

Parent Student Handbook 2023-2024

General Guidelines and Policies

Grades K - 12



**Enrollment and attendance at RCS constitutes agreement to its policies and procedures as outlined in the Parent-Student Handbook.

Table of Contents

*Click on a heading to jump to that page.

Table of Contents *Click on a heading to jump to that page.	2
Rosehill Christian School Board of Directors	12
Rosehill Christian School Administration & Support	12
Standardized Testing at Rosehill	13
ACT – Testing Dates - www.act.org	13
SAT – Testing Dates ... www.collegeboard.com	13
Advanced Placement Exam Testing Dates	13
SECTION 1: GENERAL INFORMATION	14
Mission Statement	14
Statement of Faith	14
Morality / Lifestyle Statements	15
Ends Statements	16
Educational Philosophy	17
History	18
School Communication	18
Organization and Administration	18
Steps to Resolve Conflict	18
Admissions Process	19
Probationary Period for New Students	19
Non-Discriminatory Admissions Policy	19
Withdrawal of a Student	19
Dismissal of a Student	20
Renweb	20
Transcript Requests	20
Student Expectations	20
Parent Expectations	21
Parent / Guardian Requirement	22
Responsibilities of Divorced Parents Sharing Custody	22
Legal Issues / Costs	22
Parent Classroom Visits	23
Parent – Teacher Conferences	23
School Operating Calendar Guidelines	23
Facility Use	24
Parent Organizations	24

Volunteer Responsibilities	24
SECTION 2: SCHOOL-SPECIFIC INFORMATION	26
ELEMENTARY ... GRADES K-5	26
Academic Goals:	26
Bible Curriculum	27
Bible Classes and Chapel	27
Challenge for Students in the Elementary	27
Assessment for Elementary Students – Report Cards	27
RCS Grading Scale	28
Assignments	28
Daily Homework	28
Consequences for Late Homework	28
Tutoring Assistance vs. In-depth Tutorials	29
Major Projects and Assignments	29
Progress Reports	29
Promotion and Retention of Students	29
Report Cards	30
Incomplete Grades	30
Declining Academic Performance	30
Academic Probation	30
Academic Honor Roll	31
STUDENT LIFE	31
Playground Rules	31
Food and Drinks in the Classroom	31
Student Activities	32
Eagles' Wings Ministry	32
School Offices	32
Gifts	32
Flyer Distribution and/or Posting	33
Parties, Celebrations, and Holidays	33
Class Party Guidelines: (Grades K-5)	33
Other Parties	33
MIDDLE SCHOOL ... GRADES 6-8	34
Academic Goals	34
Honor Roll	34
Bible Classes and Chapel	34
Daily Homework	35
Consequences for Late Homework	35
Tutoring Assistance vs. In-depth Tutorials	35

Final Exam Policy	35
Progress Reports	36
Promotion and Retention of Students	36
Report Cards	36
Incomplete Grades	36
Declining Academic Performance	37
Academic Probation	37
Academic or Disciplinary Probation:	37
Impact on Students in Leadership Positions (6-8):	37
Impact on Extracurricular Eligibility	38
Enrollment Determination	38
Extracurricular Ineligibility - Academic Determination	38
Extracurricular Ineligibility - Financial Criteria	38
Academic Integrity	39
Consequences for Plagiarism and Cheating	39
High School Curriculum for 8th Grade	39
STUDENT LIFE	40
Student Leadership (Grades 6-8)	40
Basic Leadership Eligibility Requirements	40
Food and Drinks in the Classroom	40
Student Activities	41
Lockers (6 - 8)	41
Backpacks	41
Office/Classroom Phone Usage	42
Gifts	42
Flyer Distribution and/or Posting	42
Other	42
HIGH SCHOOL ... GRADES 9-12	42
Academic Goals	42
Daily Homework	43
Consequences for Late Homework	43
RCS Extracurricular Related Absences	43
Tutoring Assistance vs. In-depth Tutorials	44
Major Projects and Assignments	44
Final Exam Policy	44
Criteria for Exemptions:	45
Progress Reports	45
Promotion and Retention of Students	45
Report Cards	46

Incomplete Grades	46
Declining Academic Performance	46
Academic Probation	46
Academic or Disciplinary Probation:	47
Impact on Students in Leadership Positions (9-12):	47
Enrollment Determination	47
Extracurricular Ineligibility - Academic Criteria	47
Extracurricular Ineligibility - Behavioral Criteria	48
Extracurricular Ineligibility - Financial Criteria	48
Academic Integrity	48
Consequences for Plagiarism and Cheating	48
GRADUATION REQUIREMENTS	49
Grade Classification Standards	49
Honor Graduates	49
Distinguished Graduation Plan	50
Performance Acknowledgements	50
RCS Course Offerings	51
Advanced High School Courses	51
Honors Classes Entry/Exit Criteria	51
Entry Requirements for an Honors Class	52
Removal from an Honors Class	52
Dual High School/College Credit	52
AP Courses	53
Courses on a Pass/Fail Basis	53
Auditing Advanced Courses	53
Summer School	54
Course Selection and Changes	54
Consequences of Withdrawing From a Course	54
Treatment of a One-Semester Courses in Which the Student Earns an “F”	55
Treatment of a Two-Semester Courses in Which the Student Earns an “F”	55
Students failing the first semester of a two-semester course, but who pass the second semester of that course, shall receive credit for both semesters when the average of the two semesters of the course is at least 70. Students who pass the first semester but fail the second semester must repeat the second semester of the course. This may be accomplished through an online course approved by the school, in RCS summer school if offered, or at an accredited school approved by the Guidance Counselor. The student will also be placed on academic probation.	55
Class Ranking	55
Valedictorian and Salutatorian	56
Graduation Exercises - Participation in	56

Grade Points vs. Grading Scale	56
Grade Point Scale	57
Grading Scale	57
Computation of Semester Grades	57
Transcript Requests	57
Bible Classes and Chapel	58
Community Service ... Bible Course Requirements	58
Electives - High School	58
Study Hall (Grades 9 -12)	58
National Honor Society - Grades 10 – 12	58
STUDENT LIFE	59
Student Leadership (Grades 9-12)	59
Basic Leadership Eligibility Requirements	59
410 – Student Community Service (HS)	59
Lockers	60
Motor Vehicles	60
Late Arrival/Early Release	61
Social Activities	61
Office Phone Usage	62
Gifts	62
Flyer Distribution and/or Posting	62
Eligibility for Purchasing Letter Jackets	62
Pinnacle	62
RCS Guidelines for Learning Management Systems (LMS) and Online Learning	63
What is an LMS?	63
Summary:	64
Computer Requirements - Grades 5-8	64
Computer Requirements - Grades 9-12	65
Cell Phones, Earbuds, and Electronic Watches	65
● Grades K-5:	65
○ Students are not permitted to bring cell phones, Apple/smart watches, or Airpods/earbuds/headphones to school.	65
● Grades 6-12:	65
○ Students are not permitted to use Airpods/earbuds/headphones during school hours unless given permission by their classroom teacher for academic purposes.	65
Acceptable Use Policy for Technology	66
Appropriate Classroom Laptop Use Guidelines for Students	67
Non-Educational Items and Computers	67
SECTION 4: STUDENT DRESS AND GROOMING	69

Student Uniforms-Approved Vendors	69
Dress Code Philosophy	69
Special Note to our Parents	69
Dress Code General Guidelines	69
Grades K-12	69
Dress for Chapel	70
Dress for 6th-12th Grade PE / Athletics:	70
Dress at School Sponsored Events	70
Consequences of Dress Code Infractions	71
Free Dress Day / Theme Days	71
Dress for Field Trips / Event Days	71
Dress Fit Guidelines	72
General Grooming Guidelines	73
Girls' Grooming	73
Boys' Grooming	73
PE/Athletic Practice and Game Uniforms	73
SECTION 5: ATTENDANCE/EXTENDED CARE/CARPOOL	74
School Hours	74
AM Extended Care	74
PM Extended Care	74
Attendance Policy	74
18 Day Rule	74
Daily Attendance	75
Grades K - 5	75
Grades 6 - 12	75
Attendance Requirements for Students in Extracurricular Activities	75
Absence Reporting - What to do when a student is to be absent?	76
Unexcused Absences	76
Pre-Planned Absences	76
College Visits	77
Special Interest Competitions	77
Make-up Work (Absences)	77
Tardiness: Grades K - 5	78
Tardiness: Grades 6 – 12	78
Consequences for Tardiness in Grades 6-12	78
Medical Appointments	79
Sign In / Sign Out Procedures	79
Teacher Caused Tardiness	79
Visitors - Closed Campus / Student and Parent Visitors	79

School Emergencies	80
Parent Alert	80
School Closings - Other Emergency	80
Carpool	80
Morning Carpool Drop-off:	80
Afternoon Carpool Pickup:	81
Carpool Process	81
Procedure	81
Drop Off	81
Pick Up	82
Extended Care	82
Morning Extended Care	82
Afternoon Extended Care	82
Extended Care Guidelines:	84
SECTION 6: STUDENT CODE OF CONDUCT	85
STUDENT CODE OF CONDUCT	85
The “Student Code of Conduct” and this handbook are NOT intended to be all-inclusive or define all aspects of the management of student conduct. The administration reserves the right to formulate rules and regulations in all matters of student management not otherwise specified.	85
Conduct - Philosophy and Guiding Principles	85
On Campus Conduct	85
Love Everyone	85
Respect Authority	86
Respect and Esteem	86
Be an Example	86
Seek Excellence	86
Be Honest	86
Be Truthful	86
Practice Clean Speech	86
Reflect Jesus	86
Off Campus Conduct	86
Social Media and Electronic Postings	87
Examples of Student Behavior Which Violate School Policy	87
Parent Supervision of Students at School Sponsored Events	88
SECTION 7: DISCIPLINE MANAGEMENT PLAN	89
The Authority of the School:	89
RCS Discipline Responsibilities	89
Classroom Misbehavior	90

Consequences for Continued Misbehavior	90
General Guidelines in Determining Disciplinary Consequences	91
Disciplinary Consequences	91
Reprimand	91
Time Out:	91
After School Detention	92
Saturday Detention	92
Office Referral	92
In-School Suspension ... ISS	92
Out of School Suspension ... OSS	92
Disciplinary Probation	93
Dismissal	93
Disciplinary Consequences Pastoral Clause	94
ADDITIONAL DISCIPLINE MANAGEMENT MEASURES	95
Search	95
Trained Dogs	95
Drug and Alcohol Testing	95
Physical Restraint	96
Harassment / Human Dignity	96
DEFINITION OF OFFENSES	97
Arson:	97
Assaults / Fighting:	97
Bus / Vehicle Misconduct:	97
Bullying:	97
Teasing:	98
Classroom Disruption:	98
Copyright Violations:	98
Destruction of Property:	98
Disrespectful Behavior:	99
Dress and Grooming:	99
Drug/Alcohol Use:	99
Forbidden Items:	99
Forgery:	99
Harassment:	99
Hazing:	100
Inappropriate Publications/Materials:	100
Inappropriate Sexual Behavior:	100
Insubordination / Defiance:	100
Public Displays of Affection:	100

Secret Societies:	100
Sexual Harassment:	100
Tardies:	101
Theft:	101
Threats:	101
Tobacco Use/Inhalants/E-Cigarettes:	101
Truancy:	101
Weapons:	101
Student Tuition and Fees Policy	102
FACTS	102
NSF Payments	103
Delinquent Account Policy	103
Withdrawal Account Policy	103
Financial Support	104
Parent Led Organizations	105
Federal Requirements for Contributions	105
Memorial and Honorarium Gift Programs	106
Development Events	106
Support for Good Causes and/or Other Non-Profit Organizations	107
Collection of funds outside the RCS business office	107
SECTION 9: FOOD SERVICE	109
Student Breakfast	109
Lunch (K-12)	109
Lunch From Outside – Forgotten Lunches	110
SECTION 10: MEDICAL	111
Health Services	111
Allergies and/or Diagnosed Medical Conditions	111
Food Allergy Policies	111
When to Keep Your Children Home	112
Medication Policy	113
Disposition of Medication at the End of the School Year	114
Emergency Illness / Injury	114
EMS	114
Health Screening	115
Immunization Requirements ... K-12	115
Communicable Disease	115
Suicidal Ideation/Self-Harm	117
Suspected Child Abuse / Neglect	117
SECTION 11: TRANSPORTATION ... FIELD TRIPS, ATHLETIC EVENTS	117

Field Trip / Student Transportation Procedures and Guidelines	117
Trip Charges / Cancellations	118
Approved Drivers	118
Parent Background Checks-all grade levels	118
Parent Ministry Safe Training	118
Parent Chaperone/Driver Responsibilities:	119
Transportation to Sporting Event Guidelines (MS & HS)	119
Parent Background Checks - all grade levels	119
SECTION 12: GOVERNANCE	121
Policy Governance Defined	121
Board Selection Process	121
Role of the Board and Its Members	121
Responsibilities of Christian School Board Members	122
General Responsibilities:	122
Fiduciary Responsibilities:	122
Public Relations Responsibilities:	122
Spiritual Responsibilities:	122
Communication with the Board of Directors	122
The Head of School has the ultimate authority for school decisions.	122

Rosehill Christian School Board of Directors

Mr. Kelly Fisher	Mr. Marshall Priest
Mr. Mark LaRovere	Mrs. Jan Rikard
Mrs. Beth Gould	Mr. John Lynch
Mrs. Jackie Lynch	
Mr. Christian Miller - Chairman	

Rosehill Christian School Administration & Support

Head of School	Mrs. Lauren Dyal
Director of Operations/Human Resources	Mr. Wade Sharahya
Spiritual Director	Mr. Doug Chumley
Director of Finance	Mrs. Kelly Welch
High School Principal (9-12)	Mr. Robert Smith
Middle School Principal (6-8)	Mrs. Katie Davila
Elementary Principal (K-5)	Mrs. Amy Hargrove
Director of Preschool	Mrs. Cathy Dobbs
Director of Lil' Eagles	Mrs. Donna Cox
Director of Counseling	Mrs. Amber Hurst
Guidance and College Counselor (7-12)	Mrs. Stephany Burleson
Director of Athletics	Mr. Steve Krantz
Admissions Coordinator	Mrs. Kelli Kopp

Director of Technology	Mr. Mike Lynch
Director of Facilities	Mr. Shawn Robinson
Director of Advancement	Ms. Shelby Reich

Standardized Testing at Rosehill

October 26, 2023	PSAT Testing	Grades 8-11
October 26, 2023	SAT Testing	Grade 12
April 22-26 2024	Iowa Achievement	Grades K-7
April 26, 2024	PSAT Testing	Grade 8-10
April 26, 2024	SAT Testing	Grades 11

ACT – Testing Dates - www.act.org

September 9, 2023	April 13, 2024
October 28, 2023	June 8, 2024
December 9, 2023	July 13, 2024
February 10, 2024	

SAT – Testing Dates ... www.collegeboard.com

August 26, 2023	March 9, 2024
October 7, 2023	May 4, 2024
November 4, 2023	June 1, 2024
December 2, 2023	

Advanced Placement Exam Testing Dates

- **To be shared by the instructor**

SECTION 1: GENERAL INFORMATION

Mission Statement

Rosehill Christian School provides excellence in Christ-centered education as an extension of the Christian home.

