

# 2023-2024 Parent/Student Handbook



**ROCK CITY PREPARATORY**

**CHRISTIAN SCHOOL**

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# Mission Statement of Rock City Preparatory Christian School

We acknowledge God as the source of all truth; therefore, our mission is to demonstrate and teach the saving knowledge of our living Lord Jesus Christ. We endeavor to help each student to “grow in wisdom, stature and favor with God and man” in order that each student may become all God created him or her to be.

## Statement of Beliefs

1. Each student is a valuable individual created by God with unique physical, social, emotional, intellectual, and spiritual needs.
2. Teachers, students, administration, parents, and the community share in the responsibility for advancing the school’s mission and the continuous improvement of the school.
3. Rock City Prep provides a safe and positive Christian environment, which promotes student learning and emphasizes character development.
4. Curriculum and instructional practices incorporate cultural diversity along with a variety of learning activities.
5. Quality learning at each level of development is our chief priority. At the same time, we acknowledge that we do not have adequate resources of faculty to meet the needs of students with significant exceptionalities.
6. A positive and preventive discipline approach to classroom management is administered in a fair and consistent manner.
7. Student success is measured by a variety of assessments and the student’s active participation in the learning process.

## HELPFUL TIPS (WHO TO CONTACT WHEN YOU NEED ASSISTANCE AT RCP)

- **Mr. Reginald Ware, Principal**
  - School Calendar
  - Grades
  - Attendance
  - Conduct
  - Physical Building Issues
  - Curriculum/Textbooks/Educational Resources
  - Master Schedule
  - Student Schedules
  - Teacher/Classroom Issues
  - Athletics
  - Any other issue/concern about RCP, ***excluding scholarship and/or payment issues/concerns.***

- **Mrs. Lesley Smedley, Liaison**
  - Scholarship Issues/Concerns
  - Ren Web/Scholarship Payments Issues/Concerns
  - Technology Issues/Concerns
  
- **Secretary**
  - General School Information
  - Leave message for faculty/staff member
  - Enrollment of Students
  - Withdrawal of Students
  - Student Transcripts
  - Student Records

## **Parent Commitment**

As a parent of RCP, I am committed to:

- ❖ Ensuring that the student(s) are in school every day with necessary books, material and/or supplies and on time.
- ❖ Making sure that the student(s) arrive to school before 8:00am with ample time to organize materials and in class ready to learn.
- ❖ Picking up the student(s) by 3pm (Grades K-5) and 3:15pm (Grades 6-8) each day following dismissal. **Parents will have to pay (cash only) \$5 first minute and \$1 for each additional minute.**
- ❖ Providing a written excuse within two days of returning from an absence.
- ❖ Providing the student(s) with a quiet distraction-free environment for homework and studies. Establishing a healthy schedule to include adequate sleep each night. Provide help as needed for homework and project assignments. This includes, but is not limited to checking work accuracy, neatness, understanding and completion on time. Parents will have a RenWeb login to access student grade and assignments.
- ❖ Ensuring that the student(s) maintain an appearance that reflects Christian values and follows all uniform policy and guidelines.
- ❖ Working alongside the school staff to promote appropriate speech behavior and attitude toward learning in accordance with the standards and expectations of Rock City Prep.
- ❖ Attending all scheduled parent/teacher conferences. If parent is unable to attend at designated time, the parent must contact the teacher to arrange an alternate time.

- ❖ I am aware that possession of electronic devices is permitted – including but not limited to cell phones, iPads, radios, MP3 players, CD players, tape players, electronic games, pagers, and other paraphernalia. If the item becomes a disruption to the learning process, it will be confiscated. Note: On the first offense, the item confiscated will be returned to the student at the end of the day. Upon subsequent issues, the item will only be returned to the parent or guardian. A form must be completed and signed by the student and parent/guardian indicating they understand the offense.
- ❖ Signing all forms and ensure that the student returns forms the next day.
- ❖ Meeting all financial and service obligations in a timely manner in accordance with FACTS tuition assessment agreement.

## **Students Commitments and Expectations**

As a student of Rock City Preparatory School, I am expected to commit to the following:

Students are expected to act in an orderly and respectful manner, maintain Christian standards in courtesy, kindness, language, morality, honesty and body language always.

### **Respect**

- Demonstrate respect for God, administrators, faculty and staff, parents, volunteers, visitors and themselves.
- Demonstrate respect for fellow classmates.
- Demonstrate respect for the building and grounds of Rock City Preparatory School, Rock City Church, and any locations that become a part of my educational experience.
- Use of disrespectful language is not the culture of Rock City Preparatory School and students will only use words and tones that respect everyone at RCP.

