



ROCKSOLID

CHRISTIAN ACADEMY

HIGHER STANDARDS FOR A HIGHER CALLING

***Parent & Student Handbook
2018 - 2019***

“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

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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 2018.

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 a variety of challenging classes on Tuesdays, Thursdays, and Fridays (Tuesdays and Thursdays for elementary school) 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 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). We have implemented a moderate dress code, we do not allow physical contact between boys and girls, and we do not celebrate secular activities.

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

1-4 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 or three days of formal classes a week for

instruction, guidance, laboratories, 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 college-prep curriculum.
- A selection of elective courses.
- Finalizing selection of course materials and curriculum.
- Provide teaches 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.
- Award of High School Diploma for successful completion of the RSCA program.

1-5 *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).

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
 - Teacher/Counselor Recommendation Form (6th – 12th grade)
 - Parent Educational Agreement
 - Home or School Instructor Recommendation Form (6th – 12th grade)
 - Student Educational Agreement
 - Spiritual Recommendation Form
 - A copy of the most recent Standardized Test if applicable (within the last two years)
 - Application for Transfer Credits (2-1.6 and 2-1.7)
- 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 3rd 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 with an increased re-enrollment fee. 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.

A student may withdraw from a course within the first two weeks of the semester with no effect on his transcript.

At the discretion of the school administration, a student may be permitted to withdraw from a course after the second full week of the semester. The student's permanent record will show a WDP (Withdrawn Passing) or a WDF (Withdrawn Failing). Tuition for the entire semester will be charged for the course(s).

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.

Acceptance of credits by private schools, Christian or otherwise, is up to the individual school system, and occasionally differs at various schools within a system. Generally speaking, credits are transferred within the Christian school community with no problem.

If a family or a student is planning on transferring to a public school later, then it would be wise to check with the prospective school to see how they stand on acceptance of credits from private Christian schools and the unique program of Rock Solid Christian Academy.

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.

A completed RSCA Application for Transfer Credits form must be submitted to the assistant principal when the student is applying for enrollment at RSCA.

Receiving Rock Solid Christian Academy credit for classes taken at another institution of learning, or as a correspondence course, is at the discretion of the school administration. Placement testing may be required. Grades for transfer credits will not be computed into Rock Solid Christian Academy grade point average.

2-1.7 Credit Transfer Policy for Current RSCA Students

If current RSCA students wish to receive credit for coursework taken outside of RSCA, they must receive approval before the course is taken by submitting a completed RSCA Application for Transfer Credits form to the assistant principal. Credits will not be accepted for courses in which the student earned grades lower than a C.

Transfer credits taken at an accredited college, another high school, or as a correspondence course from a similar institution, will require an official transcript on the completion of that course.

Approval of transfer credits will be at the discretion of the school administration.

Expenses associated with classes taken outside of RSCA are the responsibility of the student's family and are not covered by Rock Solid Christian Academy tuition.

2-2 Placement Tests

All high school students will be required to take a math placement test and possibly other placement tests prior to enrollment into Rock Solid Christian Academy. Math placement tests will be sent to parents to be proctored at home and then returned to Rock Solid for evaluation.

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 Middle/High School offers seven class periods on Tuesdays, Thursdays, and Fridays from 7:30 A.M. to 2:40 P.M.

RSCA Elementary School offers a full day of instruction on Tuesdays and Thursdays from 8:30 A.M. to 2:30 P.M.

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 are responsible for securing missed assignments** and turning them in to their 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, etc.

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.
Being late for any subsequent class.

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 one unexcused absence.

3-6 Student Pick Up and Drop-Off Policy

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 college level of academics. Third, it will be suited for home study, with guidance from the RSCA teaching staff.

Graduation requirements will require the satisfactory completion of the following course work totaling 22 credit hours for a Rock Solid Diploma or 24 credit hours for a Rock Solid Honors Diploma.

