



**ROCKSOLID**  
CHRISTIAN ACADEMY

HIGHER STANDARDS FOR A HIGHER CALLING

***Elementary  
Parent & Student Handbook***

***“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.”***

***1 Timothy 4:12***

**200 S. University Blvd.  
Denver, CO 80209  
Phone: 303-797-1005  
FAX: 303-797-1103**

**Website: [www.rocksolidchristian.com](http://www.rocksolidchristian.com)  
e-mail: [rsca@rocksolidchristian.com](mailto:rsca@rocksolidchristian.com)**

# ***Rock Solid Christian Academy***

## ***Mission Statement***

***Partnering with parents to equip students for a lifetime of learning and glorifying God through community, discipleship, and a Christ-centered, University-Model™ of education.***

***Community:*** *Foster a Christ-centered community of families, teachers, and staff that seeks to glorify God, support and love one another, serve the local community, and fellowship with one another.*

***Discipleship:*** *Mentoring a secure identity in Christ while teaching overall self-discipline and self-responsibility through a highly accountable environment which emphasizes a high standard of moral attitude, integrity, and respect toward peers and authority.*

***Academics:*** *Prepare the student for unlimited opportunities by instilling a high level of academic excellence through a foundational, Christ-centered, University-Model™ curriculum consisting of English, Math, Science, Social Studies, Foreign Language, and elective courses.*

***Partnership:*** *Establish a cooperative partnership with like-minded parents to encourage a high degree of parental involvement in the character development and spiritual growth of the student while affirming and supporting the importance of parental influence and parental responsibility*

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Rock Solid Christian Academy retains the discretion to amend, discontinue, or vary the policies and standards contained in the parent/student handbook with or without prior notice.

This handbook does not create contractual rights or give rise to an irrevocable contractual commitment, but it only expresses the status of the policies and standards at the time of writing.

This Parent & Student Handbook was updated and revised August 2019.

## **CHAPTER 1: GENERAL**

### ***1-1 Statement of Purpose***

Rock Solid Christian Academy is a Christian school providing a Christ-centered education in an atmosphere which is conducive to spiritual, personal, and academic growth. Rock Solid is a certified member of UMSI (University Model Schools International). As a University Model™ School, we combine the best attributes of home with the best attributes of traditional education by integrating on-campus instruction with parent-guided learning at home. Students attend class on Tuesdays and Thursdays where they receive intensive instruction in each course of study.

The primary purpose of the Rock Solid Christian Academy program is to disciple character witnesses of Christ for the next generation by providing a strong, comprehensive, University-Model™ education taught from a Christian world-view and specifically designed to meet the academic needs of Christian students and their parents.

Rock Solid Christian Academy is based on the principle of a “cooperative partnership” between the families of Rock Solid Christian Academy students and the Rock Solid Christian Academy teachers and administrative staff.

Rock Solid Christian Academy recognizes that the parent(s) is/are the primary person(s) responsible for the education of their children.

Rock Solid Christian Academy desires that each student reach his full potential spiritually, emotionally, socially, physically, and academically. Rock Solid Christian Academy is for those who know the Way of the Lord, and have purposed to walk in it.

## **1-2 Statement of Faith**

WE BELIEVE that there is ONE LIVING AND TRUE GOD, eternally existing in three persons – the Father, the Son, and the Holy Spirit – equal in power and glory: that this triune God created all, upholds all, and governs all.

WE BELIEVE in GOD, THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and spiritual death all who come to Him through Jesus Christ.

WE BELIEVE in JESUS CHRIST, God’s only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, atoning death, bodily resurrection, ascension into heaven, and imminent return to earth.

WE BELIEVE in the HOLY SPIRIT who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Jesus Christ; we believe that the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide.

WE BELIEVE that all MANKIND are sinners and are therefore under condemnation, that God regenerates by the Holy Spirit those who confess Jesus Christ as Lord and Savior, according to the Bible.

WE BELIEVE that the SCRIPTURES of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

WE BELIEVE in the LORD’S SECOND COMING and that Christ has given each individual believer the talents and gifts to be a vital part of the body of Christ, for the building up of that body, and the spread of the Gospel to a lost world.

## **1-3 Definition of Family**

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Rock Solid Christian Academy defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father,

mother, and child. (Genesis 1: 27-28, Genesis 2: 18-24, Matthew 19: 4-9, Mark 10: 5-9, Ephesians 5: 31-33)

#### **1-4 General Policy Statement**

Rock Solid Christian Academy is made up of families with a wide variety of backgrounds, and we therefore do not attempt to favor any particular views pertaining to numerous issues faced by Christian families today in such areas as music, dating, clothing styles, movies, politics, etc. We feel it is up to the families to decide for themselves regarding these issues. However, since these issues can become controversial within the Christian community, Rock Solid Christian Academy takes a somewhat conservative approach to most issues, and in most cases will choose to err on the conservative side of such issues. (Romans 14:19-23).