Statement of Faith

At Rosehill Christian School, we believe that we must be doctrinally sound and that this doctrine must be founded in the Word of God. For purposes of Rosehill Christian School's faith, doctrine, practice, policy, and discipline, our Head of School is Rosehill Christian School's final interpretive authority on the Bible's meaning and application. Therefore, the RCS Board of Directors has adopted the following doctrinal statement to guide us in all matters of faith, practice and conduct.

One God: We believe that there is one God, limitless in knowledge and sovereign in power, eternally existent in three Persons: Father, Son, and Holy Spirit (Genesis 1:1; John 10:30; Psalm 139:1-6; Psalm 147:5; Isaiah 46:10; John 21:17; Jeremiah 32:17; Ephesians 1:11; Romans 8:28; II Corinthians 6:18; Ephesians 3:20; Revelation 1:8; John 15:26; Matthew 28:19; I Corinthians 8:6).

Holy Bible: We believe that the Bible is the divine revelation, authoritative, infallible, complete Word of God, and that it is therefore our final authority in matters of faith, practice, and conduct. (II Timothy 3:16-17; II Peter 1:20-21; Proverbs 30:5-6).

Deity of Jesus Christ: We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, where He now acts as our mediator and advocate (Matthew 1:18-25; Matthew. 16:16; Hebrews 4:14-15; John 5:1-9; 1 Peter 2:24; Luke 24:36-43; Acts 1:9-11).

Creation: We believe the Genesis account of creation is a literal, historical record of the direct acts of God (Genesis chapters 1-11).

Salvation: We believe that man is sinful by nature, and that man is justified by God's grace through faith, through the shed blood of Jesus Christ, and that man would live eternally with Christ (Romans 3:10; Romans 3:23-25; Acts 16:31; Titus 3:4-7; John 3:16; Acts 4:12).

Christian Service: We believe that believers should be actively serving God, fulfilling the purpose that God has for them (Ephesians 2:10; John 15:5; Philippians 4:13).

Holy Spirit: We believe in the present ministry of the Holy Spirit whose indwelling of all believers enables them to live godly lives (John 16:7-8; 1 Corinthians 3:16).

Return of Jesus Christ and Judgment: We believe in the personal imminent return of our Lord Jesus Christ for His own and in the resurrection of both the saved unto the resurrection of life, and the lost, unto the resurrection of damnation; coming again personally and visibly to set up His kingdom and to judge (Acts 1:11; 1 Thessalonians 4:16-17; Hebrews 9:28; II Thessalonians 1:7-10; Matthew 25:31-46).

Heaven and Hell: We believe that heaven is the place of eternal blessedness for the saved and that hell is the place of eternal conscious punishment for the lost (Revelation 20:11-21:8; John 5:28-29; Matthew 25:46). We believe that Satan is a real and powerful, although defeated enemy (Job 6-12).

Obligation of Each Believer: We believe that it is the obligation of the believer to witness by deed and word to those truths and to proclaim the Gospel to all the world (Acts 1:8; Matthew 28:19-20).

Morality / Lifestyle Statements

Along with the agreement and practice of our Statement of Faith, parents are expected to be active in a local church that aligns with our Statement of Faith. These individuals are also expected to conduct themselves in a lifestyle that reflects the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. These individuals are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises within the school family.

Behaviors that are considered inappropriate and unacceptable by representatives of RCS include, but are not limited to: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4)

“A pupil is not superior to his teacher, but everyone (when he is) completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40)

Below is our belief statement on marriage, gender, and sexuality that aligns with our statement of faith:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning, the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Rosehill Christian School as the local Body of Christ, and to provide a Biblical role model to the parents, students, staff, and the community, it is imperative that all persons employed by Rosehill Christian School in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking

His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Rosehill Christian School.

Ends Statements

The RCS Board of Trustees has adopted the following “ENDS” statements as their expectations for RCS students:

Policy 1.0 **Students will be equipped *spiritually, academically, socially, and physically* to succeed at the university level and beyond while developing a personal and reverential relationship with Jesus Christ that translates into a lifetime of obedience to His will. Rosehill Christian School will remain cost-competitive with other comparably-sized independent Christian schools in the Northwest Houston area.**

1.1 Students are equipped to live their Christian faith passionately to glorify God.

- 1.1.1 Students have a good working knowledge of the Bible.
- 1.1.2 Students understand and practice a Christian worldview.
- 1.1.3 Students possess apologetic skills in order to defend their faith.
- 1.1.4 Students model Christ-like behavior everywhere.
- 1.1.5 Students spiritually influence their peers, homes, and communities.
- 1.1.6 Students actively participate and serve in their churches.
- 1.1.7 Students respond to the call to carry out the Great Commission.
- 1.1.8 Students take the responsibility to make Christ-centered decisions in purity, ethics, career choices, social participation, and family affairs.

1.2 Students are academically prepared to succeed in college and or their life endeavors.

- 1.2.1 Students are proficient at grade level in reading, writing, mathematics, and sciences.
- 1.2.2 Students have a Biblical perspective of the world and its peoples, events, movements in history, cultures, and religions.
- 1.2.3 Students will understand American history including the basic principles of democracy and the Christian heritage of sacrifice which has made America free.
- 1.2.4 Students can utilize available resources, including technology, to locate, analyze, and evaluate information.
- 1.2.5 Students can listen actively, think critically, and solve problems logically.
- 1.2.6 Students can apply principles of economics to government, their own finances, and to the earth’s resources.
- 1.2.7 Students develop their God-given talents and personalities through the study of arts and humanities which increases their appreciation and understanding of God’s creative work in and through His creation.

1.3 Students are socially prepared to make a positive impact on the world for Christ.

1.3.1 Students possess the ability to effectively interact and communicate with others demonstrating the fruit of the spirit.

1.3.2 Students exhibit the skills required to effectively serve as leaders and develop the ability to model Christ-like behavior through servant leadership.

1.3.3 Students participate in various school-based and community organizations that help them generate a Christ-like heart for service.

1.3.4 Students are able to deal with conflict Biblically (Romans 15:5; Hebrews 12:14, 2 Corinthians 13:11, Matthew 18).

1.3.5 Students are conscious of the physical, mental, and spiritual needs of others and respond appropriately, using their time, talents, and resources.

1.3.6 Students maintain habits that reflect self-discipline, with the ability to set and accomplish goals.

1.4 Students will decisively dedicate their bodies, devoted and consecrated to God for service and spiritual worship.

1.4.1 Students learn to treat their bodies and physical abilities consistent with Christ's teaching that their bodies are a temple of the Holy Spirit, and they are to be a living sacrifice, holy and pleasing to God (1 Cor 6:19-20; Romans 12:1; 1 Cor 10:31, Gal 2:20).

1.4.2 Students demonstrate a Christ-like attitude toward sportsmanship and competition.

Date of Adoption: 2/04/2014

Affirmation of official board action adopting this policy: Jan Rikard, Board Secretary

Date Amended: 2/19/2016

Affirmation of official board action: Jan Rikard, Board Secretary

Educational Philosophy

In believing **all truth comes from God and is Biblically based**, all RCS personnel, who are all born again believers in Jesus Christ, will create an environment committed to promoting a lifelong relationship with Jesus that encompasses all aspects of life. RCS intends to take Biblical truths beyond classroom instruction to produce within its constituents a comprehensive lifestyle of a Christ follower.

In all areas of academics, Rosehill Christian seeks to develop a Christian worldview in the minds and hearts of students. The principles of Scripture, including Genesis 1:1 ("In the beginning God created the heavens and the earth."), apply to all subject areas. An example of this is the presentation of the Darwinian theory of evolution. Rosehill Christian teachers present that theory as the science of one faith, Secular Humanism, as contrasted with another faith, Christianity. Darwinian evolution will be presented as the science of a secular worldview apart from the Word of God, while Creationism, God as the author of the universe, will be shown to be both scientifically sound and Biblically true.

RCS students are expected to be prepared for college upon graduation, whether they choose to go to college or not. This is accomplished with a challenging curriculum that instills critical thinking skills, an extracurricular program that promotes self-discipline, and a faculty and staff that take the time to challenge the students to reach their individual highest potential.

As Christ expects excellence in our pursuit of holiness, RCS will promote an environment that leads to

holiness and righteousness. This is accomplished by high standards and expectations of character, honor, and discipline by faculty, administration, and students. Godly character is promoted in the classroom, in the athletic environment, through extracurricular activities, and permeates the complete breadth of the school.

It is RCS' desire to produce young men and women of honor and academic standing to make a difference in the community wherever God leads them.

4 Pillars

Rosehill Christian High School is based upon 4 pillars that help to develop a well-rounded student. They are:

Spiritual Formations ... Academics ... Visual & Performing Arts ... Athletics / Extracurricular

History

Born out of a relationship with Boys and Girls Country, Rosehill Christian School was formed in 1990 as a non-profit organization. The goal: to provide a Christian education through an independent, non-denominational Christian school. For more on the history of RCS, please go to our website.

School Communication

RCS uses the following primary forms of communication with our families to relate both general and updated information:

- School Website ... <http://www.rosehillchristian.org>
- RCS Weekly Update ... Emailed by division principal on Friday of each week by school (ES, MS, HS)
- Renweb (accessed through the school's website) or www.Renweb.com
- Renweb Home Mobile App (download from the App Store - price will be waived after download)
- Email
- Weekly Newsletters (Preschool)
- MOOSE (Grades K - 4)
- Planners (Grades 3-5)
- Classroom Websites (Grades K-5)
- Organizational Binders (Grade 5)
- Remind App

Organization and Administration

The Head of School operates as the CEO of the organization and has the authority to operate within the Board's stated policies on a daily basis. The Directors of Athletics, Counseling, Finance, Operations and Student Life, and school principals assist in the operation of the school. The people in these positions make up the Administrative Team.

Steps to Resolve Conflict

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possible areas.

This is often the result of a lack of communication between those involved. Also, due to our human nature, we may at times offend each other, resulting in misunderstandings or disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it “the Matthew 18 principle.” The following are the words of Christ:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over, but if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

There are several clear principles that Jesus taught in solving people-to-people problems that the Board has incorporated into school policy for handling all school grievances:

- All questions, problems or complaints should be brought promptly to the teacher, coach, or staff member directly involved first, before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the direct supervisor in an administrative position. This is the Principal, Athletic Director, or Preschool Director. Operational issues should be taken to the Director of Business.
- If resolution still is needed, the matter is to be taken in writing to the Head of School. The Head of School will seek to rectify the situation within three business days.
- Failure to follow the above steps will result in redirection to the appropriate individual(s). Teachers and administrators have an “open ear” policy to parents and students and will always listen to any problems concerning a student’s instruction when approached through proper Biblical guidelines.
- **The Head of School has the ultimate authority for school decisions.**

Admissions Process

Please contact the Admissions Coordinator or refer to the school website for detailed information about the admissions process.

Probationary Period for New Students

All new students enter RCS on a probationary basis for the first semester. Students must perform at or above established RCS academic and disciplinary standards in order to be released from probation and remain at RCS.

Non-Discriminatory Admissions Policy

RCS admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies as well as its aid, athletics, and other school programs.

Withdrawal of a Student

Please notify the school at least two days in advance of withdrawing a student. To withdraw a student, an exit survey and a withdrawal form must be completed. (These may be obtained from the Business Office.)

In the event of withdrawal, the student’s family is responsible for making final financial arrangements with the business office. Please refer to the tuition contract for additional information. You may also refer to the “Tuition Insurance” section for information about this optional protection.

Grades and records will be released as soon as possible after the withdrawal process is completed and the account is paid in full. All fees are non-refundable and non-transferable.

Dismissal of a Student

RCS reserves the right to dismiss a family/student as determined by the Head of School in conjunction with the administrative team. Upon dismissal, the student's family is responsible for making final financial arrangements with the business office. Please refer to the tuition contract for additional information. Grades and records will be released as soon as possible after the withdrawal process is completed and the account is paid in full.

All fees are non-refundable and non-transferable.

If litigation is pursued for any reason, the family will be financially responsible for all associated costs incurred by Rosehill Christian School. This includes, but is not limited to, the labor costs for preparing subpoenas, any RCS attorney fees, and any costs associated with employee absence from work.

Renweb

Renweb is an information database that keeps track of all student and parent data. It allows parents to see the progress of their child in each of his / her classes. In Renweb, you can access your child's homework and classroom assignments. Parents are encouraged to show their children how to access and monitor their courses for themselves.

If parents need help in accessing Renweb, they should contact Wade Sharayha (wsharayha@rcseagles.org).

Transcript Requests

To request a transcript, please submit your request on the Transcript Request Form ... <https://goo.gl/zUhbJl> Please allow two weeks for processing and delivery.

Student Expectations

“A student is not above his teacher, but everyone who is fully trained will be like his teacher.” Luke 6:40

A high standard of conduct is required of each student at RCS, at school or off campus for the purpose of maintaining order and building Christ-like character.

The student must:

- Faithfully attend a local church whose fundamental beliefs are in agreement with the RCS Statement of Faith.
- Attend all classes daily and be on time.
- Be properly dressed at school and school functions.
- Be prepared for each class with appropriate materials and assignments.
- Turn in assignments on time.
- Exhibit an attitude of kindness and respect toward all individuals and property, including the

proper care of textbooks and technology hardware.

- ***Speak in such a way as to lift up others. This includes digital communication (e.g., social networking sites, blogs, emails, etc.) as well as traditional verbal and written expression.***
- Bring only teacher-required materials and supplies and approved personal items to school.
- Be obedient to all rules.
- Be honest and trustworthy.
- Pursue excellence.
- Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses.
- Take home all school-related communications.
- Seek repentance and reconciliation in a Biblical manner when an offense is committed.

Parent Expectations

A parent must:

- Faithfully attend a local church whose fundamental beliefs are in agreement with the RCS Statement of Faith.
- Be sure your child attends school daily and is on time. Promptly report and explain absences and tardiness to the school.
- Encourage proper study habits at home.
- In resolving situations, go to the person most closely associated with the situation and follow the chain of command upward from there. Proceed to the appropriate levels as needed. (Teacher – Grade Level Principal – - Head of School...or Coach – Athletic Director – – Head of School...or support staff member - his/her immediate supervisor - Director of Finance - Head of School.) Exercise the Matthew 18 principles described above in dealing with conflict.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Stay up-to-date with your child's progress through Renweb and initiate conferences with teachers as needed.
- Stay informed of school rules and encourage your child to obey these rules.
- Participate in school-related organizations.
- Be sure that your child is appropriately dressed for school and school-related activities and has all materials needed for class.
- Discuss report cards, school progress, and school assignments with your child.
- Maintain up-to-date school records for your child, including home, work, and emergency telephone numbers, and other pertinent information. Complete and return in a timely fashion all school communications, such as field trip permission slips, surveys, etc.
- Cooperate with school administrators and teachers to assist your child.