### **Building**

- Share in the responsibility of keeping all school property and the school building in good condition. Students will help by taking part in disposing trash properly, keeping classrooms and common areas clean, and being respectful of personal and school property.
- Students are responsible for deliberate damage to or defacing of school property, including, but not limited to, books, furniture, and lockers.

### **Hallways**

- Always move through the halls in a respectful manner. Refrain from shouting, slamming or hitting lockers, horseplay, running, etc.

## **Lunchroom**

- Show respect towards and be thankful for our lunchroom staff.
- Demonstrate good manners and appropriate voice level when speaking to others.
- In order to make this goal a reality we are requesting that during the first semester of the school year, students bring their lunch. To ensure food safety, make sure it is something that will not require reheating. If desired, you are still able to bring your child food at least 15 minutes before their scheduled lunch period.

## **General**

- Students are expected to attend school every day. Be on time and be seated in class when the tardy bell rings. Students are to wear the correct and complete uniform, except for official out of uniform days. Students who are not in correct uniform may be sent home or required to make corrections before attending classes.
- Students are expected to bring the appropriate material to class each day (pencil, pen, paper, textbooks, homework, etc.)
- Students are expected to involve themselves in discussion and participate in class activities with a positive attitude

## **Visitors**

All visitors coming to the school must sign in at the school office and receive a visitor's pass. This includes parents, former students, and family members of faculty, staff, and students

lunches, schoolbooks, physical education uniforms, or other items a student may have forgotten should be brought to the office and not to the classroom.

Teachers always need to give full attention to the entire class. Therefore, parents are asked not to have conversations with the teachers in the classrooms in the morning or during dismissal in the afternoon. Messages or requests for phone calls may be left in the school office. Appointments for conferences may also be made in the school office.

Students from other schools are not permitted to visit RCP during the regular school day unless their parents have expressed an interest in enrollment, and they are on a school tour. This includes lunch and break time.

## **Solicitation**

Solicitation of money at school will not be permitted without prior approval from the Principal. This includes, but is not limited to, selling of any type, donations, contributions, etc.

## **Conferences**

The Principal and faculty welcome the opportunity to meet with students and their parents to discuss questions and concerns.

Because we abide by the Matthew 18:15-19 principle, parents should:

- First contact the classroom teacher with any questions concerning his/her class. Conferences should be arranged through the school office at least one day in

advance. Please do not try to have a conference with a teacher during arrival or dismissal.

- If parents still have concerns after the parent/teacher conference, they may contact the Principal/Vice Principal through the school office for a conference time.

## Check-Outs

No student is permitted to leave school for any reason without being properly checked out through the office. If a parent or guardian desires for his or her child to be dismissed from school for any part of the day, the parent or guardian must come to the office and check out the student. Please note, handwritten notes are not an acceptable substitute for signing out a student. A student should only be taken out of school in unavoidable cases, such as dental, optical, or other medical appointments. To properly educate, this policy must be strictly followed. **Students cannot be checked out after 2:30pm except in cases of emergency.**

If someone other than a parent will be coming to check out a child or pick up a child after school, please call the school office to provide the name of that person.

## Use of Office Telephones

Office telephones are for school purposes and emergency calls only. Classes are not to be interrupted to call a student to the telephone except in case of an emergency. In the case of a student's illness, the student will be permitted to telephone his or her parents.

## Cellphones/ Chromebooks

Cell phones should be left in the student's book bag during the school day unless it is used for educational purposes. Since 6<sup>th</sup>-8<sup>th</sup> grade students will have Chromebooks, parents and students will be able to communicate with each other if a need arises during the school day using email. Since cell phones have become so addictive to many users, this will keep our students from constantly sending and receiving texts, taking and posting pictures, and snapchatting during the school day. Using a cell phone without permission is an automatic Saturday School. Earbuds, air pods, beats etc. are not allowed in the hallways.

## Social Media

We advise parents/guardians to monitor all social media sites to be sure their child remains safe and uses good judgement. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents/guardians and it will be the parents'/guardians' responsibility to act. Should a student demean the good name, reputation, or personal safety of the school, students, faculty, or community, the school will notify the parent/guardian and appropriate disciplinary action may be taken by the school. In order to protect every student, as well as employees and the school itself, every student enrolled at RCP is expected to treat the good name and reputation of each of the above

with dignity and respect. Public defamation of any of the above by a student or parent/guardian is serious whether this be done verbally, in writing, via email, or on the web and whether it is done on a school computer or not and on school time or not. Therefore, any student or parent/guardian found to be participating in any activity determined by the administration to be disrespectful or defamatory will be subject to disciplinary/responsive action by the school.