Rock Solid Christian Academy does not take these positions as an attempt to force a certain value system on the families attending Rock Solid Christian Academy, nor are we placing judgment on anyone that may have differing views. Our purpose in establishing these policies is to create an environment that allows participation of Christian families with differing backgrounds and lifestyles.

Rock Solid Christian Academy is seen by the governing board, administrators, teachers, supporting staff, students, and their families as a MINISTRY unto God, allowed by God, and provided for by God. The Lord Jesus Christ is Lord over Rock Solid Christian Academy. The teaching and administrative staff must be committed believers in Jesus Christ and the principles and purposes of Rock Solid Christian Academy, and must be able to effectively communicate them.

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. We encourage parents and students to be familiar with the regulations and procedures of the school listed in this Handbook

#### **1-5 Roles and Responsibilities**

An understanding of the roles and responsibilities of parents, teachers and administration is imperative to the success of the Rock Solid Christian Academy program which is a University-Model™ of education. The student will attend two days of formal classes a week for instruction, guidance, and assignments, and then will be responsible for study outside the classroom to complete assignments, research, and practice.

##### **Parents:**

The parents are the PRIMARY SUPPORT for Rock Solid Christian Academy, with prayers, ideas, time, and finances. They are the PRIMARY EDUCATORS of their children.

Parents are responsible for:

- Assuring that their children are present, punctual, and prepared for formal class time.
- Administering and overseeing assigned home study lessons.
- Motivating the student to continue in his studies.
- Minor grading as assigned by the RSCA teacher.
- Administering and overseeing tests sent home in the student folder.
- Communicating with the student and teacher.
- Mandatory involvement in committees and/or other areas of need.
- Mandatory attendance at Parents' Night meetings and Back to School Night.
- Reading and responding in a timely manner to all school communications, including communications in the student folder.

**Teachers:**

The teachers are the teaching PARTNERS with the students and parents and are responsible for:

- Creating the course outline/schedule for their class based on course objectives provided by the administration.
- Introducing lesson precepts and classroom instruction.
- Assigning home lessons and assignments.
- Reviewing and reinforcing home and classroom assignments.
- Monitoring, evaluating, and grading students' work.
- Tutoring students when required. (Additional arrangements may be necessary.)
- Communicating with the students and parents.
- Being the responsible representative for the parents while the students are on campus and at school supervised activities.

**Administration/Board:**

The administration and the board are the COOPERATIVE PARTNERSHIP between the family and the teaching staff, providing:

- Qualified Christian teachers.
- A core curriculum.
- A selection of elective courses.
- Finalizing selection of course materials and curriculum.
- Provide teachers with course objectives.
- Record keeping and transcript preparation for every enrolled student.
- A formal classroom atmosphere conducive to learning.
- Appropriate testing (teacher devised and standardized).
- Quarterly grade updates.

**1-6 The State of Colorado and Rock Solid Christian Academy**

Rock Solid Christian Academy is legal under Colorado Education Statutes (which can be found at the Colorado State website [www.state.co.us](http://www.state.co.us)).

## **CHAPTER 2: ADMISSIONS**

### **2-1 Admissions Policy**

Rock Solid Christian Academy admissions process does not discriminate on the basis of any race, color, gender, or national origin. All students admitted enjoy the rights, privileges, programs, and activities of the school.

#### **2-1.1 Admissions Procedures/Requirements**

The following procedures and requirements have been established for admitting students to Rock Solid Christian Academy:

- Parents should be in agreement with sections 1-1 through 1-4 in Chapter 1 and should be willing to actively support our educational program.
- The student and parents must have a sincere desire for a Christian education and must be willing to partner with the school in order to uphold the standards and regulations of RSCA.
- Rock Solid Christian Academy believes that at least one parent or guardian should be a professing “born again” (saved) Christian. Without this, it would be hard for the parents to support the standards and regulations of our school.
- The following Student Enrollment Forms need to be submitted before a student is added to our Prospective Student List. Please check the website for current registration fees.

- Registration Fee
- Immunization Form
- Application for Admission
- Parent Educational Agreement
- Student Educational Agreement
- Spiritual Recommendation Form
- A copy of the most recent Standardized Test if applicable (within the last two years)
- An interview will be scheduled with the prospective student and parents upon the completion of the required Student Enrollment Forms.