Mathematics	4 credits*	Science	3 credits
English	4 credits	Social Studies	4 credits
Foreign Language (same)	2 credits	Bible	1-2 credits***
Fine Arts**	1 credit	Electives	4 credits

*Does not include Pre-Algebra. Does not include Consumer Math/Personal Finance if earning a Rock Solid Honors Diploma.

**One-half credit of Fine Arts must be fulfilled by Drama the second semester of senior year.

***One credit required for Rock Solid Diploma. Two credits required for Rock Solid Honors Diploma.

4-1.1 Dual Credit Courses*

RSCA offers several Dual Credit courses with open enrollment: College Algebra, Digital Photography, English Composition, American History, United States Government, Literature of Ancient Israel, Apologetics, American Literature, Speech, World Religions, and Advanced Art. These courses have been approved by Colorado Christian University. Students will receive college credit from CCU upon completion of these courses, and grades will be weighted on a 5.0 scale. An additional fee will be assessed by CCU for dual credit courses.

*The DC courses offered each year are subject to yearly approval by CCU.

4-2 Graduation Requirements

4-2.1 RSCA Diploma Requirements

The following requirements must be met in order to receive the RSCA diploma:

- Each student will have accumulated a minimum total of 22 credit hours (24 for a Rock Solid Honors Diploma) in accordance with section 4-1, of which a minimum of 12 credit hours must be obtained in courses offered at RSCA.
- Students must be enrolled in a minimum of 4 classes per semester while enrolled at RSCA.
- Students must be in compliance with sections 2-1.6 and 2-1.7.
- All financial obligations and administrative paperwork must be current.
- Students who transfer to RSCA at the beginning of their senior year may earn a RSCA diploma with approval from the administration.

4-2.2 Graduation Ceremony Requirements (without RSCA Diploma)

In order to participate in the RSCA graduation ceremony, a student must be enrolled in at least 1 class per semester during their senior year and have a minimum cumulative GPA of 2.0 (grades 9-12) and a senior year GPA of at least 2.0.

All financial obligations and administrative paperwork must be current to participate in the RSCA graduation ceremony.

4-2.3 Academic Honor Cords

Any student earning a Rock Solid Honors Diploma will be awarded Academic Honor Cords to wear at the Graduation Ceremony.

4-2.4 Community Service Honor Cords

Students who earn a RSCA Diploma and complete the following will be awarded Community Service Honor Cords to wear at the Graduation Ceremony.

- Students must complete a minimum of 80 hours of community service for each year (grades 9-12) in attendance at RSCA (hours may be prorated for students who enroll midway through an academic year).
- All service hours must be properly documented and turned in to the office the same semester the hours were completed.
- The service hours must be completed under supervision of an adult who will complete the appropriate documentation. This adult may be the parent.
- The administration will keep the documentation on file. It is the student/parent responsibility to keep up with number of hours completed.
- Students may count 8 hours/day for a mission trip.

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:

- Middle/High School Students should expect to have 3-4 hours of meaningful homework per class per week. Some classes may require more and some classes may require less.
- Middle/High School Students should expect at-home assignments for **all classes** offered at Rock Solid. The amount of time spent on homework varies with each class, however, additional time may be required to complete assignments in math and science. Students can expect several hours of at-home work on Mondays and Wednesdays. Teachers are encouraged to assign a lighter amount of homework on Thursdays.
- In grades K – 2, students should expect to have 1-2 hours of homework per at home school day. In grades 3-5, students should expect to have 2–3 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. **Without special permission, late work will not be accepted after a deadline has passed.** If a student is unsure about due dates, parents should encourage them to contact the teacher or fellow student for the assignment.
- 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 and Grades

Report cards will be provided online at the end of each quarter. A system of letter grades is used to inform both students and parents of the student’s progress. Hard copies are available upon request.

Percentage grades will be given. The final report card letter grade equivalents and grade point averages are based on the following:

90 – 100 %	=	A	=	4.0
80 - 89 %	=	B	=	3.0
70 - 79 %	=	C	=	2.0
60 - 69 %	=	D	=	1.0

0 - 59 % = F = 0.0

Dual Credit Enrollment Courses through Colorado Christian University will be weighted on a 5.0 scale. Students may not repeat courses completed at RSCA. An exception will be made for students who want to repeat Drama, however these repeated credits will not count toward minimum required credits.