## Emergency Closing/Inclement Weather

If school closes or the start of school is delayed on any day due to bad weather or other emergencies, there will be announcements on local television NBC 13, FOX 6, ABC 33/40, RenWeb notification, email, call tree, our text messaging service and the website. This also applies to unforeseen early school closings.

## Open House

Open House will be held during the beginning of school to acquaint the parents with their child's teacher, subjects, requirements of the grade, etc.

## Uniform Expectations

- ALL students must wear black, navy, or khaki pants/skirts/shorts/skorts. **ALL** skirts/shorts and skorts must be knee length and loose fitting.
  - **Shorts, skirts or pants that are tight fitting will result in student sent to the office to call for a change of clothing.**
- **K-8<sup>th</sup> GRADE** students must wear **red** or white tops with the RCP logo.
- **Shirts must be tucked in at all times.**
- **Pants/skirts/shorts must be worn at the waist.**
- **Belt must be worn if pants/skirt/shorts have belt loops.**
- All outer wear must be open front. **No hoodies are allowed, unless they are school logoed.** Jackets or sweaters must be **solid red**, white or **navy**. **Hoods cannot be worn inside the building.** Uniform shirt must be worn under the jacket or hoodie.
- Shoes must be closed toe and closed heel. No clogs, sandals, flip flops or slides are permitted at RCP.
- Chapel Day Uniform (**Every Wednesday**)
  - Boys Attire
    - uniform pants
    - Logo white button-down collar shirt



- Red or navy tie (clip-on or self-tie)
- Black or brown casual rubber shoe
- Girls Attire
  - Blue or Khaki skirt or romper knee length (must be loose fitting)
  - Logo white button-down shirt
  - Black or brown casual rubber shoe
  - Red or Blue criss-cross tie

## **ADDITIONAL UNIFORM EXPECTATIONS**

- All uniforms must be in good condition, properly hemmed, appropriately sized, and not faded or torn.
- Sweaters and Coats: School-approved athletic and activities jackets and outerwear (spirit pack items) with the RCP logo are permitted to be worn during the day in place of uniform sweaters/jackets.
- Tennis shoes and canvas shoes with light rubber soles will not be allowed as dress shoes.
- Students are prohibited from wearing hats/caps or head coverings (such as bandanas, wave caps or scarves).
- White turtlenecks and long sleeve undershirts may only be worn underneath the long sleeve Oxford shirts. Undergarments worn underneath the uniform shirt must not be visible through the uniform shirt
- All students must abide by the dress code and policies of Rock City Christian Preparatory School. Final decisions on dress, hairstyle, and discipline will be left to the school administration.
- Rock City Preparatory was founded on the principle of providing an academically excellent Christian education. The overall concept of Christian education is preparation of students for their proper role in society.

### **OUT OF UNIFORM DAYS**

- Out of uniform days are held as a means of fundraising for the various clubs and activities at Rock City Preparatory Christian. The following are guidelines which must be observed on these days in order to participate in an out of uniform day.
  - Students may wear jeans, khakis, pants, knee length dress shorts, or the school uniform. No athletic shorts, leggings or yoga pants.
  - No article of clothing may be torn, cut, slit, ragged, or have holes.
  - Athletic shoes, boots, or sandals in good condition may be worn.
  - Socks may be of any color.
- Students who are not in uniform may be sent home with an unexcused absence and may not return to class until properly attired.

## **Student Behavior Expectations in School**

The purpose of the educational program of any school is to provide suitable educational opportunities for students who are enrolled. Many factors are involved in the maintenance of the appropriate behavioral standards in the school. At Rock City Preparatory Christian

School, discipline is of essential importance, because both Christian living and academic preparation are fostered in an environment of positive student conduct.

Good discipline is an essential element of a quality educational program; it ensures a proper atmosphere for learning and develops meaningful character traits in students. Respect for self and others, friendliness, and cooperation are parts of discipline that provide for a pleasant atmosphere. An attitude of love, cooperation, respect, and team spirit is a necessary requisite for Rock City Preparatory Christian students. **Students are encouraged to communicate with teachers, counselors, and administrators when they have problems.** Persistent failure to adhere to the standards of RCP will result in separation from the school.

## **Discipline**

We expect the student to learn to discipline themselves both emotionally and academically. It is the responsibility of the home to discipline the child. The school will act on behalf of the parent while the student is in school. The school will seek to support and bring continuity to what the home does. However, there are universal regulations with which all students will be required to comply regardless of the sentiment of the individual family.

It should be fully understood that Rock City Preparatory Christian uses discipline as needed to teach students Christian respect for authority. While we do not engage in corporal punishment, school discipline is to be left to the teacher, Principal and/or school's discretion. (For example: demerits, detention, suspension, etc.)