### **2-1.2 Selection Process**

The following selection priority is applied to enrolling until the number of qualified applicants reaches the maximum enrollment for Rock Solid Christian Academy.

- Priority #1: Students who have previously attended Rock Solid Christian Academy or who have siblings attending Rock Solid Christian Academy will be given preference over those who have not attended Rock Solid Christian Academy or who do not have siblings attending Rock Solid Christian Academy.
- Priority #2: Students/families will be accepted on a first-come/first-served basis using the date of completed application.
- Priority #3: Students/families that plan to attend Rock Solid Christian Academy for multiple years will be given preference over students/families that plan to attend for a single year.
- Priority #4: Students who have a composite score of 75% or higher on a standardized test will be given preference over those students who do not. These test scores will be used only to assess the student's ability to handle the proposed Rock Solid Christian Academy work-load and subject-matter, and will not be used to rank one child over another (other than what was stated in the previous sentence).

### **2-1.3 Re-Enrollment**

It is necessary for students to re-enroll for the upcoming school year. A re-enrollment form will be sent home to parents at the end of the 3<sup>rd</sup> Quarter. The school requires the re-enrollment form and fees be turned in by the date indicated on the form. After this date the student will be accepted on a space available basis. The administration of the school reserves the right to refuse re-enrollment to any student.

### **2-1.4 Course Changes, Withdrawals and Dismissals**

Requests for withdrawal from Rock Solid Christian Academy, or from a specific class, must be made through the school office. A written Withdrawal Request form must be signed by a parent or guardian.

If a student is dismissed from Rock Solid Christian Academy and the student has attended one or more days, or part of a day of any month, the tuition through the end of that month in which the dismissal takes place must be paid.

**2-1.5 Transferring from RSCA to Other Schools**

Students who withdraw or transfer to another school will have their records forwarded to the new school only after their account has been paid in full.

**2-1.6 Transferring from Other Schools to RSCA**

Students who transfer to Rock Solid Christian Academy must be eligible to return to his/her previous school and be in good standing.

## **CHAPTER 3: ATTENDANCE POLICY**

### **3-1 General**

Students of Rock Solid Christian Academy are expected to attend all of their classes regularly. Parents of students are responsible for assuring regular class attendance.

RSCA Elementary School offers a full day of instruction on Tuesdays and Thursdays from 8:15 A.M. to 2:45 P.M with an Optional Friday Program.

### **3-2 Excused Absence**

Reasons for Excused Absence:

- Personal illness of the student.
- Death in the family.
- A family emergency.
- Medical or dental appointments – however, please try to schedule appointments at non-school times.
- Vacations, College Days, family trips, special activities – prior written notice must be given to the administration and teachers so that studies, lessons, and assignments can be prearranged before the absence.

Policy on Excused Absence:

Parents must submit a completed Excused Absence Form to the RSCA office stating the reason for the student's absence. If the excused absence is planned, parents should complete the Pre-Planned Absence Form PRIOR to the student's absence. If the excused absence is unplanned, parents must PHONE the office to inform the staff of the absence and complete an Unplanned Absence Form upon the student's return to school. Make-up work and tests will be due one week from the school day the student returns to school. **Students/Parents are responsible for securing missed assignments** and turning them in to the teacher. Students who have been absent may need to schedule make-up tests after school in order to prevent further loss of instructional time.

### **3-3 Unexcused Absence**

Reasons for Unexcused Absence:

- Those absences not listed in the Excused Absence section.
- Failure to call the office and/or notify the school of a student's absence will be considered unexcused.

Policy on Unexcused Absence (per academic school year):

- The first unexcused absence will result in the parent being notified in writing.
- The second unexcused absence will require a parent contact with the principal and may result in student probation.
- The third unexcused absence will require a parent contact with the principal and may result in suspension or dismissal from Rock Solid Christian Academy.

Class work and assignments due on the day(s) of an unexcused absence will receive no credit for each day of class missed. Any new work assigned during the absence, not made up in the time period allotted by the teacher, will receive a zero grade.

THERE ARE NO MAKE-UP TESTS ALLOWED FOR UNEXCUSED ABSENCES.

### **3-4 Excused Tardy**

Reasons for Excused Tardy:

- Traffic accidents
- Power outages
- Unsafe road conditions due to weather
- Medical emergencies

Policy on Excused Tardy:

Parents must notify the school office as to the reason for the student being tardy.