- Be sure your child attends school tutorials when needed.
- Submit the student acknowledgment form with your signature, indicating that you have read the Parent – Student Handbook, and you consent to the responsibilities outlined in this handbook.
- Control your child. A student’s parent is legally liable for property damage caused by negligent or malicious conduct of the student.
- When using social media, cast RCS, its students, families, and employees in a positive light.
- At athletic events, do not draw attention to yourself by yelling at the players or by making comments to the officials about their officiating. Cheer for our teams and not against the other team or the referees.
- Any adult desiring to serve in **any** volunteer capacity must complete a Ministry Safe Online Course. (This takes approximately one hour and is self-paced.) Please contact the front office for the link to your individualized training and assessment.
- All volunteers must also complete the online volunteer application.

Parent / Guardian Requirement

Some of our students reside in more than one home and have extended family / guardians caring for them. To ensure we are in compliance with the courts, RCS requires a current, signed (by the judge) copy of any court orders that may apply to a student. This is to be submitted to the Business Office for processing. We will do our best to maintain a level of confidentiality. However, information will be communicated as necessary to comply with the court orders. In the event there is a discrepancy in interpretation, we will default to the administration’s interpretation of the court order.

Responsibilities of Divorced Parents Sharing Custody

- It is incumbent on the part of both parents, and the RCS expectation of both parents, to put their personal issues aside and work together for the benefit of their child. This is best handled when parents are openly communicating to one another about their child.
- Parents are expected to state positive comments about one another. Negative comments shared with the child’s teacher or other employees is not considered acceptable parental behavior at RCS.
- When possible, parent conferences should be attended by both parents at the same time.
- Furthermore, at Rosehill we expect that both parents will communicate with each other about their child and not have the school become the communication tool between one parent and the other. If a parent is concerned about the education, health, or well-being of their child, he/she has the responsibility to share those concerns with the other parent. It is not the responsibility of the school to notify the other parent when concerns are expressed by an individual parent. Again, parents should be communicating with one another.
- The school is not the conduit for parent-to-parent communication. If we feel that we are being placed in this position and a resolution cannot be reached, we will advise the parents that Rosehill Christian School is not the place for the family.

Legal Issues / Costs

From time to time, families are unable to resolve their differences deferring to the legal/court system. In the event RCS receives a subpoena for records, the following procedures are to be followed:

- An official subpoena that is received is only actionable with a judge's signature and date visible on the request. All subpoenas are directed to the business office.
- Records will be gathered, copied, and prepared with the cost of these activities being charged at a rate of \$75/hour or partial hour. A copy of all documents will be retained by RCS and included as part of the preparation process paid for by the requesting family.
- Full payment must be received prior to the release of records.
- Records will be released to a courier scheduled and paid for by the requesting attorney.

Parent Classroom Visits

Parents are permitted to visit their child's classroom throughout the year. However, there are some specific guidelines we need you to follow:

- Submit a classroom visit request to the grade level principal. He/She will determine the most opportune time to set up an observation. Entry into the classroom may not be assured for unscheduled visits.
- Upon arrival, the parent must sign in and receive a visitor badge. A driver's license must be presented to the receptionist to be able to enter the school. He / She must then go directly to the classroom.
- Once in the classroom, the teacher will show the parent to a seat. The parent should not engage his / her child or other students in conversation as this can become a distraction to others in the classroom.
- Once leaving the classroom, the parent should report to the office to sign out and not visit other areas of the school.
- When the parent leaves, he / she should not attempt to engage the teacher in a conversation. An email or note should be sent to the teacher to request a call from the teacher or a parent-teacher conference.

Parent – Teacher Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the parent or the teacher. To schedule a conference:

- Please send an email to the teacher requesting a conference. Include the requested dates and times you might be available.
- The teacher will return your email or call at his or her earliest possible time.
- If you have not received a reply within 24 hours, please attempt a contact one more time.
- If you still have not received a reply within 24 hours, please contact the grade level principal for assistance.
- **NOTE:** Parents should not engage the teacher at an unscheduled time, before, during, or after school to talk about the progress of their child. Teachers all have responsibilities during those times. As a result, he / she will not be able to give you his / her undivided attention or properly address your concerns.

School Operating Calendar Guidelines

1. Groups / Organizations desiring to hold an event or meeting must seek approval from administration.
2. Outside groups and organizations should contact the business office for space requests.

3. All classroom use within the school should be cleared through administration.
4. All athletic facility use within the school should be cleared through the Athletic Director.
5. All set-ups, take-downs, and clean-ups are to be provided by the group requesting the space.

Facility Use

Please contact the Business Office to request any and all use of RCS facilities. This ensures we are minimizing our liability and protecting our tax exempt status.

To ensure compliance with applicable laws, a facility rental agreement is to be submitted for facility use by individuals / groups. Individuals/groups are required to meet the criteria inclusive of liability insurance and to pay the established rental rates.

Parent Organizations

seRve: Our parent teacher organization (**seRve**) is a group of volunteers that provides valuable support to our teachers and school family. This group encourages parents to take an active interest in their child's education and promotes a spirit of friendship among individuals who are interested in the development of spiritual values in education. Some activities include:

- Providing Teacher / Staff Luncheons
- Assisting with Grandparents' Day
- Assisting in school fundraising events
- Purchasing teacher supplies and school equipment

Moms / Dads In Prayer: These moms/dads pray for the interests of the children, administrators, teachers, and school, as well as for school activities. These faithful prayer warriors pray for the needs of the school as well as the specific prayer requests provided by our teachers and staff. (**All prayer requests should be treated with the utmost confidence and should not be discussed outside of prayer time.**) Meeting dates and times will be communicated after the school year starts.

Rosehill Christian Athletic Booster Club: This group of parents provides support for our athletic department and administration. Activities include:

- Spirit item sales such as t-shirts, hats, etc.
- Financially supporting the athletic department
- **NOTE:** Please contact the Rosehill Christian School Athletic Department for more information.

Volunteer Responsibilities

Any adult desiring to serve in **any** volunteer capacity must complete a **Ministry Safe** Online Course. (This takes approximately one hour and is self-paced.) Please contact the front desk receptionist for the link to your individualized training and assessment. Ministry Safe training certificate is valid for 5 years.

1. Complete a background check and volunteer/driver application, which are required before volunteering is allowed. These will also be valid for 2 years.
2. Wear a school visitor badge at all times while on campus. Please assist us in our security awareness by consistently signing in and out each time.

3. Carry out the duties assigned by the teacher.
4. Be punctual, reliable, and discrete. **Maintain confidentiality** and follow the school's procedures.
5. If volunteers are going to work in a teacher's classroom, childcare arrangements should be made for younger siblings.
6. Volunteers are representatives of RCS and are to behave and dress in an appropriate manner at all times.
7. Once leaving the classroom, report to the office to sign out.

SECTION 2: SCHOOL-SPECIFIC INFORMATION

ELEMENTARY ... GRADES K-5

Academic Goals:

The main academic emphasis in the primary grades (K, 1st, and 2nd) is reading, writing, and math skills. In reading, we focus on the elements of “Learning to Read,” and in mathematics, our focus is on math facts and mathematical concepts appropriate to our primary students. Curriculum in these grade levels will be more hands-on. Worksheets and workbook pages will serve to reinforce what has been taught in class.

Our academic focus in the intermediate grades (3rd, 4th, and 5th) is again strong in reading, writing and mathematics. Our reading focus has switched from “Learning to Read” to “Reading to Learn” along with further development of our writing skills. Mathematics again focuses on the use of manipulatives and hands-on activities but with more time given to understanding mathematical concepts. Rounding out the curriculum are foundational concepts in science, social studies, and grammar.

Math instruction in the elementary is facilitated by the EnVision Math curriculum. This is a dynamic program that allows the students to get excited about math through daily problem-based interactive learning, followed by visual learning strategies. This will deepen conceptual understanding by making meaningful connections for students and delivering strong, sequential visual/verbal connections. We are confident that not only will this curriculum give every student the opportunity to succeed, but that they will have fun doing it!

For our writing instruction, we use the 6+1 Traits of Writing. These six traits of effective writing are the key characteristics of good writing. When students learn these traits, they are empowered to improve their own writing. These skills help them to develop the language they need to talk about and examine their own writing and be good editors of written work.

In all grades there is a focus on handwriting, or penmanship. While we understand the need to help children learn to write in a legible manner, we also understand the developmental readiness of students and their fine motor skills. Furthermore, spelling and vocabulary usage become a focus. While some words are easy to spell, we find that the easiest way to learn to spell is within the context of the subjects taught.

In Kindergarten, First, and Second Grades, the primary focus is on learning to read using phonics. This will give the children a strong foundation they will need to be successful readers. In 1st, 2nd, and 3rd grades, knowing how to spell words correctly and use them in context is imperative. The students are taught about word relationships and structural patterns, introducing a manageable spelling list of relevant words each week. In 4th and 5th grades, children will use vocabulary within the context of the literature curriculum that assists in building fluency and continue to improve spelling skills. This will provide students with abundant exposure to words in multiple formats. In addition, it will be a great stepping stone for middle school.

Reading instruction in the elementary is facilitated with the use of guided reading. In guided reading, the teacher guides small groups of students in reading short, carefully chosen texts in order to build independence, fluency, and comprehension skills. In addition, the teacher introduces reading strategies,

tailoring the instruction to the needs of the students. Children, in turn, will be encouraged to apply these strategies in their independent reading. Beginning in 3rd grade, students will focus on whole novel units as a class to explore literary elements and increase comprehension skills.

Students are also given instruction in art, music, physical education, computer skills. Students in 4th grade focus on keyboarding skills while other classes learn the fundamentals of computer use and the incorporation of Google Docs and web strategies. Students in 5th grade will begin using Google Classroom to help transition into middle school expectations. 5th grade students will begin using their own individually purchased Chromebooks in September.

Bible Curriculum

The Elementary Bible curriculum focuses on the teaching of simple Biblical theology through stories from God's Word, the Bible. In addition to incorporating God's Word throughout all subjects, we spend time each day learning and talking about the stories of the Bible and their meaning for us today. We also spend time praying for one another as well as memorizing God's Word. Kindergarten- 5th grade uses the Deep Roots Bible curriculum. with the tools and training to stand firm in the face of today's cultural challenges. All students will participate in hands-on activities, scripture memorization, and discussion to build a foundational understanding of God's Word.

Bible Classes and Chapel

Students are taught Bible each day with Bible being a strategic part of the RCS core curriculum. Students will receive a grade based upon scripture memorization and Bible related activities. Scripture is also woven throughout each subject area in the general curriculum as well as an emphasis on Biblical character. Students attend chapel each week to worship and to be challenged to grow in their relationship with Christ. We invite parents to attend chapel.

Challenge for Students in the Elementary

Students in the elementary school classroom will be challenged through small group instruction in reading and mathematics. Students are continually assessed to determine their levels in reading and mathematics, and then taught in the appropriate groups within the classroom. In mathematics, Rosehill uses the state adopted version of the EnVision Math Series. In reading, we continually assess students to challenge them in reading materials appropriate to their assessed levels, plus we continually enrich the curriculum through activities and projects that require student hands-on learning experiences.

Academic Goals

Academic leveling for mathematics classes begins in 3rd grade, where advanced students may place into the appropriate grade level for math class based on teacher recommendations, final report card grades, standardized testing, and placement exam score.

Assessment for Elementary Students – Report Cards

Kindergarten and First Grade Standards- Based Report Cards:

Kindergarten and 1st grade assessment is based upon rubrics and skill levels. The report card is reflective of this assessment that is done each 9 weeks. On the standards-based report card that is used in K-1, each subject area is divided into a list of concepts and skills that students are responsible for learning. Students receive a separate mark for each standard. This will allow parents to see exactly

which concepts and skills their child has learned.

Grades 2 - 5 Report Cards:

The following subjects will receive numerical grades in grades 2 – 5:

- Language Arts ... grammar, writing, and spelling are included in the Language grade.
- Reading
- Phonics (2nd only)
- Math
- Science
- Social Studies
- Bible

The following subjects will receive an E, S, N or U:

- Art
- Music
- Physical Education
- Computer

RCS Grading Scale

Grade	Percent	Grade	Percent	Grade	Percent
A	90 – 100	B	80 - 89	C	75 - 79
D	70 - 74	F	0 - 69		

Assignments

Students in **grades 3, 4, and 5** are required to keep track of their assignments as directed by their teachers. Parents may check Renweb to view homework assignments as well as long-term projects that are assigned.

Daily Homework

There are multiple purposes for assigning homework. Among those most important are the following:

- to reinforce what was taught in class through practice and repetition
- to give students practice in independent study assignments
- to foster good study skills and habits
- to complete classroom assignments that were not finished in class

Keep in mind, if your child does not have officially assigned homework, he/she should read or take some time to practice basic math facts.

Consequences for Late Homework

Teacher discretion may indicate that extenuating circumstances existed which caused a student to be unable to complete a homework assignment. This judgment is based solely at the discretion of the teacher. However, most late homework consequences will follow the guidelines below:

- **Kindergarten – 2nd Grade:** Homework will be checked daily for completeness. The teacher will work with the parents to make sure that there is a system in place for the parent to supervise homework expectations for students.
- **Grades 3 – 4:** Homework not turned in on the assigned date will be accepted the next day with a 20-point penalty. Two days late will result in a 40-point reduction. More than two days late will result in a zero for the assignment.
- **Grade 5:** Homework not turned in on the assigned date will be accepted the next day with a 20-point penalty. Two days late will result in a 40-point reduction. More than two days late will result in a zero for the assignment. In addition, beginning in the 2nd quarter, the student will need to attend Homework Lab during lunch.

Tutoring Assistance vs. In-depth Tutorials

All teachers will make every reasonable effort to assist students when they are having difficulty or are in need of further help. The student or parent may approach the teacher requesting extra help. The teacher will arrange a time to assist the student either before or after school. It will be the parents' responsibility to make sure that their child attends the tutorial.

For more in-depth help, RCS teachers are available to tutor students. A set fee of \$60 per hour or \$35 per half hour will be billed for recurring tutoring. A tutoring agreement will be set up with the teacher and parent with a copy supplied to the business office after the principal has signed off on the schedule. Parents will be directly billed for each session. If needed, the principal will have a list of available tutors.