### **Discipline Process:**

Rock City Preparatory Christian School expects students to behave in a respectful way that reflects the mission, traditions, and expectations of the school. We strive to partner with families when guiding students through the discipline process. We recognize and support the teacher as the primary disciplinarian in the classroom and the coach as the primary disciplinarian with our student athletes.

### **Minor Offenses**

Examples of (but not limited to) minor rule violations:

- inappropriate use of technology and/or social media
- arguing after receiving a Demerit
- disrespectful/argumentative
- defacing textbooks
- failure to obey instructions
- public display of affection
- minor classroom behavior problems

- excessive noise in halls
- misuse of passes
- unexcused tardy to school or class
- violation of dress code
- writing or passing of notes
- littering
- gum chewing/candy

**Examples of (but not limited to) possible consequences for minor rule violations:**

- Meeting with the Principal
- A written or verbal apology
- Reflective Assignment
- Loss of Privileges
- Restorative Justice
- Community Service
- Paying Restitution
- Demerits
- Saturday School

**Major Offenses**

Examples of (but not limited to) major rule violations:

- inappropriate use of technology and/or social media
- swearing – use of profanity/obscenity
- disruptive behavior at assemblies/Chapel
- major classroom disruption
- disrespect to teacher, staff member, or fellow students
- offensive material/hate speech
- harassment, including sexual/bullying
- fighting/physical altercation
- failing drug test
- lying to faculty or staff
- gambling
- skipping class
- in “off-limits” area
- uncooperativeness
- unauthorized accessing of computer programs, data, or message capabilities
- unauthorized entry into another student’s locker
- unauthorized attendance at a school function
- academic dishonesty
- falsifying documents
- Possession of a weapon
- Possession of and/or Illegal Use or Sale of Alcohol or Drugs
- Possession of a Weapon
- Involvement in Break-In or Vandalism

Examples of (but not limited to) possible consequences for major offences:

- Paying Restitution
- Loss of Privileges
- Saturday School
- A verbal or written apology
- Reflection Assignment
- Restorative Justice
- Community Service
- Drug Testing
- Probation
- In School Suspension
- Out of School Suspension
- Expulsion

## CONSEQUENCES

- **Demerits:** Any noteworthy failure to observe the general rules and regulations on the part of a student will result in demerit. Students accumulating three demerits in a quarter will be notified by the Principal in the form of an automated RenWeb. An email sent to the student and parents/guardian. Students who receive 4 demerits in a quarter will receive an automatic Saturday School.

### Saturday School (**6<sup>th</sup>-8<sup>th</sup> Grade only**)

- Saturday School is assigned to students who earn 4 demerits in a quarter or have a major offence violation. Students who attend Saturday School will participate in a service project in or around the school that will enhance the campus.
- Examples include but are not limited to:
  - picking up garbage around the school grounds,
  - scraping gum,
  - cleaning up after a school event,
  - assisting with event set-up,
  - stuffing envelopes for mail outs, etc.
  - Electronic devices are not permitted at Saturday School.
- Saturday School is from 8:00 am - noon on the assigned Saturday. Students and parents will be notified in advance of the assigned Saturday School by email and student signature. Students who fail to show up for assigned Saturday School will be assigned 2 additional Saturday Schools. Students arriving late will be sent home and assigned 2 additional Saturday schools. Students who earn a third Saturday School in an academic year will serve an in-school suspension in place of the 3rd earned Saturday School.
- **Suspension and Expulsion**
  - Suspension: When it becomes necessary to suspend a student because of a disciplinary problem, a violation of a major school regulation or because of the lack of parental support, the Administration will notify the student and parents immediately by telephone, and in writing, within three (3) school days. When

suspended, a student is required to complete any assignments missed, but they will not receive credit for the work.

- An appeal of the decision to suspend must be made to the Administration within three (3) days of the receipt of written notification. The Administration may meet with the student and his or her parents at their discretion; their decision will be final.
- Expulsion: For serious disciplinary reasons, violations of major school regulations, or lack of parental support, a student may be expelled from school after the Administration has met with the student and their parents. If the Administration decides that expulsion is warranted, a written notice of expulsion will be sent to the parents within three (3) days after this meeting. In cases where the parents or students feel there is a need for further review, they must appeal the decision to the school committee. This appeal must be made to the school committee within three (3) days of the receipt of written notification. All appeals must be made in writing. The student will be suspended pending a final resolution of the appeal.

## **Leaving School Without Permission**

Leaving the school campus without permission or skipping school is a serious offense. The school holds a great responsibility for each student, and a student who leaves campus takes themselves out of jurisdiction.