### **3-5 Unexcused Tardy**

Reasons for Unexcused Tardy:

Arriving late to the student's first class period, except for the reasons listed in section 3-4.

Policy on Unexcused Tardy:

Being late to class interrupts the whole class, the teacher's instruction and hinders the student's learning. Three (3) unexcused tardies in one quarter equals a \$25 late fee charged through your FACTS account.

### **3-6 Student Pick Up and Drop-Off Policy**

#### **Student Drop-Off**

- Please drop-off students promptly at 8:15
- If you arrive early, there are two options:
  1. Play on the playground under parent supervision and enter the classroom at 8:15.
  2. Escort student to the study hall room for RSCA supervision and enter the classroom at 8:15.

#### **Student Pick Up**

- Please pick up your student promptly at 2:45
- You have two options:
  1. Retrieve your child from the classroom at 2:45.
  2. Wait in the pick-up area and a staff member will walk remaining students out at 2:45.
- After 2:55, it is considered a late pick-up. Three (3) late pick-ups in one quarter equals a \$25 late fee charged through your FACTS account.

Please try to schedule appointments for your student during non-school hours. However, if it becomes necessary to pick up or drop off your student during the school day, please follow these guidelines:

- A parent must come to the school office and sign the student out.
- An administrator may go get your child from their classroom.
- If the student returns to school, he/she must check in at the office.

## **CHAPTER 4: ACADEMIC**

### **4-1 Curriculum**

The curriculum of Rock Solid Christian Academy is based on the following three tenants. First, it will glorify God with the Holy Scripture as its foundation. Second, it is intended to prepare the student for entrance into and success at the next level of academics. Third, it will be suited for home study, with guidance from the RSCA teaching staff.

At the elementary level, students will study reading, writing, spelling, handwriting, math, science, social studies, and various electives.

### **4-2 Taxi System and Student Office Folders**

Communication between the school and home is crucial at the elementary level. Each student will have a Taxi and a Student Office Folder. Both of these items should go back and forth between school and home each day.

#### **Taxi System**

The Taxi is a 3-ring binder that contains all the student's assignments and instructions needed for the at home school days.

- In the front of the Taxi will be an Overview Sheet for the week's work.
- Specific instructions and materials are listed by subject behind different tabs.
- All work completed at home should be placed in the front pocket of the Taxi and returned on the next school day.

#### **Student Office Folder**

The Student Office Folder (SOF) is for communication with the school office or administration.

- All correspondence from the office (flyers, permission slips, etc.) will be sent home via the Student Office Folder.
- Any correspondence from the parents back to the office or administration (lunch money, permission slips, etc.) should be placed in the SOF and returned to school with the student.
- Please empty out the SOF daily.

### **4-3 Homework Policy**

We consider homework as essential to your student's education as well as success at Rock Solid. Homework is regarded as an opportunity to integrate educational responsibilities of parents with those of teachers, providing the preparation and review necessary for material covered in the classroom. The key to success is professional classroom instruction partnered with involved Christian parenting and teaching at home.

The amount of time spent on homework may vary. As students progress through the years, the amount of time required for more challenging subjects will increase. In some subjects (e.g. math, science, long-term projects), responsibilities are divided between the classroom teacher and the

parent-teacher at home. Other courses require most of the teaching to be done in the classroom and homework assignments for these classes will be minimal.

The importance of parental involvement in the at-home classroom cannot be understated. “The primary responsibility of the parent here is to track the progress of their child, monitoring how they are doing. Is their child becoming discouraged? Are they enjoying the class? Are they using their time effectively? What are they learning? If problems develop for their child, students can be led to notify the teacher much sooner than they would have done on their own. Critically important to understand is that on days that students are not in class, they are still ‘in school,’ under the tutelage and/or supervision of a parent.” (“The Basics of a University Model School”)

#### Rock Solid Homework Policy:

- In grades K-2, students should expect to have 2-3 hours of homework per at home school day. In grades 3-5, students should expect to have 3-4 hours of homework per at home school day. These are estimates only and exceptions may occur.
- Unless special arrangements have been made, homework assignments and tests are always due on the day(s) determined by teachers.
- All homework is due at the start of the school day. Should there be an occasional missing assignment, teachers will work with the student to complete the work. Should missing assignments become a chronic issue, a conference with parents will be scheduled and the student will be required to complete missing assignments during recess.
- In the case of excused absences, make-up work and tests are **due one week from the school day the student returns to school.**
- Students are responsible for securing missed assignments and submitting them to their teacher by the due date.
- If you know your student will be missing school for an extended period, we strongly recommend you contact each teacher for assignments and have your students work ahead. This is particularly important when students will miss school at the end of a quarter.
- Teachers are responsible for posting graded assignments and tests on a weekly basis. Please check QuickSchools regularly to determine if your student has any missing work.
- We recommend students keep all work that has been graded and returned to them. If there’s a question about grades or assignments, they will have copies for reference.
- Unless there are extenuating circumstance, **no late work will be accepted for a quarter which has already ended.**