4-5 Awards

Certificates of Award will be given each semester for Academic Honor Roll, Citizenship, or other notable achievements.

- Superior Student Honor Roll: The student shall have maintained a 95% -100% average for the semester.
- Outstanding Student Honor Roll: The student shall have maintained a 93% - 94.9% average for the semester.
- Excellent Student Honor Roll: The student shall have maintained a 90% - 92.9% average for the semester.

4-6 Academic Review

Any student receiving a grade below a "C" in a quarter will be placed on Academic Review for the next quarter. One (1) grade of Incomplete may result in the student being placed on Academic Review. Parents of the student will be notified in writing, and a family conference may be scheduled.

Students will be required to:

- Develop an academic plan with their instructor.
- Use study hall time to do school work. Not using study hall time to work on schoolwork may result in further meetings with teachers and parents.
- Meet with the principal at least once a month to check in and share his/her academic plan.
- Students remaining on academic review may be unable to participate in graduation.

4-7 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.

4-8 Take Home Tests

Tests to be taken at home will be placed in the student folder 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 folder.

4-9 Standardized Tests

Each year all students will be required to take a standardized test at RSCA. Juniors and seniors are encouraged to register for college entrance exams (PSAT, SAT, ACT) which may replace the required RSCA standardized test with the proper documentation. The college entrance exams are offered at various times throughout the school year. Juniors and seniors planning to attend a local community college may also take the Accuplacer test in place of the required RSCA standardized test. Again, proper documentation is required. The Rock Solid school testing code is 060939. There will be a fee assessed for the RSCA standardized tests.

4-10 Accreditation

Rock Solid Christian Academy is currently a candidate for 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 and course will have rules that will define and explain general guidelines and expectations. 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.

5-1.1 Demerit System for Minor Offenses:

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, Rock Solid Christian Academy has instituted a demerit system in an effort to provide consistent consequences to chronic school rule infractions. A demerit will be given on a student's QuickSchools account by either a teacher or the administration for minor offenses. Each demerit will be accompanied by an e-mail sent home to the parents to "sign" as well as a copy sent to the principal and school administration. Each demerit will be recorded on the student's record. The purpose of the demerit system is not to catch students doing something wrong, rather to help our students grow in character and Christlikeness. Demerits will accumulate per semester. Habitual offenders will be subject to additional consequences at the discretion of the administration. At the beginning of each semester all demerits will be deleted from QuickSchools to restart the student semester tally.

Examples of minor offenses:

- Disrespect to fellow students, teachers, and administration
- Dress code violations
- Handbook violations
- Repeated Tardiness (three times or more)
- Being off campus without written permission (this includes being in the parking lot)

Four demerits in one semester will result in the following consequences:

- Parents will be called and notified by email.
- Student will provide the school a minimum of four hours of community service as well as any other fitting punishments determined by the administration (e.g., letters of apology, rewritten papers, detention, etc.).

5-1.2 Disciplinary Steps

Parents will be contacted by phone if:

- The student's offense is deemed serious/concerning enough that a demerit is not an appropriate response.
- If the demerit system has not been effective in correcting the student's behavior.

If deemed appropriate, the school will arrange a conference with the parents.

Serious or uncorrected offenses may result in one of the following:

- In School/After School Suspension during lunch, study halls, and one hour after school.
- Suspension from the school. The duration of the suspension will depend on the offense. A conference with the parents and principal is mandatory before a student returns to the school.
- Expulsion from the school. A student may be expelled from school any time he/she is in severe or chronic violation of the rules and policies of the school. Decisions on these matters are made at the discretion of the administration/board, in consultation with the parents.

All written warnings will be given to the parents, and a copy placed in the student's file.