A one-day suspension will be given if a student leaves school grounds without permission, no matter what the reason. Immediately upon discovery that a student has left campus, the school will notify the parents. In order to return to school a parent must accompany the student for a conference before the student will be permitted to return to school. This rule pertains to all hours of the school day from the time the student arrives in the morning until the time they depart by the duly appointed manner.

## **Harassment**

### **Bullying**

Verbal, digital, or physical intimidation or harassment by an individual or a group of individuals directed toward another student will be considered bullying and will not be tolerated. If a student feels he/she is being bullied, they should report it immediately to the Principal or Vice Principal. Penalties for bullying may include suspension or expulsion.

### **Sexual Harassment**

#### **Definition**

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, requests or

conduct which create an intimidating, hostile, or otherwise offensive environment as a result of these advances or requests.

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. The School Committee and Administration will investigate every allegation of sexual harassment and take appropriate action against students or employees who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, expulsion, or legal action.

### **Complaint Policy**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the Administration. A student who becomes aware of, or suspects that a student is being sexually harassed shall immediately report the information to the Administration. A student may request to make their report of sexual harassment to someone of the same sex, or to have an additional staff person present.

If the complaint is received by someone other than the Principal, the person receiving the complaint shall promptly inform the Principal. The Principal shall immediately start an investigation into the matter. The custodial parent(s) of the student(s) will be informed of the complaint.

The completed investigation shall be reviewed by the committee and legal counsel for prompt and appropriate action if warranted. A written response to the student's complaint will be provided to the custodial parent(s) of the student and to the student within forty-five (45) days of the date the student first registered the complaint.

### **Use of Audio/Visual Recordings**

Parents and students should be aware that all conversations held in any office in the school are subject to being audio and visually recorded.

### **Student Lockers**

The lockers provided are school property and may be inspected by the Administration at any time with or without the student's permission. Students may not write on or deface the

lockers in any way. If a student's locker is defaced in any way, the student will be required to pay for any work necessary to restore the locker to its standard condition.

## **OFF-LIMITS AREAS**

Areas of school that are off-limits to students during school hours (unless authorized to be there or accompanied by teacher/administration) are the following:

- the parking lots and other outside areas
- hallways and lockers in the mornings before the 7:40 a.m. and/or after the 3:15 p.m. (***If applicable***)
- the drop-off/pick-up areas
- faculty workroom (unless accompanied by teacher)
- the sanctuary/chapel

## **Attendance**

### **School Calendar**

The school administration shall establish an annual school calendar that meets or exceeds the requirements of the State of Alabama for a school year of 175 school days.

### **Absence**

Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students are expected to be in school and on time when school is in session, that is, when there are classes, tests and examinations or school sponsored activities/programs/retreats/field trips. Class days are noted on the official school calendar.

The following, when accompanied by a valid note from a parent, are considered acceptable reasons for absence from school and therefore, marked as **EXCUSED** on the student's attendance record.

- sickness - extended or recurring illnesses will require medical documentation
- doctor appointments - will require documentation
- death in the family
- testing for driver's license or learner's permit
- court or legal hearings
- school sponsored trip or athletic competition/event

Students who participate in academic and athletic activities outside of Rock City Preparatory Christian that require them to miss school should request prior approval for all absences from the Principal. Students in good academic, attendance, and conduct standing may be excused on a case by case basis with prior approval.

The following are considered to not be acceptable reasons for absence from school and therefore, marked as **UNEXCUSED** on the student's attendance record.

- Vacations and extended weekends
- Work or job interviews

Students marked excused are allowed to make up all work. It is the student's responsibility to find out what work has been missed and to complete the work within the timeframe allotted. Students marked **unexcused** are not allowed to make up missed work (see the makeup work section).

## **Additional Attendance Policy**

A student's parent/guardian is to notify the school as early as possible on the day of the student's absence. This may be done by calling the Office (205-786-4811) between the hours of 7:30 a.m. and 9:00 a.m. or emailing the front office secretary.

Upon returning to school, the student **MUST** present to the front office a note, signed by the parent/guardian, which includes the student's name and/or ID number (**If applicable**), the reason and date(s) of the absence(s), and a telephone number where the parent/guardian can be reached. The student will then receive an admission slip allowing him/her to attend classes. Failure to present a proper note will result in the student being marked unexcused. In the event that a student is absent 3 or more consecutive days, a doctor's note or a meeting with the student's parent/guardian may be required before the student will be readmitted to Rock City Preparatory Christian.

Except in the case of an educational absence, a student may neither attend nor participate in an athletic event, practice, or attend an extracurricular school activity on the day of his absence without the permission of the Principal/Designee. To be considered present, a student must attend at least 4 academic classes. Should a student be absent on a Friday (or the last day of the week), he/she may neither attend nor participate in such activities over the weekend without the permission of the Principal.