#### **4-4 Report Cards/Progress Reports and Grades**

Report cards/progress reports will be provided at the end of each quarter. Depending on grade level, a system of letter grades or numerical grades is used to inform both students and parents of the student’s progress. A sign and return page will be requested from parents when report cards/progress reports are issued.

#### **4-5 Parent / Teacher Communications**

Please respect the following "Chain of Authority" should there be a problem or question concerning the child or his/her class. First, contact the teacher face-to-face or by phone. If the issue is not resolved satisfactorily, then parents and the teacher may make an appointment to meet with the Principal. If the issue is not resolved satisfactorily after this meeting, parents may request a meeting with members of the Board of Directors.

#### **4-6 Take Home Tests**

Tests to be taken at home will be placed in the student Taxi in an envelope. The test envelope should not be opened until the student is prepared to take the test. **A parent must supervise the administering of the test.** There are NO open book tests unless specified by the teacher. Students may NOT use notes, textbooks, or any other materials unless specified by the teacher. Parents will place the completed test in an envelope, sign the back of the envelope, write the teacher's name on the front of the envelope, and return it in the student Taxi.

#### **4-7 Standardized Tests**

Each year all students in grades 1-5 will be required to take a standardized test at RSCA. There will be a fee assessed for the RSCA standardized tests.

#### **4-8 Accreditation**

Rock Solid Christian Academy has been recommended for dual accreditation through Christian Schools International and AdvancEd.

## **CHAPTER 5: STANDARDS OF CONDUCT**

### **5-1 *Disciplinary Guidelines and Steps***

Rock Solid Christian Academy is in partnership with the parents of the students. Therefore, parents will be notified and involved in disciplinary measures and are asked to be supportive of the school's staff and administration.

Rock Solid Christian Academy has jurisdiction over its students during any school related activity, regardless of time and location, and expects full cooperation from both students and parents in the adherence to all school policies and regulations.

Each teacher will have a classroom contract that will define and explain general guidelines and expectations. Students are expected to sign the classroom contract to acknowledge their understanding and acceptance of class rules. The teacher has been given the responsibility of enforcing classroom regulations. The administrative staff will be available to assist as needed.

Students requiring disciplinary intervention will be counseled, prayed with, warned, and dealt with according to the seriousness of their actions or attitudes. The consequences imposed will be according to the nature of the offense. Parents will be advised of the consequences.

#### **Disciplinary Steps**

In all disciplinary situations, the first step will be to deal with the student's heart. Most often, a one-on-one conversation with the student will get to the heart of the conduct issue and resolve it. If this does not work, the following steps will be taken:

1. First offense: A written warning will be issued which must be signed by the student and parents. Parents will also receive a phone call from the RSCA staff member who witnessed the behavior.
2. Second offense: A conference will be scheduled between parents, teacher, administration, and any other staff member involved in the incident. Behavior modifications will be discussed as well as the possibility of suspension if the behavior does not stop.
3. Third offense: Suspension or in-school suspension will take place.

### **5-2 *Student Behavior Guidelines***

Rock Solid Christian Academy has established school guidelines and expectations for each student to follow. The goal of these guidelines is to create an environment where staff and students are shown respect and the Lord is honored.

While the following guidelines do not aim to be complete, they do call attention to some of those areas which should be considered in daily behavior.

1. Students are encouraged to become lifelong learners, to edify one another, and rejoice in the Lord.
2. Students are expected to respect others' rights and property, and the authority of the teachers and school staff.
3. Students are encouraged to conduct themselves in a safe, courteous, and friendly manner and be considerate of others in attitudes, words, and actions. Courtesy is the rule in all relationships.
4. Students are expected to refrain from being involved in immoral activities that are contrary to the philosophy and objectives of Rock Solid Christian Academy. These include (but are not limited to) lying, stealing, cheating, plagiarism, and vandalism.
5. Students are allowed to be out of the class for a visit to the office or restroom with permission from a staff member.
6. Prompt and cheerful obedience is expected at all times.
7. Students should listen while others are speaking and raise their hands to get permission to speak.
8. Fighting or pretend fighting, physically or verbally, discriminatory remarks, racist statements, 'put-downs', profane language, obscene body language, and sexual harassment will not be tolerated.
9. Students are expected to respect school property: Students/parents will have the responsibility of paying for damages to school property caused by the student or their guests.
10. WE HAVE A ZERO TOLERANCE POLICY! Students are not allowed to threaten with or have in their possession any kind of weapon, knife, gun, fireworks, explosive, matches, lighter, smoke bomb, or stink bomb. Any threats of violence against fellow students, teachers, administration, board members or parents, either written or verbal, will result in immediate suspension and may lead to expulsion.