Major Projects and Assignments

Some of the assignments made to students are in the form of major projects and papers. Teachers inform students in advance of the final due dates of the projects as well as the interim project check dates. Therefore, the following guidelines will apply:

- **Grades 3 – 5:**
 - A major project / assignment that is turned in late one day, will be penalized 20 points .
 - Students will receive no more than ½ credit for a major assignment being late more than one day.

Progress Reports

Parents are able to track their student's academic progress through the online gradebook in Renweb, which is accessible to every parent. The online gradebook will list all assignments, quizzes, and test grades for each student, allowing parents to see up-to-date information on their child's performance.

NOTE: Family accounts must be current in order to access this information.

Promotion and Retention of Students

Grades 2-5: Students must earn an overall average of "70" or above in each core subject (Language Arts, reading, Bible, math, science, social studies). Failure in any course will require the student to repeat the entire course in an accredited summer school or to complete a minimum number of clock hours of approved tutoring from a certified teacher as approved by the school principal. In addition, the student must score a "70" or above on a comprehensive exam to determine content mastery.

Notification of Parents: Four weeks before the end of school, the parents of students who are failing will

be notified in writing of the potential for their child not to pass. At this time a conference will be held to explore options with the parent and the administrator or counselor. This notification in writing and the conference will have been preceded by progress reports, phone calls, and parent conferences.

NOTE: Summer school is appropriate for repeating subjects that students have failed. It may also be required for repeating a course failed due to excessive absences.

Report Cards

Report cards are emailed during the first week of the new quarter for the previous grading period. The final report card for the school year will be e-mailed approximately one week after school is out.

- NOTE: Report cards, transcripts, or permanent records will not be released for students whose family accounts are past due. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards / records may be released immediately upon payment by cashier's check, money order, or cash.

Incomplete Grades

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. The teacher will submit the Incomplete Contract to the Guidance Counselor for approval. Once approved, the Incomplete Contract will be provided to the parent and student. In the case where the "Incomplete Contract" is not fulfilled in a timely manner, all incomplete work will be recorded as a "0" and the student will receive the resulting final grade.

Declining Academic Performance

Principals will review student progress on a regular basis. Should a decline in a student's grades and/or decline in Iowa Achievement Test performance become evident, **RCS reserves the right to require additional testing**. Parents are required to provide a copy of the test results to the school. The results of the required testing will be utilized to determine the best way to assist in the student's success. A parent conference will be held to determine a plan for student success. If accommodations are needed, they may be met through the Summit program for the upcoming year. At this time, parent involvement and expectations will be discussed.

The declining performance of a student may indicate the need for further academic intervention. The principal may recommend tutoring or enrollment in the Summit program. This will be an added cost incurred by the parent.

In the event RCS is unable to meet the modifications or educational requirements that will enable student success in the classroom, the administration will assist the family in exploring other available school options.

Academic Probation

Grades 2-4: Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency.

Academic probation will be invoked when a student receives a failing grade at the end of the 9-weeks grading period or when report cards are issued. Two or more D's will also indicate that intervention is necessary. Students involved in extracurricular activities must be passing with a 70 or above when report

cards are issued.

Grade 5: Academic Probation is invoked when a student has a serious academic problem. A serious academic problem is defined as a failing grade at the end of the 9-week grading period OR a below C average in 2 courses for a 9-week period.

Academic Probation is intended to give notice to the parent and student that a mutual effort on the part of both the school and home must be made to correct the academic deficiencies of the student.

- Students remain on academic probation for two 9-week grading periods. Improvement must be seen at the end of the first 9-weeks. The student should have NO D's or F's at the end of the second quarter of probation.
- Students who continue to be unsuccessful during the probation period will be dismissed from RCS.
- Students who qualify for support from the Summit program may be allowed to enroll in this program with an added cost to the parent.
- Students who are unsuccessful because of lack of effort and incomplete work will be dismissed from RCS.
- Success at the end of the second 9-weeks is evidenced by NO D's or F's on the report card.

Academic Honor Roll

Grades 2-5: Students may earn this honor roll by earning all A's or all A's and B's on their report cards in the content areas (reading, math, science, social studies, Bible). They must also have all "S's" or above in conduct.

STUDENT LIFE

Playground Rules

The playgrounds are monitored daily for safety concerns. Should you notice a problem, please send an email to your child's teacher. Teachers / volunteers who are assigned to monitor and supervise students on the playground are not available to have a conference while on this duty. Teachers/volunteers will be stationed at designated locations around the playground to best monitor and supervise the students. Teachers review and remind students of the rules and guidelines throughout the year. Students who repeatedly violate the same playground rules will be given a time out period. Continued disregard for playground rules will result in the child being directed to the principal.

Food and Drinks in the Classroom

- Teachers will set and manage the individual policies about healthy snacks in the classroom.
- Students should finish their lunch before entering the classroom.
- Students in grades K-5 may have water in the classroom. (Please make sure to send it in a bottle with a snap lid to open and close. Drinks with sugar are not appropriate.)
- No energy drinks are allowed at school.

Student Activities

Elementary school students have an opportunity to compete in a wide variety of competitions through PSIA. PSIA, or Private Schools Interscholastic Association, hosts competitive speech and academic competitions at the district and state level, and most of the contests are the same events as high school TAPPS Speech/Academics, where our RCS team is the current reigning State Champion. PSIA offers **20 different contests** in academics, speech, and fine arts, including:

- Mathematics (2-8)
- Number Sense (4-8)
- Dictionary Skills (4-8)
- Information Skills (5-8)
- Listening Skills (4-8)
- Maps/Graphs/Charts (4-8)
- Spelling (2-8)
- Vocabulary (5-8)
- Creative Writing (1-2)
- Ready Writing (3-8)
- Music Memory (3-8)
- Art Memory (4-8)
- Storytelling (1-3)
- Prose/Poetry Interpretation (4-8)

Eagles' Wings Ministry

(Grade 5)

Potential members of the Eagles' Wings Ministry must meet the standards of leadership, service, and character requirements. Leadership is based on a student's participation in church, community, or school activities, and observance of leadership qualities by faculty. To meet service requirements, students must be willing to abide by the guidelines set forth by the administration. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Potential members should show initiative in project work, volunteerism, and leadership. At the onset of the school year, a parent meeting will be held to inform the families of the requirements for this ministry.

Good Manners

Our goal is to teach students good manners when eating and enjoying a meal with others. During some of our meal times together, students will be instructed in how to behave appropriately when eating with others.

School Offices

Students are allowed in school offices for school business purposes only. Office phones are reserved for business and emergency use. Students should ask for permission to use the phones.

Gifts

- The school strongly discourages the delivery of flowers, balloons, and other gifts for students during the day. Such gifts, if delivered, will be held in the office until the end of the day.

- Students should not give gifts to classmates at school unless the individual gives every member in the class a gift.

Flyer Distribution and/or Posting

Flyers for distribution must be approved by the administration. A Flyer Request Form may be obtained from the business office. Administration meets weekly and will review the request(s) at that time. A school representative will communicate approval status.

Parties, Celebrations, and Holidays

You may celebrate your child's birthday at school if you wish to provide special birthday refreshments during lunch. (Individual treats are preferred so that student germs are not passed to one another.)

Traditional parties and celebrations are held for students at Thanksgiving, Christmas, Valentine's Day and Easter with a focus on serving others through various service opportunities. We do not acknowledge Halloween or Mardi Gras. The Homeroom Parent is responsible for contacting parents for assistance with parties.

- Class parties for early dismissal will begin at 10:15 am.
- Class parties for 3:30 dismissal will begin at 2:00 pm.

Class Party Guidelines: (Grades K-5)

- Homeroom parents may show up approximately 30 minutes before the party for preparations.
- Only bring food and craft items that have been approved by the teacher and room parent.
- If parents bring younger siblings, they should provide adequate supervision.
- The room parent assigned to each classroom will contact parents with requests, information, etc.
- The room parent will get all plans approved by the classroom teacher.

Other Parties

- Invitations to home parties may be distributed at school IF **ALL** students in the class are invited. If all students are not invited, then the parent should mail the invitations. Please refrain from discussing off campus parties that all students are not invited to.
- Sleeping bags / overnight bags and car booster seats or car seats may not be brought to school. Please exchange these prior to or after the school day.
- End of the year parent-initiated parties may not go on during the school instructional day. Please make other arrangements to protect the instructional time that teachers have with students.

MIDDLE SCHOOL ... GRADES 6-8

Academic Goals

Students in grades 6-8 attend all classes daily. Required subjects are language arts, math, science, social studies, Bible, and physical education. Students will have the opportunity to experience elective options that may include agriculture, art, band, choir, drama, cultural appreciation, STEM, and computer applications.

Academic leveling begins for mathematics classes in 7th grade where advanced students may place into Pre-Algebra. To qualify for Pre-Algebra, students must meet 2 out of 3 of the following criteria:

- Earn a 90 or higher in Math 6.
- Score in the 90th percentile on the most recent standardized achievement test.
- Proficient score on the end of course Pre-Algebra exam.

High school credit courses, including Algebra I Honors, Integrated Physics and Chemistry Honors, and Spanish I, are available to those who qualify beginning in 8th grade.

Honor Roll

Students may achieve honor roll by earning all A's or all A's and B's on their report cards each quarter. They must also have all "S's" or above in conduct.

Bible Classes and Chapel

A Bible class is required each year while attending RCS. Middle school focus is on key figures, places and stories in the Old and New Testaments. Focus is on Biblical knowledge and understanding, plus activities that focus on creating a relationship between students and Jesus. Students in the sixth grade will gain a foundational understanding in apologetics. 7th grade Bible classes focus on a dedicated study of the Old Testament and the Gospels in 8th grade. Students will receive a grade based upon scripture memorization and Bible related activities.

Students attend chapel each week to worship and to be challenged to grow in their relationship with Christ.

Middle school chapel is a weekly time of corporate worship and teaching for 6th-8th grade students. These chapel services are designed especially to meet students where they are spiritually and developmentally. During their weekly discipleship group time, students will break out into small groups to actively learn how to apply Scripture to their personal walk with Christ.

Homeroom

Students in middle school attend a homeroom period. Students will utilize this time to seek tutoring from teachers, make up work related to absences, and complete any outstanding homework. Students can use this time to engage in enrichment activities provided. Students are expected to work independently during this time. Gaming and video streaming are NOT allowed. Headphone use is allowed for academic purposes at teacher discretion only.

Assignments

Students in middle school are taught to use their computers to schedule assignments. Classes can utilize Google Classroom to post assignments and due dates. Students will learn how to use Classroom on a regular basis to view homework assignments as well as long-term projects that are assigned. Parents and students may also check Renweb for other notes on assignments.

Daily Homework

There are multiple purposes for assigning homework. Among those most important are the following:

- to reinforce what was taught in class through practice and repetition.
- to give students practice in independent study assignments.
- to foster good study skills and habits.
- to complete classroom assignments that were not finished in class.

Keep in mind, if your child does not have officially assigned homework, they should read or take some time to review course material to practice good study habits.

Consequences for Late Homework

Teacher discretion may indicate that extenuating circumstances existed which caused a student to be unable to complete a homework assignment. This judgment is based solely at the discretion of the teacher. However, most late homework consequences will follow the guidelines below:

- **Grades 6-8:** Students who come to class without their homework may receive the following consequences:
 - Day 1: The highest score that a student may receive is an 80.
 - Day 2: Assignments will be counted as a "0".

Tutoring Assistance vs. In-depth Tutorials

All teachers will make every reasonable effort to assist students when they are having difficulty or are in need of further help. The student or parent may approach the teacher requesting extra help. The teacher will arrange a time to assist the student either before or after school. It will be the parents' responsibility to make sure that their child attends the tutorial.

For more in-depth help, RCS teachers are available to tutor students. A set fee of \$60 per hour or \$35 per half hour will be billed for recurring tutoring. A tutoring agreement will be set up with the teacher and parent with a copy supplied to the business office after the principal has signed off on the schedule. Parents will be directly billed for each session. If needed, the principal will have a list of available tutors.

Final Exam Policy

- **Grades 6 and 7:** Students will not take comprehensive final exams. However, they may be given comprehensive tests as part of their quarterly grades.
- **8th Grade:** Eighth grade students who are in courses for high school credit will take

comprehensive semester exams that will count for 10% of the semester grade. These exams will be scheduled during the regular school day.

Progress Reports

Parents are able to track their student's academic progress through the online gradebook in Renweb, which is accessible to every parent. The online gradebook will list all assignments, quiz, and test grades for each student, allowing parents to see up-to-date information on their child's performance. Progress Reports will also be e-mailed home at the midpoint of each quarter.

NOTE: Family accounts must be current in order to access this information.

Promotion and Retention of Students

- **Grades 6 – 8:** Students must earn an overall average of “70” or above in each core subject at the end of the school year (Bible, Language Arts, math, science, social studies). Failure in any course will require the student to repeat the entire course in an accredited summer school or to complete a minimum number of hours of approved tutoring from a certified teacher as approved by the school principal. In addition, the student must score a “70” or above on a comprehensive exam to determine content mastery. Failure in Bible will result in a special project assigned by the principal.
- **Notification of Parents:** At the end of the semester, the parents of students who have failed will be notified in writing. At this time a conference will be held to explore options with the parent and the principal. This notification in writing and the conference will have been preceded by progress reports, phone calls, and/or parent conferences.
 - NOTE: Summer school is appropriate for repeating subjects that the student has failed. It may also be required for repeating a course failed due to excessive absences. You should check with the school Guidance Counselor if this situation arises for your child.

Report Cards

Report cards are emailed during the first week of the new quarter for the previous grading period. The final report card for the school year will be e-mailed approximately one week after school is out.

- NOTE: Report cards, transcripts, or permanent records will not be released for students whose family accounts are past due. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards / records may be released immediately upon payment by cashier's check, money order, or cash.

Incomplete Grades

Grades 6-8: An Incomplete or “I” is reserved for students with extenuating circumstances, such as an abnormal number of excused absences due to illness. The “I” is initiated by the teacher when he/she feels that a student has made every effort to complete all makeup work but will not have adequate time to finish all outstanding assignments prior to the end of the quarter. The teacher will submit the Incomplete Contract to the Guidance Counselor for approval. Once approved, the Incomplete Contract will be provided to the parent and student. In the case where the “Incomplete Contract” is not fulfilled in a timely

manner, all incomplete work will be recorded as a “0” and the student will receive the resulting final grade.

Declining Academic Performance

Principals will review student progress on a regular basis. Should a decline in a student’s grades and / or decline in Terra Nova Achievement Test performance become evident, RCS reserves the right to require additional testing. Parents are required to provide a copy of the test results to the school. The results of the required testing will be utilized to determine the best way to assist in the student’s success. A parent conference will be held to determine a plan for student success. If accommodations are needed, they may be met through the Summit program for the upcoming year. At this time, parent involvement and expectations will be discussed.

The declining performance of a student may indicate the need for further academic intervention. The principal may recommend tutoring or enrollment in the Summit program. This will be an added cost incurred by the parent.