## **Late Arrival/ Tardy**

The school day officially begins at 8:00 a.m. Students who arrive at school after 8:00 a.m. are considered tardy and are subject to the following:

- Students arriving late to school without a written excuse are considered tardy and will receive an automatic demerit for the unexcused tardy and work missed may not be made up.
- K5-8<sup>th</sup> Grade students must be walked in by a parent/guardian and signed in if they are tardy or checked out.
- Students will receive a discipline referral for a mandatory parent/student meeting for every 3 unexcused tardies.



- Students arriving late must sign in at the Front Office and receive an admission slip before they may attend class.
- Four unexcused tardies will be counted as one day's absence. Written excuses must state the reason for tardiness

### **Early Dismissal**

Parents/Guardians are asked to not make appointments that would require the student to miss any class time or school sponsored programs/activities/retreats/field trips. If there are conditions which no other alternative is available, the procedure for an early dismissal is as follows:

- A note, signed by the parent/guardian, giving the reason for the early dismissal, is presented to the front office BEFORE the school day begins.
- The student is given an early dismissal slip which will allow him/her to leave class at a specified time.
- At the specified time, the student presents the early dismissal slip at the front office and signs out to leave school.
- When a student returns to school, either the same day or the following day, he/she must sign in at the Front Office and receive an absence admit slip before he/she may attend class.

The student must present a note from the doctor or other official (attorney, etc.) in order to receive an excused absence.

NOTE: A telephone call from the parent/guardian is not a viable substitute for a written early dismissal note. Students arriving at school without a written early dismissal note will not be allowed to check out of school with an excused absence except in the case of a true emergency unless personally picked up by the parent/guardian or the person(s) on the student's emergency contact list.

### **Excessive Absence/Tardiness**

Parents/guardians will be notified by an automated Ren Web email warning them when a student accumulates 5 absences from a single class in one semester. If a student reaches 7 absences in any single class in one semester, the student will be placed on attendance probation. A student who is placed on attendance probation will not be allowed to exempt exams, to use any college days or attend any school function that causes him/her to miss class time. At this point the student and parents/guardians will be required to meet with the Principal to discuss the causes of the absences/tardies and the terms of the probation. Except in the case of extreme circumstances, a student who exceeds 10 absences/tardies in one semester may not be issued credit for that semester. Absences for this purpose will be determined by class period. If the absences/tardies persist after meeting, it will then turn into truancy and involve outside agencies.

NOTE: Absences caused by an official school event (field trip, athletic event, school retreat, award luncheon, etc.) will not be counted towards accumulated absences.

## **Make-up Work**

Students will be allowed the number of absent school days plus one day to make up work missed. For example, a student missing one (1) school day will make up all work within two (2) days—including weekends and school holidays—to make up work, while a student missing three (3) consecutive days of class will make up all work within four (4) days.

Absences include all days excused by the school, e.g. illnesses, field trips, retreats, athletic events, etc. In the case of a student leaving school early for a school sponsored event or activity and returning the following day, students are responsible for making up work missed the day of their return.

The responsibility for make-up work rests with the student. Upon returning to school, the student must make arrangements to make-up any missed tests or assignments. Failure to do so may result in a grade 50 or less for missed work. A student may request missed assignments through the guidance office if the absence exceeds three consecutive school days. Students missing a semester exam due to an excused absence will be allowed to make up the exam with permission from the Principal.

## **Tuancy**

Students are expected to attend school regularly. A student absent from school without his parents'/guardians' consent is considered truant. Excessive absences/tardies are considered truant as well. Students who are truant from school are not allowed to make up work missed.

## **Academics**

### **Elementary Class Schedules**

The elementary schedule is to be supervised by the Principal. Each elementary teacher is responsible for establishing a daily instructional schedule that complies with the Alabama Independent School Association's (AISA) guidelines.

### **Grades 6<sup>th</sup>-8<sup>th</sup> Class Schedules**

The Principal shall design a class schedule that best meets the needs of all students. Each 6<sup>th</sup>-8<sup>th</sup> grade teacher is responsible for establishing a daily instructional lessons that complies with the Alabama Independent School Association's (AISA) guidelines.

## **Curriculum Review**

The principal shall supervise an annual review of subject offerings relative to student and contemporary requirements. A scope and sequence should be networked between subjects

from grade-to-grade. Test results will be reviewed to ascertain specific needs affecting subject and curriculum modifications.

## **Bible**

Bible Study is recognized at Rock City Preparatory Christian School as of fundamental importance and is a required subject in all grades. Without it, a student can hardly be considered truly educated.

## **Grading and Report Cards**

Report cards are sent out at the end of each nine-week term. The following grading scale is used in grades Kindergarten.