A student observing questionable activities or over-hearing conversations that are contradictory to the policies of Rock Solid Christian Academy should immediately discuss the matter with a teacher, parent, and/or the school administration.

### **Recess/Playground Guidelines**

1. Be safe!
2. Be kind and share.
3. Be respectful of each other, the adult on duty, and the equipment on the playground.
4. Obey the adult on duty.
5. Keep your hands and feet to yourself.
6. Use the equipment as it is supposed to be used. Don't climb on, or jump off anything that isn't intended for that purpose.
7. Walk on the playground, run in the field.
8. Wait your turn.
9. Tell the adult if you are hurt.
10. When it's time to go in, line up quickly and quietly at the gate and wait for the adult.

## **Playground Conflict Resolution**

1. Approach calmly, stopping harmful actions.
2. Acknowledge children's feelings.
3. Gather information.
4. Restate the problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to give follow up support.

### **5.2-1 Parental Response to a Student's Complaint**

If a child comes home with a complaint about a policy or discipline, please follow these procedures:

- Give the staff the benefit of the doubt, and in a spirit of love, contact the school for complete facts.
- Realize that the child's reporting may be emotionally biased and may not include all the information.
- Refrain from discussing the issue with others not directly involved with the incident until the issue is resolved. Sharing misinformation results in strife within the Body of Christ.

### **5.2-2 Parental Interactions with Teachers and Staff Members**

Our goal is to promote an open, honest, and kind relationship between the Board, staff, teachers, students, and parents. In promoting these values, we feel we are doing Christ's work. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness...". With this in mind, we are asking our parents to agree to the following:

Communication:

1. Tone: As parents we are all naturally protective of our children. When we feel they are not being treated fairly, or if they have somehow been slighted, we can become emotional in our response. We request that you be patient with the school employees and volunteers and approach them as your brother and sister in Christ, with love and kindness.
2. Teacher/Class Material Issues: Our teachers need your feedback. If you or your student has an issue with a teacher or with the material that is being taught, we request that you take the following steps:
  - a. Call or visit the teacher and have a kind but frank discussion.
  - b. If the issue cannot be resolved with the teacher, bring the issue to the Principal.
  - c. If the issue cannot be resolved with the help of the Principal, bring the issue to the Board.
3. E-mails: We ask that all complaints be handled by direct communication (phone or in person) and not by e-mail. It is too difficult to convey intent by e-mail, and at times e-mails convey an unintentional hostility. With this in mind, the Board has directed the staff and teachers to disregard any e-mail communications that have negative content.
4. Pro-Active: Please communicate your issues. As a school we are trying to continually improve, and we need your positive and negative feedback to know what needs to be addressed. We will initiate surveys during the year to allow for a formal time of communication. Please utilize this avenue to express issues and concerns.

### **5-3 Student-Staff Relationships**

Every student is required - at all times - to address all members of the administration, faculty, or staff and their spouses by the appropriate title: Dr., Mr., Mrs., Miss, or Coach. This courtesy is to be extended on campus as well as off campus.

### **5-4 Dress Code**

We believe that a prescribed Dress Code policy promotes neatness, helps improve self-image and behavior, ensures modesty, helps to promote community, and decreases distractions in the learning environment.

The purpose of the Dress Code is to clarify a standard of appearance that will encourage our students to bring glory to God and to minimize the outside appearance as a focus or emphasis at school.

The Dress code is not intended to measure spirituality, but to serve as a tool to accomplish these specific goals:

- Create an atmosphere free from distractions.
- Build character that exhibits neatness, modesty, self-discipline, cleanliness, and submission.
- Inspire the making of responsible choices.
- Focus on the inside character and heart of a person versus the outside appearance.
- Strive for a balanced approach in this area, not extremes.

A student's compliance with the Dress Code policy is a shared responsibility. Self-policing by parent and student will prevent the Dress Code from becoming an issue of significance. Therefore, we ask for your cooperation in helping your child maintain these standards.