In the event RCS is unable to meet the accommodations or educational requirements that will enable student success in the classroom, the administration will assist the family in exploring other available school options.

Academic Probation

- **Grades 6-8:** Academic probation is invoked when a student has a serious academic problem. A serious academic problem is defined as a failing grade at the end of the 9-week grading period OR a below C average in 2 courses for a 9-week period.
- Academic probation is intended to give notice to the parent and student that a mutual effort on the part of both the school and home must be made to correct the academic deficiencies of the student.
- To be released from academic probation, students must earn all C’s or better on their 9-week Report Card. Students have two 9-week grading periods to improve their grades and earn release from academic probation.
- Students who continue to be unsuccessful during the probation period will be dismissed from RCS.
- Students who qualify for support from the Summit program may be allowed to enroll in this program with an added cost to the parent.
- Students who are unsuccessful because of lack of effort and incomplete work will be dismissed from RCS.
- Success by the end of the second 9-weeks is evidenced by NO D’s or F’s on the report card.
- Students who are placed on academic probation in two different quarter grading periods may be released from attending RCS.

Academic or Disciplinary Probation:

Impact on Students in Leadership Positions (6-8):

Students who are in leadership positions are held to a higher standard, behaviorally and academically. Therefore, students placed on academic or disciplinary probation will **not** be able to continue in a leadership position at RCS during the probation time. This applies to cheerleaders, class officers, team captains, and officers of clubs. With the exception of cheerleaders and class officers, these students may

continue as team or club members, based upon constitutions or further eligibility guidelines.

Students placed on disciplinary probation may not run for a leadership position if the probation period is during the election period.

Impact on Extracurricular Eligibility

Participation in extracurricular activities is a privilege available to those students who are in good academic, disciplinary, and financial standing. Ineligibility will be communicated to the parent quarterly. It is the parents' responsibility to communicate to their child prior to the next school day.

Enrollment Determination

A student must be actively enrolled to participate in extracurricular activities. The student must be enrolled to sign up for (or try out for) any extracurricular activity that extends beyond May 31st.

Extracurricular Ineligibility - Academic Determination

- A student failing any subject at the end of a 9-week grading period will become ineligible and therefore may not participate in practice, competition, or extracurricular performance beginning at 7:45 AM on the first Monday after report cards are issued.
- Ineligibility will continue until progress reports are released AND the student is passing all classes.
- If the ineligible student continues to fail a subject on his/her progress report, he / she will remain ineligible until the end of the 9-week grading period.
- If a student becomes ineligible because of failing grades at the end of the last 9-week grading period of the year, the student is ineligible for the first two weeks of school for the following school year, beginning on the first day.

Extracurricular Ineligibility - Behavioral Criteria

- Any student receiving Out-of-School Suspension (OSS) is ineligible to participate in after-school practice, competition, or performance on the day(s) of suspension.
- Students receiving In-School Suspension (ISS) become ineligible to participate in after-school practice, competition, or performance on the day(s) of suspension.
- Students on disciplinary probation may continue to practice during the athletic / extracurricular period, but become ineligible to participate in after-school practice, competition, or performance during the first three weeks of the disciplinary probation.
- Students who are placed on disciplinary probation twice within a school year may be dismissed from attending RCS.

Extracurricular Ineligibility - Financial Criteria

- Financial accounts must be current.
- If needed, a written payment plan may be submitted for approval through the Business Office. If approved, financial eligibility may/may not be granted.

Academic Integrity

Students at Rosehill Christian School are expected to conduct themselves in a Christ-like manner at all times. This certainly includes academic integrity. Students will not give or receive help on examinations, nor give or receive unpermitted aid on class work, reports, projects, or on any other work that will be assigned a grade.

Students will take an active part to see that others, as well as themselves, avoid cheating and plagiarism. This means that a student who witnesses a violation of academic integrity is expected to report the violation to the teacher as soon as possible.

Consequences for Plagiarism and Cheating

RCS English teachers cover plagiarism and violations of academic integrity at the beginning of each year. Students are given an exam on this instruction and must pass the exam by answering all questions correctly or by correcting each missed question so that the teacher knows that the student understands the expectations.

Violations of academic integrity are considered very serious. The student(s) involved (whether giving or receiving unpermitted aid) will receive a zero on the assignment / test / project, etc. They will also receive additional disciplinary consequences as determined by the administration.

Examples of conduct that would violate academic integrity include:

- Copying from another student's paper or allowing another student to copy from one's own paper. This includes exams, projects, and homework / daily assignments.
- Having another person write a paper, essay or exam for the student.
- Unpermitted collaboration on any assignment.
- Plagiarism ... Plagiarism is not limited to copying the exact words of a resource without giving clear credit to the original author. It also includes using the IDEAS of a resource without giving clear credit to the original author, including internet sites.
- Giving or receiving unpermitted aid on an examination, including a take-home examination.
- Taking the work of another person and representing it as one's own work.
- Using unpermitted apps and online references to complete individual assignments or assessments.

High School Curriculum for 8th Grade

Eighth grade students may be eligible to take high school courses for credit. Eighth grade students enrolled in high school credit courses are required to take semester exams and will be graded based on high school grading criteria for those courses. The following high school courses are offered to 8th grade students who meet the qualifying criteria:

- High School Algebra I Honors ... Must meet 2 out of 3 of the following criteria:
 - Earn a 90 or higher in Pre-Algebra.
 - Score in the 90th percentile on the most recent standardized achievement test.
 - Proficient score on the end of course Pre-Algebra exam.
- High School Algebra I ... Must meet 2 out of 3 of the following criteria:
 - Earn an 80-89 in Pre-Algebra.
 - Score in the 90th percentile on the most recent standardized achievement test.

- Proficient score on the end of course Pre-Algebra exam.
- Integrated Physics & Chemistry / IPC Honors
 - Must meet the criteria listed above for Algebra 1 AND be concurrently enrolled in Algebra I or Algebra I Honors.
- Spanish I ... Must meet 2 out of 3 of the following criteria:
 - Earn a 90 or higher in the 7th grade Writing/Grammar class.
 - Score in the 90th percentile or higher on the English / Reading portion of the most recent standardized achievement test.
 - Proficient score on the Grammar Placement Test.

STUDENT LIFE

Student Leadership (Grades 6-8)

Student Leadership is an important part of the RCS experience. RCS student leaders serve as role models for their peers and for younger students on campus, thus carrying the responsibility of exemplifying Christ in all of their actions, both on and off campus. In an effort to promote this type of leadership in our student body, we have implemented a standardized set of qualifications across leadership opportunities at RCS. While the specific qualification may be adapted to meet the needs of individual organizations at RCS, the general qualifications listed below apply to all student leadership positions, including (but not limited to) Student Government, Praise Team, Cheerleaders, National Honor Society Members, and Small Group Leaders.

Basic Leadership Eligibility Requirements

- You must have a minimum average of no less than an 80 in every class.
- Must be in good standing at RCS (academically and behaviorally)
 - May not be currently ineligible in any classes.
 - May not be currently on academic or disciplinary probation.
 - May not have any type of suspensions within the past two semesters.
- Must receive a 3.5 overall score in RCS Teacher Recommendations.
- Must provide either:
 - Written Christian testimony
 - “Growing in My Christian Faith” worksheet
- You may be asked to complete additional steps based on the specific leadership opportunity offered.

Food and Drinks in the Classroom

- A snack time is scheduled daily.
- Teachers will set and manage the individual policies about healthy snacks in the classroom.
- Students should finish their lunch before entering the classroom.
- Students in grades 6-8 may have water or an electrolyte drink in the classroom.
- Students may not have or consume energy drinks at school at any time.

Student Activities

Middle School students have an opportunity to compete in a wide variety of competitions through PSIA, or Private Schools Interscholastic Association, hosts competitive speech and academic competitions at the district and state level, and most of the contests are the same events as high school TAPPS Speech/Academics, where our RCS team is the current reigning State Champion. PSIA offers **20 different contests** in academics, speech, and fine arts, including:

- Calculator
- Mathematics
- Number Sense
- Science
- Dictionary Skills
- Information Skills
- Listening Skills
- Maps/Graphs/Charts
- Spelling
- Vocabulary
- Ready Writing
- Music Memory
- Art Memory
- On-site Drawing
- Prose/Poetry Interpretation
- Modern Oratory (7th-8th Only)
- Impromptu Speaking (7th-8th Only)
- One Act Play

Lockers (6 - 8)

- Students will be issued a locker with a combination lock.
- Only the lock supplied by RCS may be used.
- Students should only use the locker assigned and may not share lockers with others.
- Students should keep their lockers clean and organized.
- Food should not be left overnight in a locker.
- Dirty clothes should not be left in a locker.
- You should use the locker to secure your cell phone, computer, and other important items.
- RCS reserves the right to open or search a student's locker at any time.
- Students must use the lock as intended and the lock should be totally locked at all times.
- No adhesive tape or glue may be used on lockers. Magnets may be used.
- No writing on lockers with any type of markers.

Backpacks

Because of the limited amount of space in the classrooms, students may bring backpacks within the following guidelines:

- Backpacks must be of a size to fit under a chair desk and not intrude on the foot space of the person in front.
- Backpacks may not be left in the aisle.
- Please NO rolling backpacks.

- Teachers may indicate that backpacks may not be brought into the classroom if they pose a safety issue.

Office/Classroom Phone Usage

Phones in offices are for business usage. If an emergency exists, students must have permission to use the phones.

Gifts

- The school strongly discourages the delivery of flowers, balloons, and other gifts for students during the day. Such gifts, if delivered, will be held in the office until the end of the day.
- Students should not give gifts to classmates at school unless the individual gives every member in the class a gift.

Flyer Distribution and/or Posting

Flyers for distribution must be approved by administration. A Flyer Request Form may be obtained from the business office. Administration meets weekly and will review the request(s) at that time. A school representative will communicate approval status.

Other

- Sleeping bags / overnight bags may not be brought to school. Please exchange these prior to or after the school day.
- End of the year parent-initiated parties may not go on during the school instructional day. Please make other arrangements to protect the instructional time that teachers have with students.

HIGH SCHOOL ... GRADES 9-12

Academic Goals

9th and 10th grade: Students in grades 9-10 attend all classes daily. Required subjects are language arts, math, science, social studies, Bible and an elective course each day. Students will meet with the school Guidance and College Counselor to determine class schedules and graduation requirements each spring. Honors and academic level courses are offered in English, mathematics, science and social studies, as well as in a number of language and fine arts courses. All RCS students must meet the requirements for at least one endorsement and achieve the Distinguished Level of Achievement as established by Texas House Bill 5.

11th and 12th grade: Students in grades 11-12 attend all classes daily. Required subjects are language arts, math, science, social studies, Bible and an elective course each day. Students will meet with the school Academic Advisor to determine class schedules and graduation requirements each spring. Honors and academic level courses are offered in English, mathematics, science and social studies, as well as in a number of language and fine arts courses. Dual credit and AP courses are available to Juniors and Seniors who qualify. All RCS students must meet the requirements for at least one endorsement and achieve the Distinguished Level of Achievement as established by Texas House Bill 5.

Honor Roll

- A Honor Roll:
 - Students may earn this honor by earning all A's on their report cards. They must also have all "S's" in conduct.
- A/B Honor Roll:
 - Students may earn this honor by earning A's and B's on their report cards, with five of the eight possible grades being A's. They must also have all "S's" in conduct.

Assignment Tracking

High school students are encouraged to use their computers to track assignments. Classes will utilize Google Classroom to post assignments and due dates. Students will learn how to use Classroom on a regular basis to view homework assignments as well as long-term projects that are assigned. Parents and students may also check Renweb for other notes on assignments.

Daily Homework

There are multiple purposes for assigning homework. Among those most important are the following:

- to reinforce what was taught in class through practice and repetition
- to give students practice in independent study assignments
- to foster good study skills and habits
- to complete classroom assignments that were not finished in class

Consequences for Late Homework

Teacher discretion may indicate that extenuating circumstances existed which caused a student to be unable to complete a homework assignment. This judgment is based solely at the discretion of the teacher. However, most late homework consequences will follow the guidelines below:

- **Grades 9-10:** Students who come to class without their homework will receive the following consequences:
 - Day 1: The highest score that a student may receive is a 70.
 - Day 2: Assignments will be counted as a "0".
- **Grades 11-12:** Students are expected to keep up with their assignments on a daily basis. Students who do not do their homework will receive a "0" on their assignment.

RCS Extracurricular Related Absences

Any student who is expected to be away from school for a full day or longer must get the Academic Eligibility form signed by their teachers prior to departure. Failure to do so will result in ineligibility to participate. This includes all tournaments, competitions, and other activities that require them to be gone from school for more than one full day.

Tutoring Assistance vs. In-depth Tutorials

All teachers will make every reasonable effort to assist students when they are having difficulty or are in need of further help. The student or parent may approach the teacher requesting extra help. The teacher will arrange a time to assist the student during Homeroom, before school, or after school. For more in-depth help, RCS teachers are available to tutor students. A set fee of \$60 per hour or \$35 per half hour will be billed for recurring tutoring. A tutoring agreement will be set up with the teacher and parent with a copy supplied to the business office after the principal has signed off on the schedule. Parents will be billed directly for each session. If needed, the principal will have a list of available tutors.

Major Projects and Assignments

Some of the student assignments are in the form of major projects and papers. Teachers will inform the students in advance the final due date of each project as well as the interim project check dates. Therefore, the following guidelines will apply:

- **Grades 9 – 12:**
 - Major projects will not be accepted late. Projects are due to the teacher on the date established by the beginning of the class period. Absence is not a reason for the project to be late.
 - NOTE: If a student will be absent on the due date of a major project or major assignment, the student must have a parent (or friend) deliver the project to school by the beginning of the class period in which it is due. Projects/major papers may be emailed if appropriate but must arrive in the teacher's mailbox by the date and at the beginning of the class period in which it is due.

Final Exam Policy

Grades 9 – 12: Students take comprehensive semester exams at the end of each semester. These exams will only test the information covered during the semester of testing. (They are not comprehensive yearly exams.) The exams are weighted as 10% of the semester grade for freshmen and sophomores and 20% for juniors and seniors. The 9-week grades are worth 90% (9th/10th) and 80% (11th/12th) of the overall grade. Students will have early dismissal on the days of the semester exams in core subject areas. A schedule will be posted for student and parent information.

Students may be exempt from final exams based upon the following criteria:

- Grade 9 may exempt one exam.
- Grade 10 may exempt two exams.
- Grade 11 may exempt three exams except for Dual Credit courses.
- Grade 12 may exempt all exams except for Dual Credit courses.

