- Trespassing in others' network folders, work, or files
- Employing the network for commercial purposes, financial gain, or fraud.
- Using the school device or internet resources to engage in "hacking," piracy, or other unlawful activities.

STUDENT AGREEMENT

I have read and understand the statements contained in this agreement and will abide by them. I acknowledge that failure to abide by this policy may result in disciplinary action (up to and including expulsion), loss of technology privileges, and possible legal action.

I understand that the school has the right to monitor activities while I am using the school's network resources.

PARENT/GUARDIAN PERMISSION

By enrolling my child at The Rock School, I grant permission for the student named below to access the Internet and e-mail systems.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. In addition, I agree to indemnify The Rock School for any fees, expenses, or damages incurred as a result of my child's use or misuse of the technology or network resources.

I understand that the school has the right to monitor the activities of my child on his/her device while using the school's network resources.

STANDARDS OF ETHICAL CONDUCT

ETHICS POLICY

Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Concern for the student requires that our instructional personnel:

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive,

or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- Shall not make malicious or intentionally false statements about a colleague.

TRAINING REQUIREMENT

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Headmaster Jim McKenzie (jimmckenzie@trsonline.org, 352-331-7625). Reports of misconduct committed by administrators should be made to Board Chair Tad Miller (tad@therockonline.org, 352-331-7625). Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the bulletin board in the teacher copy room in the main office, as well as in the Student Handbook and on our website at www.therocklions.com/ethicspolicy.

REPORTING CHILD ABUSE, ABANDONMENT OR NEGLECT

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

- Signs of Physical Abuse
 - The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.
- Signs of Sexual Abuse
 - The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.
- Signs of Neglect

- The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.
- Patterns of Abuse
 - Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

LIABILITY PROTECTIONS

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)