The administration is responsible for enforcing and therefore interpreting any subjective areas of the Dress Code and will serve as the final authority in matters related to dress. These interpretations should be received by the student in an attitude of self-discipline and respect.

#### **5-4.1 Dress Code**

The RSCA Dress Code will apply for all RSCA functions. This includes but is not limited to: School Days, Field Trips, Back to School Picnic, Senior Banquet, Graduation, etc.

- Hats/caps are permitted. Teachers may restrict its wear within the classroom
- All clothes should be neat, clean, and in good repair.
- Appropriate slogans or illustrations are allowed on t-shirts and hoodies.
- Hoods are not to be worn over the head.
- Footwear is to be worn at all times.
- No sunglasses are to be worn indoors.

It is important that all clothing and accessories be clean, neat, modest and not distracting to the educational environment. The administration reserves the right to make decisions on items not specifically mentioned.

## **CHAPTER 6: MISCELLANEOUS**

### **6-1 Building and Grounds**

Students are expected to respect school and church property. Anything accidentally harmed or broken should be reported to the school office immediately. The students and parents will be held financially liable for damages.

### **6-2 Clubs and Organizations**

Clubs and organizations on school property or associated in any way with the school must be approved by the administration in writing. Anyone wishing to start a club or organization should submit a request to the Principal and School Board in writing with the following information:

- Purpose of organization.
- How this organization will enhance school goals or Godly character.
- Any other information on the organization requested by the administration.

### **6-3 Closed Campus Policy**

Students may not leave the school grounds during school hours without prior written permission from parents and approval by the administration.

### **6-4 Electronics Usage**

- Electronics are only used for taking notes/presenting/reading in class. Students who violate appropriate electronics usage in class will forfeit their privilege for the entire year. If there are multiple infractions by students in the school as a whole, it will result in reinstatement of the "no electronics policy" school wide.
- There will be no Wi-Fi access for students (unless special circumstances exist).
- Electronics may not be used during study hall. (Special exceptions may be made through the administration.)
- Any recordings of teachers require prior approval from the teacher.
- Each teacher may dictate electronics usage for his/her classroom.
- Cell phones are allowed to arrange rides and call parents and should only be used with permission in or just outside the office.
- Cell phones are not permitted to be used anywhere else on school grounds, except in case of an emergency.

## **6-5 Field Trips**

All students who participate in field trips or off campus activities associated with Rock Solid Christian Academy must have a signed Parent Permission Form and Emergency Medical Release Form on file in the school office. Unless otherwise stated, the Dress Code will be standard on all field trips. There may be additional costs for these field trips.

## **6-6 Financial Charges and Information**

### **6-6.1 Registration Fees**

There is a registration fee for new students and re-enrolling students. The registration fee is non-refundable and due with the returned Application for Admission form or Re-Enrollment Form.

### **6-6.2 Tuition**

Tuition is paid over a 12 or 10-month (August to May) period and is collected through FACTS. All families are expected to enroll in the FACTS program. Late fees do apply. (Please see current Fee Schedule.)

### **6-6.3 Materials Fee, Class Fee, and Special Fees**

An annual materials fee is due November 1st. (Please see current Fee Schedule.) Students will be required to replace lost or damaged books. Some classes that have labs or require special equipment or books may have an additional fee. Students and their parents will receive information about these fees at the appropriate time.

## **6-7 Emergency Drills and Procedures**

A complete Safety Policy and Procedures Manual is available to view in the school office.

RSCA will occasionally do lock-down drills and fire drills (to be announced in advance).

## **6-8 Health at School**

If a student becomes ill at school, the student shall inform a teacher or staff member. In instances where a student needs medical attention, a staff member will call the parent, a family member, or the family doctor as indicated on the student's emergency card (in that order). No student is to leave school because of illness without first checking with the school administrator and signing out in the office.

All medication must be left in the office unless prior permission has been granted by the administration.

## **6-9 Inclement Weather**

RSCA will cancel school whenever any one of the following school districts is closed due to snow or inclement weather: Denver Public School or Cherry Creek Public School Districts. In addition, RSCA may close on days when the administration deems the weather situation in surrounding districts could seriously hinder safe transportation.

RSCA delayed start policy does NOT follow the Denver or Cherry Creek schedule. RSCA delayed start days will begin at 9:30 a.m.

Information on closures and delayed start days will usually be available by 6 a.m. through the school phone number (303-797-1005), 9News, our website, [www.rocksolidchristian.com](http://www.rocksolidchristian.com), or our facebook page. You will also be notified via text message through the QuickSchools system.