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 to refrain from any behavior that implies a boyfriend/girlfriend relationship. Practically applied, this means "hands off" (no holding hands, no embracing, etc.) during school or at any school activity, on campus or off.
5. Students are expected to refrain from being involved in or creating an impression of involvement in immoral activities that are contrary to the philosophy and objectives of Rock Solid Christian Academy. These include (but are not limited to) premarital sex, gambling, lying, stealing, cheating, plagiarism, vandalism, smoking, use of non-prescription drugs, consumption of alcoholic beverages, narcotics or tobacco, participation in gangs, listening to ungodly music, and the wearing of non-Christian symbols.

6. Students are allowed to be out of the class for a visit to the office or restroom with permission from a staff member.
7. Students are expected to enter the school and classroom in an orderly and respectable manner, to be prepared for class, and take their seats before class starts.
8. Prompt and cheerful obedience is expected at all times.
9. Students should listen while others are speaking and raise their hands to get permission to speak or leave their seats.
10. 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.
11. Food and drink are allowed only in designated areas and only between class periods, at lunch time, and after school.
12. 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.
13. **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.

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.

Consequences:

Any student not dressed in accordance with this code may receive demerits, be withdrawn from the classroom to change to proper attire, or be sent home. This dress code policy is not intended to be all-inclusive.

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.

- No hats are allowed.
- All clothes should be neat, clean, and in good repair.
- No undergarments should be seen at any time.
- 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.

Girls' Dress Code:

- Sleeveless tops may be worn if the outer edge of the top touches the outer edge of the shoulder and the arm holes are not revealing. (No spaghetti straps or halters are allowed.) Shirts must not show any cleavage or skin around the waist when arms are raised.
- Pants must not ride down onto or below the hips at any time. Leggings or tights are not allowed unless they are worn under a dress code compliant dress or skirt.
- Shorts are acceptable but must be no shorter than 4 inches above the top of the kneecap.
- Skirts and dresses are acceptable but must be no shorter than a fist's width above the knee.
- Slits in skirts and dresses must not be revealing.

Girls' Accessories and Grooming:

- Hair should be neat and out of eyes.
- Any change in hair color must be to another natural hair color.
- Jewelry should be kept to a minimum and may not be rebellious in nature (e.g., plugs, barbells).
- No piercings besides ears are allowed.
- No visible tattoos are allowed.

Boys' Dress Code:

- No muscle shirts, sleeveless shirts, or tank tops are allowed.
- Pants must not ride down onto or below the hips at any time.
- Knee-length shorts are acceptable.

Boys' Accessories and Grooming:

- Hair should be neat and should not extend below the collar, the bottom of the ears, or below the eyebrows.
- No facial hair is allowed.
- No piercings are allowed.
- Jewelry should be kept to a minimum and may not be rebellious in nature.

- No visible tattoos are allowed.

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.

Seniors may leave campus during lunch with parent approval. Proper check-out and check-in procedures must be followed at all times.

Juniors, Sophomores, and Freshmen may leave campus once a month for lunch with a parent chaperone. Written permission from parents is mandatory. Proper check-out and check-in procedures must be followed at all times.

K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th graders may NOT leave campus.

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 Retreats and Mission Trips

Rock Solid Christian Academy students will be encouraged to participate in yearly retreats and mission trips (when offered). Additional costs will be required for participating in these activities.

Due to the Colorado state requirement to complete 172 days of school, if a student chooses not to participate, attendance at school on those days will be required.

6-6 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.

6-7 Financial Charges and Information

6-7.1 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.

6-7.2 Tuition

Tuition is paid over a 12 or 10-month (August to May) period and is collected through FACTS. Late fees do apply. (Please see current Fee Schedule.)

6-7.3 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.

6-8 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).

6-9 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.

6-10 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 miss the first two classes and begin with third period 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), radio station KOA - 850 AM, Channel 4, 9News, Fox31, our website, 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.

6-11 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.

6-12 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.

6-13 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 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 forty (40) 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.

6-14 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.

6-15 Visitation Procedures

6-15.1 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.

6-15.2 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.