****Please note, for students enrolled in PreAP and/or AP courses, exemption from exams is at the discretion of the teacher.*

Criteria for Exemptions:

- Students must have a 90 average for the semester. A student's average will be computed near the end of each semester on the date set. If the student does not have at least a 90 average on this date, he must take the semester exam. Such a student will not be allowed to exempt an exam if his average improves before the exam date.
- Students may have no more than five tardies, five absences, and no unexcused absences in the class exempted. These totals will continue to accrue up to the exam date.
- Students may have no more than three total dress code violations for the semester.
- Students may have no suspensions for the semester.
- Students transferring to RCS during the school year are responsible for all prior information taught at RCS for the semester in which they enrolled.
- Fall semester exemptions are contingent upon completion of at least 10 service hours and attendance at Pinnacle.
- Spring semester exemptions are contingent upon completion of at least 25 cumulative service hours.
 - Service hour due dates are posted and communicated to the students. An Exemption Report is run at this time. This report will be used to check completion of service hours. Students who have not turned in their paperwork on time will not be exempt.
- Students may have no unexcused and no more than 3 excused absences in Chapel or breakout groups.

Progress Reports

Parents are able to track their student's academic progress through the online gradebook in Renweb, which is accessible to every parent. The online grade book, with the exception of dual credit classes, will list all assignments, quiz, and test grades for each student, allowing parents to see up-to-date information on their child's performance. Progress Reports will be e-mailed home at the midpoint of each quarter.

NOTE: Family accounts must be current in order to access this information.

Promotion and Retention of Students

- **Grades 9 – 12:** Students must earn a final overall average of "70" or above in all core subjects **each semester to be promoted.** Failure for the spring semester, year, or semester-long course will require a student to repeat that course to earn credit. This may be accomplished through an accredited online course, in RCS summer school if offered, or at an accredited school approved by the principal.
- **Notification of Parents:** Parents will be notified via progress reports, phone calls and/or e-mails and parent conferences of their student's progress. At the end of the semester, the parents of students who have failed will be notified in writing. At this time a conference will be held to explore options with the parent and the principal..
 - NOTE: Summer school is appropriate for repeating subjects that the student has failed. It may also be required for repeating a course failed due to excessive absences. Check with the school Guidance Counselor if this situation arises for your child.

- Original credit will not be awarded for any core subjects taken in summer school for reasons other than course failure, unless an extenuating circumstance exists as determined by the principal. (Core subjects are English, history, math, science, and foreign language.)

Report Cards

Report cards are emailed during the first week of the new quarter for the previous grading period. The final report card for the school year will be e-mailed approximately one week after school is out.

- NOTE: Report cards, transcripts, or permanent records will not be released for students whose family accounts are past due. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards / records may be released immediately upon payment by cashier's check, money order, or cash.

Incomplete Grades

Grades 9-12: An Incomplete or "I" is reserved for students with extenuating circumstances, such as an abnormal number of excused absences due to illness. The "I" is initiated by the teacher when he/she feels that a student has made every effort to complete all makeup work, but will not have adequate time to finish all outstanding assignments prior to the end of the quarter. The teacher will submit the Incomplete Contract to the Guidance Counselor for approval. Once approved, the Incomplete Contract will be provided to the parent and student. In the case where the "Incomplete Contract" is not fulfilled in a timely manner, all incomplete work will be recorded as a "0" and the student will receive the resulting final grade.

Declining Academic Performance

The principal will review student progress on a regular basis. Should a decline in a student's grades and / or decline in achievement test performance become evident, **RCS reserves the right to require additional testing**. Parents are required to provide a copy of the test results to the school. The results of the required testing will be utilized to determine the best way to assist in the student's success. A parent conference will be held to determine a plan for student success. If accommodations are needed, they may be met through the Summit program for the upcoming year. At this time, parent involvement and expectations will be discussed.

The declining performance of a student may indicate the need for further academic intervention. The principal may recommend tutoring or enrollment in the Summit program. This will be an added cost incurred by the parent.

In the event RCS is unable to meet the accommodations or educational requirements that will enable student success in the classroom, the administration will assist the family in exploring other available school options.

Academic Probation

Grades 9-12: Academic probation is invoked when a student has a failing grade at the end of the 9-week grading period OR a below C average in 2 courses for a 9-week period.

Academic probation is intended to give notice to the parent and student that a mutual effort on the part of both the school and home must be made to correct the academic deficiencies of the student.

- To be released from academic probation, students must earn all C's or better on their 9-week report card. Students have two 9-week grading periods to improve their grades and earn release from academic probation.
- Students who continue to be unsuccessful during the probation period will be dismissed from RCS.
- Students who qualify for support from the Summit program may be allowed to enroll in this program with an added cost to the parent.
- Students who are unsuccessful because of lack of effort and incomplete work will be dismissed from RCS.
- Success by the end of the second 9-weeks is evidenced by NO D's or F's on the report card.

Continued enrollment at Rosehill Christian School depends upon a student's maintaining satisfactory academic progress. Failure to do so will indicate that Rosehill Christian School is unable to meet the student's needs, and the student will no longer be allowed to attend the school.

Academic or Disciplinary Probation:

Impact on Students in Leadership Positions (9-12):

Students who are in leadership positions are held to a higher standard, behaviorally and academically. Therefore, students placed on academic or disciplinary probation will **not** be able to continue in a leadership position at RCS during the probation time. This applies to cheerleaders, class officers, team captains, and officers of clubs. With the exception of cheerleaders and class officers, these students may continue as team or club members, based upon constitutions or further eligibility guidelines.

Students placed on academic or disciplinary probation may not run for a leadership position if the probation period is during the election period.

Students who have committed to a financial obligation associated with an extracurricular activity, such as travel for a tournament or competition, uniform, etc., and then become ineligible to participate due to probation, remain financially responsible unless they are able to find an exact replacement, as determined and approved by the activity sponsor.

Enrollment Determination

A student must be actively enrolled to participate in extracurricular activities. The student must be enrolled to sign up for (or try out for) any extracurricular activity that extends beyond May 31st.

Extracurricular Ineligibility - Academic Criteria

- A student failing any subject at the end of a 9-week grading period will become ineligible and therefore may not participate in extracurricular practice, competition, and extracurricular performance beginning at 7:45 AM on the first Monday after report cards are issued.
- Ineligibility will continue until progress reports are released AND the student is passing all classes.

- If the ineligible student continues to fail a subject on his/her progress report, he / she will remain ineligible until the end of the 9-week grading period.
- If a student becomes ineligible because of failing grades at the end of the last 9-week grading period of the year, the student is ineligible for the 2 weeks of school for the following school year, beginning on the first day.

Extracurricular Ineligibility - Behavioral Criteria

- Any student receiving Out-of-School-Suspension (OSS) is ineligible to participate in after-school practice, competition, or performance on the day(s) of suspension.
- In some instances students on In-School Suspension (ISS) become ineligible to participate in after-school practice, competition, or performance on the day(s) of suspension.
- Students on disciplinary probation may continue to practice during the athletic / extracurricular period but become ineligible to participate in after-school practice, competition, or performance during the first three weeks of the disciplinary probation.
- Students who are placed on disciplinary probation twice within a school year may be dismissed from attending RCS.

Extracurricular Ineligibility - Financial Criteria

- Financial accounts must be current.
- If needed, a written payment plan may be submitted for approval through the Business Office. If approved, financial eligibility may/may not be granted.

Academic Integrity

Students at Rosehill Christian School are expected to conduct themselves in a Christ-like manner at all times. This certainly includes academic integrity. Students will not give or receive help on examinations, nor give or receive unpermitted aid on class work, reports, projects, or on any other work that will be assigned a grade.

Students will take an active part to see that others, as well as themselves, avoid cheating and plagiarism. This means that a student who witnesses a violation of academic integrity is expected to report the violation to the teacher as soon as possible.

Consequences for Plagiarism and Cheating

RCS English teachers cover plagiarism and violations of academic integrity at the beginning of each year. Students are given an exam on this instruction and must pass the exam by answering all questions correctly or by correcting each missed question so that the teacher knows that the student understands the expectations.

Violations of academic integrity are considered very serious. The student(s) involved (whether giving or receiving unpermitted aid) will receive a zero on the assignment / test / project, etc. They will also receive additional disciplinary consequences as determined by the administration.

Examples of conduct that would violate academic integrity include:

- Copying from another student's paper or allowing another student to copy from one's own paper.

This includes exams, projects, and homework / daily assignments.

- Having another person write a paper, essay or exam for the student.
- Unpermitted collaboration on any assignment.
- Plagiarism ... Plagiarism is not limited to copying the exact words of a resource without giving clear credit to the original author. It also includes using the IDEAS of a resource without giving clear credit to the original author, including internet sites.
- Giving or receiving unpermitted aid on an examination, including a take-home examination.
- Taking the work of another person and representing it as one's own work.
- Using unpermitted apps and online references to complete individual assignments or assessments.

GRADUATION REQUIREMENTS

In order to graduate from Rosehill Christian School, students must have earned the following:

- 30 credit hours, as specified by the RCS Graduation Plan
- At least one (1) Endorsement (detailed below)
- 100+ hours of Community Service

Grade Classification Standards

Students will be classified according to the number of credits at the beginning of the school year.

Grade		Criteria
9	Freshman	Promotion from middle school
10	Sophomore	7 credits ... which include credit in English I and Algebra I.
11	Junior	14 credits ... which include credit in English II and 2 of the following: Integrated Physics, Chemistry, Biology, and World History.
12	Senior	21 credits

Note: Students applying for admissions who are entering the 12th grade, must not need greater than 7 credits to graduate.

Honor Graduates

Students graduating with the following “Grade Point Averages” (GPA) will be designated Honors Graduates with the respective honors:

- Summa Cum Laude (5.2000+ G.P.A.) ... **With Highest Honor**
- Magna Cum Laude (5.0000 - 5.1999 G.P.A.) ... **With Great Honor**
- Cum Laude (4.7500 – 4.9999 G.P.A.) ... **With Honor**

A final calculation of class rank is determined at the end of the first semester of senior year. Final GPA calculation will be reflected on senior students' end of year transcript.

Endorsements

Graduation Requirements: Students will be required to earn credits in a set core of courses along with the selection of an endorsement. The Endorsement may be chosen from the list below, depending on the interest of the student.

1. STEM (Math) or STEM (Science)

2. Arts and Humanities
3. Multidisciplinary
4. Business and Industry

Students may earn more than one endorsement, but must earn at least one. Each endorsement will have requirements for further course credits to be earned in the endorsement area, as well as a number of elective credits to round out the diploma requirement to 30 credits.

(Note: Students who enter RCS after their ninth grade year will only be required to have the number of Bible credits equal to the number of years in attendance in the high school. This reduces the number of credits needed for these students to graduate.)

Distinguished Graduation Plan

All RCS students will automatically earn the Distinguished Diploma by completing the 22 required core course credits and by earning at least one endorsement with the appropriate number of electives to equal 30 course credits.

Performance Acknowledgements

A further acknowledgement of student academic achievement is the earning of Performance Acknowledgements by students in the following areas:

- Dual Credit Performance Acknowledgement
 - 12 hours of dual credit courses with a grade of 80 and above
- Bilingualism and Biliteracy Acknowledgement
 - 4 English courses, including English I, II and III with a grade of 80 or above AND
 - 3 credits in LOTE courses of the same language with a grade of 80 or above OR a score of 3 or above on the language AP exam
- Advanced Placement Exam Acknowledgement
 - Any Advanced Placement exam with a score of 3 or above
- PSAT, ACT, SAT Acknowledgement
 - A commended score on the PSAT
 - An SAT combined score in Critical Reading and Math of at least 1250
 - An ACT Composite score of 28 or better
- Christian Leadership & Discipleship Acknowledgement
 - Participation in a foreign or home mission trip OR
 - 40 additional hours of community service (during the 9th-12th grade) beyond the present 25 hours per year requirement AND
 - Recommendation by the pastor of the church in which the student is a member AND
 - Exhibiting leadership by service in chapels, on retreats, on class projects, being the hands and feet of Jesus through your church. Students will keep a log of leadership activities during grades 9-12.

RCS Course Offerings

Advanced High School Courses

Advanced high school courses are offered in English, math, science, foreign language and social studies. Dual credit and Advanced Placement (AP) courses are available for students who desire to participate in a rigorous, challenging curriculum. Students must meet the academic qualifications to enroll in these courses.

Students taking an AP course will be given the option to register to take the AP exam. This cost will be charged to the Parent Account. Students who choose to not take the AP exam will be required to take an end-of-course final exam.

Advanced High School Courses Offered at Rosehill Christian School

<ul style="list-style-type: none">• English I AP-Prep• English II AP-Prep• English III AP / Dual Credit• English IV Dual Credit (British Literature)• Technical Writing Dual Credit• Algebra I Honors (offered in 8th grade)• Geometry Honors• Algebra II Honors• College Algebra Dual Credit• Pre-Calculus AP• Calculus AP (AB and BC)• Statistics Dual Credit• Accounting Dual Credit• Business Information Principles H• Art III• Art IV• Art 2D/3D AP• Choir III• Choir IV• Drama III• Drama IV• Debate III• Debate IV	<ul style="list-style-type: none">• Band III• Band IV• Music Theory AP• Nutrition Dual Credit• Human Geography AP• World History Honors• World Geography Honors• United States History Dual Credit DC/AP• Government AP• Macroeconomics Dual Credit• Psychology AP• Integrated Physics and Chemistry (IPC) Honors (offered in 8th grade)• Biology I AP-Prep• Biology II Dual Credit• Chemistry I Honors• Chemistry II AP• Physics I Dual Credit/AP• Physics II C AP• Anatomy & Physiology Honors• Spanish II Honors• Spanish III Honors• Spanish IV Honors• Spanish V AP
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Note: Some courses are not offered each year.

Honors Classes Entry/Exit Criteria

Honors classes move at a faster pace, include different types and numbers of assignments, and demand more out-of-class time to complete tasks and required reading than academic classes. Students are expected to be independent, self-directed learners. Students enrolled in advanced classes in English, math, science, or social studies should have an interest in and an aptitude for the subject.

Entry Requirements for an Honors Class

Students must meet the following:

1. Students must earn a grade of 85 or better in the previous Honors class in the same subject area or a grade of 90 or better in the previous academic class in the same subject.
2. Students must score above the 60th percentile on the PSAT or the 85th percentile of a standardized achievement test in the subject area.

**Please note: In some subjects, an additional placement test may also be required:*

- *Academic level math students wishing to advance to Honors math will be required to take a math placement test.*
- *Students earning original credit outside of RCS in any core content area will be required to take a placement test for entry into the corresponding honors course.*

Removal from an Honors Class

- Students who receive a "D" average or below for the 9-weeks will be removed from the Honors class and placed in an appropriate academic class as long as an Academic class is available.
- A student making below an 80 average at the end of a nine-week grading period may, upon his/her request and parent approval, be placed in an appropriate academic class for the remainder of the school year.
- Students moving from an Honors class into an academic class at the end of any 9-week grading period will receive a transfer grade calculated as their Honors class average plus ten additional points to account for the difficulty of the Honors coursework in the student's GPA.