- E - Outstanding Progress
- G - Above Average Progress
- S - Average Progress
- M - Minimal Progress
- U - Unsatisfactory Progress

### **The following grading scale is used in grades 1<sup>st</sup>-8<sup>th</sup>**

90-100	A- Excellent
80-89	B- Above Average
70-79	C- Average
60-69	D- Below Average
59 ≥	F- Failing

## **Student Retention**

### **Grades 1<sup>st</sup> -5<sup>th</sup>:**

A grade is to be repeated if (a) A student fails Reading and Math (b) A student fails Reading or Math and two of the following: English, Spelling, Science, or Social Studies.

### **Grades 6<sup>th</sup> -8<sup>th</sup>:**

The numerical yearly average in each subject is used to determine placement for the rest of the year. Students having an "F" average in one or two subjects must earn one credit in summer school for each course failed to pass to the next grade.

Students having an "F" average in three or more courses must repeat the grade.

If a student's grades should reflect unsatisfactory performance, the parents will be notified if it is possible a child needs to be retained before the end of the school year.

## **Testing Program**

Rock City Preparatory Christian School provides a regular program of standardized tests of achievement. Students are notified well in advance as to the nature of the test, scheduled time, and length of testing. These tests provide data that aids in understanding the students' needs and development and follows the student's growth and progress in terms of their systematic and continuous records of growth.

- All students take the SAT-10 Test during the spring semester.

## **Student Records**

1. All students' records are kept in a fire-proof cabinet in the school office.
2. Each student's cumulative record must contain the following:
  - A permanent record containing the student's social security number
  - A copy of the student's Birth Certificate
  - A copy of the student's immunization form
  - Transcripts
  - Test scores
  - Prior year's Reports Cards
3. Student records may not be removed from the school at any time.
4. Release of Records:
  - Records may be released to an educational facility
  - Students' records may not be sent to individuals or other organizations without a written request
  - Transcripts may be sent to colleges and universities upon a written request by the student or university.
  - Unofficial transcripts can be given with a request from parent.
5. Records may be removed from a student's file only by permission of the Principal.
6. Student transcripts are prepared on a timely basis and are kept active indefinitely. These records are private and cannot be reviewed or mailed to an institution without proper signed release. The transcripts contain the address, birthday, telephone number, parents' names, social security number, and only the results of objective evaluations in the form of grades given for courses taken and results of standardized tests.

## **Homeroom Period**

The purpose of homeroom is to check and record the students' school attendance, provide class organization, and provide general guidance. Each homeroom will have a devotional during this period.

## **Computer Labs**

Rock City Preparatory Christian School maintains a computer lab and library computers. Students can use the computers, iPads, or Kindles only when they are under the supervision of a teacher. The computer instructors and other teachers will monitor what sites the students visit on the Internet; however, the students are ultimately responsible.

## **Social Media Policy**

It is the policy of Rock City Preparatory Christian to hold its students responsible for any objectionable material posted on social media (ex. Facebook, Instagram, Twitter, Snapchat, Kik, What's App, YouTube, Vimeo, etc.) We have the right to review student's social media accounts/activity, if it affects or has potential to affect their safety, the safety of other students, our faculty and staff, our school activities or school reputation.

## **Spiritual Life**

Christian education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Christianity is provided. To complement their spiritual development, a well-rounded program of religious activities is offered for all students.

### **Prayer**

After the example of our Lord, our community is held together in prayer. As part of a RCP system of education, the students have the privilege of praying together in the morning and at the end of the day. They also have the opportunity to pray briefly at 11:55 a.m. daily, corporately.

### **Chapel**

RCP has a well-planned weekly chapel program/lesson which is Biblically sound, morally and spiritually edifying, and culturally enriching to all our students.

## **Activities /Field Trips**

All student activities and field trips are specifically chosen to enhance our curriculum. Students must have a minimum current average of C in all classes, be in good attendance standing, and good conduct standing to participate in field trips that will require them to

miss school days. Students missing school days for field trips are responsible for making up work in accordance with the Make-Up Work Policy. Whenever a student is to leave school during school time for a field trip conducted by a faculty member or whenever a student travels to represent the school, either alone or with other students as a part of a team or club outside of school time, then a permission form is obtained from the school and the parents/guardians of the students are required to fill in the necessary information and sign their names.

Activities and field trips are submitted by teachers and approved by the Administration. All students must submit a parent/guardian signed permission form for each activity and field trip to participate. Field trip costs include transportation and entry. Individual teachers will notify parents in advance of upcoming field trips. Please be aware that some field trips limit the numbers of chaperones.