Should weather worsen during the course of a school day, parents are free to come and pick up their students early. If school is dismissed early, the school will notify the parents.

### **6-10 Lost and Found**

The school is not responsible for personal property left in the building. A lost and found bin is located in the school office. At the end of each quarter, all items which have not been claimed will become the property of the school and given to charity.

### **6-11 Meetings**

All the listed meetings are intended for students, their families, and Rock Solid staff only.

Back to School Meeting:

The Back to School Meeting will usually be during the first or second week of school. This will include a time for the parents to meet with their student's teachers and get acquainted. Teachers will be available to answer questions regarding procedures, curriculum, and other areas of interest to parents and students. There will also be a presentation by the school administration.

Parent Meetings:

Each school year a minimum of one general meeting will be held. The agenda is to update RSCA families on the state of the school and to address any questions the parents may have. Attendance is mandatory for at least one parent.

### **6-12 Parental Support and Involvement**

Rock Solid Christian Academy is a partnership between parents and staff. It is important for the parents to be involved in the spiritual, academic, social, and physical development of their students, and to be a support to the administration and faculty.

Please pray continually for the school, the board of directors, the students, the teachers, the office staff, and for God's overall guidance and blessings on Rock Solid Christian Academy. Active participation by the parents of Rock Solid Christian Academy students in a RSCA committee is mandatory.

### **University Model® Parent Roles**

Every UM course assigns parents one primary role to play in support of the professional educator's lead role. The nature of the parents' role varies depending on the specific course and the student's grade level. The primary parental roles fall into three categories:

1. Elementary School: **Assistant Teacher** – Parents will receive instructions from the classroom teacher on a regular basis, via the classroom Taxi, outlining homework assignments, follow-up study, and the preparation or review needed for their students' next class.
2. Middle School: **Supervisor** – Parents have fewer academic tasks assigned to them as students begin to shoulder responsibility. The parents' supervisory presence is integral to their children's success.
3. High School: **Mentor** – Parents look for opportunities to mentor their sons and daughters spiritually, academically, morally, and socially.

The parents' faithful fulfillment of their primary role is essential. More specifically, teachers will assign parents one of the following roles:

1. **Private Tutor** – parents receive instructions from the classroom teacher outlining homework assignments, follow-up study of covered material, and preparation/review needed for the next class.
2. **Guide for Dependent Study** – parents make certain students keep up with the course assignments and communicate with the teacher when difficulties arise.
3. **Guide for Independent Study** – parents oversee the progress of the students' independent schoolwork and continue providing additional guidance, reminders, and encouragement.
4. **Course Monitor** – parents track and monitor the progress of their students and show interest
5. **Project Assistant** – at one or more times during the semester, parents may be asked to help at home in support of a project.
6. **Parent Coach** – parents provide at-home, individual practice and instruction for students involved in athletics and/or the arts.
7. **Active Supporter** – parents actively support their children through regular attendance at games and performances.

A full description of each of these roles is found in *Character Driven College Preparation* by Dr. John William Turner Jr. A copy of this book is located in the school office and is available for check-out.

### **Volunteer Hours**

A minimum of thirty (30) hours of volunteer time per family, per year is required. If a family fails to serve forty hours, the remaining time will be pro-rated at a charge of \$10.00 per hour. Volunteer time for part-time students will be pro-rated.

### **6-13 Telephone Usage**

Students will not be called to the office telephone except in the case of an emergency. Students will not be permitted to use the school phone except in cases of real necessity or emergency.

### **6-14 Visitation Procedures**

#### **6-14.1 Family Members**

Parents of students are welcome to visit classes at any time. Classroom visits must begin by checking in at the school office before going to the classroom. Permission from the teacher and principal must be secured.

#### **6-14.2 Non-Family Members**

Non-family classroom visits are limited to families interested in attending Rock Solid Christian Academy, and strictly for the purpose of aiding their enrollment decision. These visits must be scheduled through the school administration at least one day in advance. Alumni are welcome to visit RSCA but must first check in at the school office.

### **6-15 Community Service**

Students in grades K-5 must complete 20 hours of community service for each year they are in attendance at Rock Solid Christian Academy. 10 hours must be completed at RSCA community service opportunities. The remaining 10 hours may be completed outside of the school through church and family activities. Proper documentation is required.

Community is one of the five “Rocks” of Rock Solid Christian Academy. The RSCA Community Service program is designed to develop and strengthen school relationships as well as the desire to serve and love others in our community. It is our desire that students will see joy and relationships that grow as they work together to serve others in the RSCA, The Pearl, and Denver communities.