Dual High School/College Credit

Rosehill Christian School, Lone Star College, and Colorado Christian University have entered into an agreement allowing students, who meet specified criteria, to earn both high school credit and college credit for certain high school courses. High school students who meet RCS requirements for enrolling in the course (see course requirements) and have acceptable college placement scores on the SAT, ACT, or TSI Placement Test may enroll in the course for dual credit.

In order to protect our students' college transcripts, students who make less than a B in a dual credit class will not be permitted to continue in the dual credit program for that content area.

Notes:

- Dual credit courses transfer to other colleges and universities based upon the college and the course of study the student will pursue. While some courses will transfer as required college credits, others may transfer as only elective credits or may not transfer at all. The decision remains with the college or university where the student is accepted.
- All courses taken off campus or at Lone Star College will receive academic credit only. Honors GPA points will not be given.
 - The exception to this rule is for those students who have a scheduling conflict for a core content course. This course may receive honors level grade points if approved by the principal.

- Note that all courses taken off campus must be approved by the principal.

For further information, please contact the RCS Guidance Counselor.

AP Courses

Rosehill Christian School offers a number of Advanced Placement courses. Requirements for registration for these courses are the same as the requirements for enrollment in Honors courses. Further information may be obtained from the Guidance Counselor. Students will be given the opportunity to register for the AP exam in the fall (the cost of the exam will be billed to the parent account). In order to earn college credit through AP, students must sit for and pass the AP exam, given in the spring. If students choose not to take the AP exam, they must take an end of course final exam.

Courses on a Pass/Fail Basis

PE / Athletics

Physical Education (PE) and Athletics are offered on a Pass/Fail basis only. Students who have a grade average of 80 or above in such courses shall be awarded credit. Rather than a numerical grade, a “P” will be recorded on the transcript. Conversely, an “F” will be recorded on the transcripts of students who earn a numerical average of less than 80. These courses shall be excluded in the computation of grade point averages.

Auditing Advanced Courses

Students in grades eleven and twelve are eligible to earn up to two credits on an ‘audit’ basis. These credits must be for courses beyond the state graduation requirements. Only certain courses, as designated by RCS policy, can be taken as an audit course.

Audit courses are recorded on the transcript, but excluded in the computation of grade point averages. The purpose of this option is to encourage students to take advanced courses in addition to their graduation requirements. Students must meet eligibility requirements, including grade level and grades earned in previous courses, and receive approval from parents, Guidance Counselor, and the instructor. Because requirements and courses approved for audit may change from year to year, students should consult with the Guidance Counselor prior to registration to determine their eligibility to participate in the audit program.

Students who take a course under the audit option must complete all assigned work and take the final exam of the course unless they are exempt from the final exam due to the current exemption policy. The student’s academic performance in an audit course will affect his/her eligibility to participate in extracurricular activities.

Summer School

Original credit and make-up credit courses may be offered during the summer at an additional charge. Because requirements and courses offered change from year to year, students should consult with the Guidance Counselor for a list of offerings. **Core content courses may only be taken at Rosehill Christian School for original credit.** Students who enroll with coursework deficiencies may earn outside credit with approval of the RCS Guidance Counselor.

Course Selection and Changes

Students will select courses for the next school year during the spring semester of each year. Factors to be considered in selecting courses are the

- Requirements for graduation.
- Significance of the course to the student's overall program and educational/career goals.
- Purpose of the course.
- Course prerequisites.

A decision of this nature should be considered with parental assistance. All requests for changes must be submitted in writing prior to the first day of school. The following guidelines will be used in honoring changes/requests made after that date.

1. Changes will be made during the first three weeks (first 15 days) of a semester for the following reasons only:
 - The student does not meet prerequisite(s) for the course.
 - The student does not meet the grade placement requirement of the course.
 - The student already has credit in the course.
 - The student is placed at an inappropriate level.
2. Electives are locked on the first day of school.
3. No schedule changes are allowed after the third week (first 15 days) of each semester.

Consequences of Withdrawing From a Course

If a student withdraws from a course during the first three weeks of either semester for the reasons listed above, the course will not be shown on the student's record. Students withdrawing from a course after the first three weeks will receive the following:

- No credit will be given for the course.
- The student's record will show a "WD - F" for the semester in which the withdrawal is made.
- The course will count as one attempted with no credit or grade points allowed.
- The course will be calculated in the grade point average and will affect class rank.

Course Grades of “F” or “WD – F”

Students who receive an F or a WD-F in a course will be placed on Academic Probation for two 9-week grading periods. If the course is required for graduation, the student must retake the course from:

- An accredited school approved by the RCS Guidance Counselor or
- RCS when it is next offered

Treatment of an F or a WD-F on a transcript for which the student has retaken the course from an RCS approved school:

- The course and grade from the retaken course will replace the previous course on the transcript.
- Grade points from the retaken course will be averaged into the GPA.

Treatment for an F or WD-F on a transcript for which the student does not retake the course:

- The F or WD-F will remain on the student's transcript.
- The course will be averaged into the student's overall GPA.

Treatment of a One-Semester Courses in Which the Student Earns an “F”

Students who fail any fall or spring semester course must repeat that semester and earn a passing grade. This may be accomplished through an online course approved by the school, in RCS summer school if offered, or at an accredited school approved by the Guidance Counselor. The student will also be placed on academic probation.

Treatment of a Two-Semester Courses in Which the Student Earns an “F”

Students failing the first semester of a two-semester course, but who pass the second semester of that course, shall receive credit for both semesters when the average of the two semesters of the course is at least 70. Students who pass the first semester but fail the second semester must repeat the second semester of the course. This may be accomplished through an online course approved by the school, in RCS summer school if offered, or at an accredited school approved by the Guidance Counselor. The student will also be placed on academic probation.

****A student may NOT repeat for credit any course in which a passing grade (D or better) has been received.*

Class Ranking

Beginning with courses taken during the ninth grade, all high school courses, including college courses taken for dual credit and summer school, are averaged in the class rank with the exception of courses taken under the pass/fail or audit options. Rank will be determined by grade point averages (G.P.A.) of the students. Estimated class rankings are to be determined at the end of the junior year for the express purpose of college entrance requirements. Another ranking shall be performed at the end of the first

semester of the Senior year to identify Valedictorian and Salutatorian, as well as summa cum laude, magna cum laude, and cum laude graduates.

Valedictorian and Salutatorian

The guidelines for determining the Valedictorian and Salutatorian of the Senior Class are as follows:

- Students must have attended RCS for at least 4 consecutive semesters prior to graduation, including the first semester of the senior year.
- A student must not have been on any type of disciplinary probation during his / her junior or senior year.
- The student must have completed all previously required service hours through the fall semester of the senior year (Grades 9-12).
- The GPA for the Valedictorian and Salutatorian will be computed after the end of the fall semester of the senior year and will include 7 semesters of grades.
- The student with the highest GPA and who meets the guidelines above will be nominated as the Valedictorian. If two students have the highest GPA, they will both be nominated Valedictorian.
- The student with the second highest GPA and who meets the guidelines above will be nominated as the Salutatorian. Students who tie with the second highest GPA may share the honor of Salutatorian.
- The Valedictorian and Salutatorian will be announced early in the second semester.

Graduation Exercises - Participation in

Besides satisfactorily completing the prescribed course work, a senior student must:

- Be enrolled in RCS at the time of graduation.
- Receive clearance by the RCS administration as having fulfilled all financial obligations.
- Wear a cap and gown provided by RCS.
- Not be on disciplinary probation. This may make him / her ineligible to participate in graduation exercises.
- **Complete** all prescribed coursework as required by Rosehill Christian School in order to graduate.

Grade Points vs. Grading Scale

IMPORTANT: Grade points and grading scale are two different charts.

- Grade points are allocated for a course of study based on the designation of the course as Academic, Honors, AP, or Dual Credit. Grade points are used to determine class standing for RCS graduates. These are awarded based upon the numerical grade according to the chart listed below.
- A grading scale is the tool to determine the percentage grades that students earn in their coursework and whether they pass or fail the course.

Grade Points

The following chart shows the grade points assigned based upon the grade earned.

Grade Point Scale

Grade	Honors / Dual Credit / AP Grade Points	Academic Grade Points	Grade	Honors / Dual Credit / AP Grade Points	Academic Grade Points
100	6.00	5.00	84	4.40	3.40
99	5.90	4.90	83	4.30	3.30
98	5.80	4.80	82	4.20	3.20
97	5.70	4.70	81	4.10	3.10
96	5.60	4.60	80	4.00	3.00
95	5.50	4.50	79	3.90	2.90
94	5.40	4.40	78	3.80	2.80
93	5.30	4.30	77	3.70	2.70
92	5.20	4.20	76	3.60	2.60
91	5.10	4.10	75	3.50	2.50
90	5.00	4.00	74	3.40	2.40
89	4.90	3.90	73	3.30	2.30
88	4.80	3.80	72	3.20	2.20
87	4.70	3.70	71	3.10	2.10
86	4.60	3.60	70	3.00	2.00
85	4.50	3.50	<70	0.00	0.00

Grading Scale

Grade	Percent
A	90 - 100
B	80 - 89
C	75 - 79
D	70 - 74
F	0 - 69

***Beginning with the class of 2022, RCS will transition to a 6/5 point grading scale.

Computation of Semester Grades

The semester grades are computed by allocating a weight of **40%** for each nine weeks' grade and **20%** for a semester exam. A student will receive credit for each semester passed.

Transcript Requests

To request a transcript, please submit your request on the Transcript Request Form ... <https://goo.gl/zUhbJl> Please allow two weeks for processing and delivery.

Transcripts for dual credit classes must be requested directly from Lone Star College

<https://www.lonestar.edu/transfer-transcript.htm> or Colorado Christian University
<https://www.ccu.edu/academy/transcripts/>

Bible Classes and Chapel

A Bible class is required each year while attending RCS. High school focus is on Biblical knowledge and understanding, plus activities that focus on creating a relationship between students and Jesus. Students will receive a grade based upon scripture memorization and Bible related activities.

Students attend chapel each week to worship and to be challenged to grow in their relationship with Christ. These chapel services are designed especially to meet students where they are spiritually and developmentally. Bible and Chapel attendance are required and factor into students' eligibility to exempt semester exams.

Community Service ... Bible Course Requirements

Community Service hours are required each year while attending RCS. High school students are required to earn a minimum of 25 hours per year toward this requirement. At least 10 hours must be earned before final exams are taken in the first semester. Community Service requirements are discussed later in this handbook. Bible class grades are calculated into the student's total units of credit for graduation.

Electives - High School

- High School electives will be based upon interest and staff availability. They may include any or all of the following:
 - Art, Choir (Uniform required), Drama, Art and Media Communications, Debate, and others as available.

Study Hall (Grades 9 -12)

Study Hall is offered for students to spend time on classroom and homework assignments. Students may take only one study hall during a semester. Exceeding this must have the permission of the principal.

National Honor Society - Grades 10 – 12

Potential members of the National Honor Society must meet high standards of leadership, service, character, and scholarship requirements. Leadership is based on a student's participation in church, community or school leadership activities, or election to an office. Scholarship is demonstrated by a cumulative average of 4.75 or better. To meet service requirements, students must have been active in service projects in the school, community, or church. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Potential members should show initiative in project work, volunteerism and leadership, and class participation. All standards must be maintained in order to continue membership. Membership is subject to renewal annually.

Students desiring membership in the NHS will be evaluated by a committee based upon a rubric which consists of the student's GPA, teacher recommendation, and an application form. Students should complete the application and return it by the due date. This process occurs in the Fall.

STUDENT LIFE

Student Leadership (Grades 9-12)

Student Leadership is an important part of the RCS experience. RCS student leaders serve as role models for their peers and for younger students on campus, thus carrying the responsibility of exemplifying Christ in all of their actions, both on and off campus. In an effort to promote this type of leadership in our student body, we have implemented a standardized set of qualifications across leadership opportunities at RCS. While the specific qualification may be adapted to meet the needs of individual organizations at RCS, the general qualifications listed below apply to all student leadership positions, including (but not limited to) student government, praise team, cheerleaders, National Honor Society members, pinnacle small group leaders, and 4-H officers.

Basic Leadership Eligibility Requirements

- You must have a minimum cumulative grade point average of no less than a 4.5.
- Must be in good standing at RCS (academically and behaviorally)
 - May not be currently ineligible in any classes.
 - May not be currently on academic or disciplinary probation.
 - May not have any type of suspensions within the past two semesters.
- Must receive a 3.5 overall score in RCS Teacher Recommendations.
- Must provide either:
 - Written Christian testimony
 - Written explanation of where he/she stands in his/her relationship with Christ, including how God has worked in his/her life
- You may be asked to complete additional steps based on the specific leadership opportunity offered.

410 – Student Community Service (HS)

1 Peter 4:10 *As each has received a gift, use it to serve one another, as good stewards of God's varied grace.*

The mission of Rosehill Christian School includes serving others and giving back to the community. All students in grades 9 - 12 are required to perform 25+ hours of Community Service per year. We like to put the service in the context of "Doing the Stuff That Jesus Did" ... Feed the hungry, clothe the naked, and visit those who are sick or in prison. Below are some guidelines, plus some questions and answers, that will help students as they work to accomplish their service.

- Service hours should be pre-planned activities such as charity organizations, mission trips, and community service volunteer work.
- Service hours should be limited to actual hours served, not practice, rehearsal, travel, and sleeping hours. All service hours are unpaid hours.
- Students should check with Mrs. Pearce to make sure their hours will count towards fulfillment.
- Students have from the last day of school through December 1 to earn at least the first 10 hours on their service projects.
- Summer hours are due the first school day in October.
- Hours earned from the first day of school through November 30 are due the 1st school day in December.
- Hours not turned in by the first school day in December will not be credited until the end of the

year, and students will not be able to exempt final exams for the fall term.

- Students have from the 2nd school day in December through the first school day in May to earn the other 15 required service hours. These hours are due by the end of the 1st week in May.
- Hours not turned in by the end of the first week in May will be credited to the student's account, but students will not be able to exempt final exams for the spring term.
- Students may receive credit by working on support projects at school (no more than 10 hours), community outreach activities, or support projects at their church (no more than 10 hours.) However, these hours over these amounts may be turned in and recorded for tracking purposes to assist with college and scholarship applications.
- Students must get **prior approval** (form located on the website) before beginning their service from Mrs. Pearce.
- Service hours are entered twice yearly. Students must have their hours turned in on a "Community Service Verification Form" (form located on the website) by the required dates and should keep a copy of this form.
- Students could earn all of the 25 hours on a Mission Service Project. (Note: This is not a fun day at the beach but being the hands and feet of Jesus in serving others.)
- *Students who do not complete their community service hours by the end of the year will have the number of hours not completed subtracted from their final Bible grade at the end of the year.*
- Seniors must complete the minimum 100 hours of community service in order to meet the graduation requirements and receive their diploma at graduation.
- NOTE: Community Service Approval forms will be placed on the school's website under Parents → Forms → High School. It is the responsibility of the student to keep up with their service hours. Students, rather than parents, should communicate with the Student Life Coordinator.