### **Student and School Safety**

The school grounds are off limits to visitors, including parents, unless they are attending a school function. Students must be under the supervision of a staff member whenever they are on school grounds except for authorized school activities. On-campus security is provided by a School Resource Officer (SRO).

### **First-Aid/Accidents/Medicine Procedures**

Minor scratches, scrapes and cuts are given first aid attention by school faculty and staff. A student that sustains any injury beyond the above mentioned will be taken to the office and parents will be notified. Any student who vomits will be sent to the office and parents contacted for immediate pick up.

An Accident/Incident Report for Injuries will be completed by the teacher or office staff. Paramedics will be called for an injury requiring immediate medical attention.

### **Medication**

Students are not permitted to keep any medication (prescription or non-prescription) in their possession at school. If a child needs to receive medication during the school day, **the parent must send the medication along with a school medication form from the doctor** for the medicine to be administered. OTC (over the counter) medicine **cannot be given** at school without a completed form from the doctor. Parents are welcomed to come to the school and administer OTC medicine to their child if they feel they are needed.

All prescribed medicine must come in the original box or bottle with the pharmacy label attached or it will not be administered at the school.

## **Automatic External Defibrillator (AED)**

Rock City Prep has an AED. This unit is available and readily accessible during the school day, and during school-sponsored activities and events on campus. Our staff and teachers are trained in the proper utilization of the AED.

## **Fire and Severe Weather Drills**

Fire and severe weather drills are very important. To ensure the safety of our students and staff, regular fire drills will be held once a month, and severe weather drills will be conducted once a quarter. Fire and severe weather procedures are posted in every room to which students have access. It is the student's responsibility to become familiar with these procedures. The teachers will orient the students frequently. Students will depart the rooms in a single file line with no talking. The teacher will direct them to a safe area and take a head count. Absences will be reported immediately. Silence will always be maintained to assist the teacher in performance of his or her duties. Students will remain in the safe area until all clear is given.

## **Student Departure During Severe Weather**

It is generally accepted that the school building is far safer than an automobile on the road during severe weather. For that reason, parents are discouraged from coming to the school to pick up their children during an actual weather warning.

## Parent/ Student Handbook Partnership Agreement

The rules and regulations in this handbook are intended to insure a positive and harmonious environment for the entire Rock City Preparatory Christian family. By registering at RCP, the cooperation and support of the students and their families to comply with these policies is implicitly expected.

Rock City Christian Preparatory Christian wishes to be true partners with parents in the education of their sons and daughters. Support for school policies and respect for school staff are assumed in this relationship. In that regard, we presume that a family has chosen RCP because its mission and values align with their family's priorities. Violations of the spirit, intent and letter of the philosophy and rules at Rock City Preparatory Christian will be considered just cause for administrative action.

Rock City Preparatory Christian reserves the right to require the withdrawal of a student at any time when his parent(s) or guardian(s) demonstrate attitudes or behaviors clearly at odds with or undermining of the mission, values, or policies of RCP in their dealings with the school or its personnel or while attending its events.

RCP reserves the right to make revisions in this document when deemed necessary by the school administration. Observance of any such change is expected once the student body along with their parent(s) or guardian(s) have been advised of the change.

A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school's Executive Director.

Rock City Preparatory admits students of any race, gender, color, ethnic origin, or sexual orientation and does not discriminate in the administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-sponsored programs.

Parents and students are required to sign the "RCP Student and Parent Handbook Form". The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook.

The Principal and or Executive Director reserves the right at their discretion to terminate the student's enrollment when it is evident the student(s), parent(s), guardian(s) do not support school policies or treat personnel in an appropriate manner.

Additionally, parents/guardians will be held to the same standards of respect as students are with regard to their interactions with administrators, teachers, staff, and students.



Your signatures below verify that you have received/accessed the "RCP 2022-2023" Student & Parent Handbook," read it, understand it, and agree to fully comply with the policies, regulations, guidelines, codes of conduct, and any amendments that may be added during the 2022-2023 school year.

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature \_\_\_\_\_  
Parent/Guardian Name(PleasePrint) \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_ Date: \_\_\_\_\_

*The information found in this school handbook is presented for the guidance of all of those who will use it - parents/guardians, students and faculty. This school handbook is "NOT" a legal contract and should not be construed as such. Additions, deletions or corrections may be made during the year by the administration when judged necessary for the welfare and advancement of the educational program. Such changes become effective when published.*

# SOCIAL MEDIA PARENT/GUARDIAN AGREEMENT

As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Christian school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with school personnel, I will take my complaints directly to the school's administration and not broadcast vile, hateful or disparaging remarks about the teacher(s) or administration. Broadcasting any such vile, hateful or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly.

Parent/Guardian Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_