Lockers

- Students will be issued a locker with a combination lock.
- Only the lock supplied by RCS may be used.
- Students should only use the locker assigned and may not share lockers with others.
- Students should keep their lockers clean and organized.
- Food should not be left overnight in a locker.
- Dirty clothes should not be left in a locker.
- You should use the locker to secure your cell phone, computer, and other important items.
- RCS reserves the right to open and inspect a student's locker at any time.
- Students must use the lock as intended and the lock should be totally locked at all times.
- No adhesive tape or glue may be used on lockers. Magnets may be used.
- No writing on lockers with any type of markers.

Motor Vehicles

Student drivers must have a valid Texas driver's license and their vehicles must meet state inspection requirements. Students who violate school policy regarding the driving or parking of vehicles, disobey traffic laws and rules, or show reckless disregard for the safety of others will have their driving privileges suspended. Below are some specific guidelines that must be followed:

- Students must register the vehicle they drive on campus with the Student Life Coordinator.
- Students should park only in the designated student parking areas with their parking pass visible in the designated location.
- Parking in a reserved spot at any time may result in a \$100 fine per occurrence. This charge will be placed on the family bill. Recurring violations will be communicated to the administration.

- Upon arrival, students should exit their cars immediately.
- Students who drive a vehicle to school are not allowed to leave campus without permission from the administration during the school day.
- No loitering in, on, or around cars is permitted.
- Cars must be locked.
- You should obey all traffic and posted speed signs.
- Students should not be on their cell phones while driving on campus.
- All vehicles are subject to search at any time at the discretion of the administration.
- Students should not use their cars or their parents' cars as lockers. All materials should be brought inside upon arrival at school.
- Students may not go back to their cars during the school day.
- No prohibited items should be kept in a student's vehicle.
- Students are responsible for any item in the student's vehicle.

The following documents are required for placement in the student's file:

- Vehicle Registration Form
- Driver's License
- Insurance Certificate
- List of all family vehicles and license plate numbers

When the parking pass is issued, it should be placed on the front windshield in the bottom right corner.

Late Arrival/Early Release

Seniors who have completed their entire required coursework in their present schedule may qualify for late arrival/early release. Eligibility forms are available in the Guidance Counselor's office.

Athletic Period Release Guidelines

Students are highly encouraged to take as many classes their senior year as possible to have a full schedule. Colleges and universities look at the course load that applicant seniors have taken.

The guidelines below are for those students who are participating in athletics and are a part of an athletic team that meets at the last period:

- Students who are still participating in an athletic season are assigned to a coach and must remain on campus for practice at the designated times.
- Students who leave without the coach's permission are considered truant and will have disciplinary consequences assigned.
- Students who choose not to be involved in athletics and thus do not participate in a sport may not "hang around campus" but must leave campus immediately at the end of the day.

Social Activities

Throughout the school year, social activities are planned for students. Dances for high school students are held at different times during the year.

- Homecoming Dance ... Semi-Formal ... September – October
- Junior-Senior Prom ... Formal ... April

These dances are organized under the direction of the school administration and are supervised by the faculty and staff. All dances are approved by the administration for dates and time.

- Appropriate dress and behavior is expected.
- Students in grades 9 – 12 may attend all dances except for the Junior-Senior Prom.
- Freshman students may not attend the Junior-Senior Prom.
- Student guests from outside of Rosehill must be cleared one week before the dance with the Student Life Coordinator. A form is available from the office of the Student Life Coordinator.

Office Phone Usage

Office phones are for business use only. If an emergency exists, students will be given permission to use the phones.

Gifts

The school strongly discourages the delivery of flowers, balloons, and other gifts for students during the day. Such gifts, if delivered, will be held in the office until the end of the day.

Flyer Distribution and/or Posting

Flyers for distribution must be approved by administration. A Flyer Request Form may be obtained from the Business Office. Administration meets weekly and will review the request(s) at that time. A school representative will communicate approval status.

Eligibility for Purchasing Letter Jackets

Students must have been actively participating in the program, showing commitment through practices, performances and team spirit. They should also have been active participants in practices while displaying a positive attitude and support for the team. Based upon the guidelines listed below and approval by the sponsor / coach, the following students are eligible to purchase a letter jacket:

- **Athletics:** High school students who play on a varsity team and participate in a majority of the games become eligible to purchase a letter jacket. Eligibility is at the discretion of the coach based upon contribution to the team.
- **Performing Arts** (Choir, Speech, Debate, Drama)
 - Students who place in state competition from grades 9 - 12
 - High school students who are active participants in a performing arts program for two years
- **4H:** High school students who are active participants in the 4H program for two years and have turned in a project form to the club manager by the required due date.”
- **Cheer:** High school students who are active on the Varsity Cheer squad and cheer at all required events as designated by the sponsor.
- **Yearbook:** High school students who are active participants on the yearbook staff for two years.
- The Student Life Coordinator and the Athletic Director will receive a list from each program sponsor / coach to give to the Letter Jacket Vendor listing the names of the students eligible to purchase jackets. Only those on the list are eligible to purchase a letter jacket.

Pinnacle

- Each year the high school students attend a spiritual emphasis retreat called PINNACLE.
- The purpose of this overnight event is to build relationships, set a spiritual pace, and spend

- quality time among students and faculty. This required event is held early in the fall semester.
- Students are required to attend and participate in this event. Only students with a valid medical reason may be excused from this overnight activity. Excused permission should be requested in writing to the principal stating the reason for the excuse. Unexcused absence(s) from Pinnacle will result in students being ineligible to exempt fall semester exams.
 - Note: Students with a medical action plan should also refer to the medical section.

SECTION 3: Online Learning and Technology Policies

RCS Guidelines for Learning Management Systems (LMS) and Online Learning

What is an LMS?

A **learning management system (LMS)** is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) courses or training programs.

What methods of digital information are used for at RCS?

- Renweb
- Class Websites (K-5)
- Gmail (RCS Student Email Accounts for 5th-12th)
- REMIND
- Google Classroom (5th-12th)

Renweb:

- Renweb is the school-wide repository of information - attendance, grades, lesson plans, parent/student information, billing, etc.
- Renweb grants access to teachers, students, and parents alike.
- Renweb is NOT designed for the posting of content for individual classes. (Files, videos, etc.)
- Renweb is NOT an LMS.

Elementary Class Websites:

- These links to your child's specific grade gives content topic focus, class and/or school announcements, homework, links, and teacher wish lists.
- Class Websites grant access to teachers, students, and parents alike.
- It is not designed for the posting of content for individual classes.
- This is NOT an LMS.

REMIND:

- Remind helps you stay connected.
- Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom. Teachers can send messages to an entire class, smaller groups, or individuals.
- Teachers will share the class code at the beginning of each school year.

Google Classroom:

- Google Classroom is not a true LMS, although it has some similar functions.
- Google Classroom is a “virtual” classroom where students complete their assignments and/or quizzes and tests online.
- Google Classroom cannot be accessed by parents without their child’s login information.

“So where do I go for information about my student’s work??”

- The FIRST stop is always **Renweb**. Teachers will be instructed to post **up-to-date, accurate** information about homework, tests/quizzes, or projects on Renweb. If the teacher’s lesson plans change, due dates are moved, or any other changes occur, the teacher will post updated information as soon as possible on Renweb.
- These assignments will be updated with the same frequency in Google Classroom. *Please note, however, that lesson plans are NOT posted in Google Classroom, just the resources and/or assignments needed by the student.*
- Although the LMS Classroom is mainly for students, parents may access the “virtual classrooms” of their students (Google Classroom) by obtaining login information from their child.
- Teachers may also use **REMIND**. This is an information service through a free app which sends **texts** or email alerts about any changes made to homework, tests, projects, etc. Your child’s teacher will give you the information you need to enable this communication tool.

Summary:

Main tools for parents:

- Renweb: Teacher to Parent (Communication)
- Remind: Teacher to Parent and Student (Communication)

Main tools for students ... **NOTE that students are instructed in the use of these mediums**

- **K-4th**
 - Class Websites: Teacher to Parent and Student (Communication)
- **5th-12th**
 - Google Classroom: Teacher to Student (Classroom extension)

Computer Requirements - Grades 5-8

- Each student in grades 5 - 8 must purchase a **Chromebook** computer.
- Any Chromebook will work and can be purchased from various sources such as Best Buy, Office Max, Staples, online from Dell, or from Amazon.com.
- Recommended: ASUS Chromebook Flip (10.1-Inch Convertible 2 in 1 Touchscreen (Rockchip, 4 GB, 16GB SSD, Silver ... Available from Amazon.com)
- A service policy is HIGHLY recommended but not required.

- Students may not begin using Apple Macs until grades 9 - 12.
- Note: Breakage is the responsibility of the parent to have it repaired. RCS technical staff may be supportive in diagnosing and repairing minor issues.
- Students in 5th-8th grades should bring their laptops the first day of class.

Computer Requirements - Grades 9-12

- Students are required to purchase either a Chromebook or Macbook.
Note: Some technology courses require the use of a MacBook due to program software.
- Any Mac laptop is appropriate from the Macbook Pro to the Mac Air. Laptops over four years old will probably not work and may cause performance issues hindering student work.
- The Apple Care Policy is HIGHLY recommended but not required.
- Any student taking a technology intensive course must have a Mac laptop computer.
- NOTE: Breakage is the responsibility of the parent to have repaired. The RCS Tech Department may be supportive in diagnosing and repairing minor issues.

It is highly recommended that the parent purchase a service policy for either the Mac or the Chromebook.

NOTE: Students do not have access to printers at RCS. They are expected to come to school with their work already printed.

Cell Phones, Earbuds, and Electronic Watches

- **Grades K-5:**
 - Students are not permitted to bring cell phones, Apple/smart watches, or AirPods/earbuds/headphones to school.
 - Cell phones are not permitted during Extended Care.
 - If students need to contact their parents, phones are available in the offices for emergencies.
- **Grades 6-12:**
 - Students are not permitted their cell phones during the school day. There will be a designated location if students opt to check in their phones at the beginning of the day. ***While our school is happy to provide storage for the students' phones and will make every effort to keep them safe, we cannot be held responsible in the event that a phone turns up missing or damaged.***
 - Students are not permitted to use AirPods/earbuds/headphones during school hours unless given permission by their classroom teacher for academic purposes.
 - Students may wear a smartwatch except during assessments, when these must be turned into the designated place assigned by the teacher.
 - Students in possession of a smartwatch during an assessment will automatically receive a grade of '0' on that assessment.
 - Cell phones are permitted during Extended Care at the discretion of the Extended Care Supervisor. Inappropriate use or excessive noise caused by device use may result in student(s) no longer being permitted to use his/her cell phone during extended care.
 - All cell phones are subject to search at any time at the discretion of the administration.

- Any violation of this policy will result in disciplinary consequences.

Acceptable Use Policy for Technology

Technology is an educational tool, just as books, paper, newspapers, and videos are educational tools. RCS has set a policy to ensure that these assets are used appropriately and for educational purposes. Below are guidelines for student use of computers, peripherals, local network, and Internet.

The student will:

- Access only curriculum-related materials for educational use under the direction of a teacher.
- Obtain permission from a teacher or librarian to access RCS technological resources, such as computers, Internet, email, printers, and servers.
- Have all types of external media (CDs, USB devices) approved for use and scanned for viruses by authorized school personnel before connecting to or using in an RCS technology device.
- Use network resources in a manner not disruptive to the use of the network by others.
- Use any RCS-supported email account for educational purposes only.
- Use appropriate language at all times.
- Keep all passwords private.
- Recognize that network storage areas are not private. Teachers/administrators may review files and communications to ensure that RCS technology systems are being used responsibly.
- Cite references for all electronic sources of information, using proper citation procedures.
- Avoid revealing personal information about themselves or others.

The student will not:

- Attempt to alter or modify equipment or software.
- Attempt to log into any network other than the student network.
- Copy software.
- Download or install software on any RCS computer.
- Use school resources in any way for personal gain.
- Access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, or damaging to others.
- Use a false identity when sending/receiving messages.
- Access another person's materials, information, or files.
- Register any person or school at Internet web sites.
- Log onto any RCS system or device as another person.
- Attempt to gain system passwords or access other student passwords.

Consequences for such violations may include:

- Suspension of access
- Revocation of account
- Other disciplinary or legal action in accordance with RCS policies and laws

Appropriate Classroom Laptop Use Guidelines for Students

The following guidelines have been put into place to assist students in using technology as a learning and productivity tool. Students are expected to abide by these guidelines. Failure to do so can range in consequences from loss of computer use privilege to disciplinary consequences as outlined earlier in this handbook.

- The student is expected to bring his / her computer to class, and only use the computer for purposes related to the course.
- Students should keep “open” only sites and programs that are appropriate to the instructional content of the class.
- Students should refrain from the following during the school day
- Instant messaging ... twittering, etc.
 - Social networking ... Facebook, Skype, Google+, Tik Tok, Instagram etc.
 - E-mailing ... except to teachers
 - Surfing the Internet ... except for searches approved by teachers
 - Playing games (except educational games approved by the classroom teacher)
 - Streaming of music or music videos ... Youtube, Spotify, etc.
 - Peer-to-peer gaming or sharing music
- Students may not download any content other than that directed by the teacher.
- Inappropriate uses will be noted and may affect the student’s grade and the ability to use his / her computer during class.
- Teachers may challenge students to see their computer history and open content at any time.
- Students should not go to inappropriate sites that display pornography, online shopping, chatting, and social networking. Close the lid immediately and raise your hand for teacher support if inappropriate content pops up on your screen.
- Screen-savers that reflect an “un-Godly” theme are inappropriate and must be removed.
- Students should not evade content filters and/or firewalls that have been set in place at Rosehill Christian School.
- Students who engage in infiltrating or cracking other’s work or the RCS network will lose their computer privileges and may be subject to further disciplinary actions.
- Students must abide by the RCS Acceptable Use Policies.
- Students should print all work from home.
- Students should make sure that laptops are secured in their locked lockers when they are not in their possession.
- Students are subject to any other rule or guideline as determined by the instructor throughout the course.
- For courses where the teacher decides that the laptop is not needed that day, the teacher may instruct the students to leave their laptops in a specified location.

Non-Educational Items and Computers

- K - 4th grade students may not bring any electronic device to school, including computers. Unless special circumstances have been determined by the administrator, these devices will be taken up and turned in to the appropriate administrator.
- Students who have a learning difference that requires the use of a computer must have this need

cleared through the grade level principal. Students for whom the computer is recognized as an assistive learning device must abide by the computer use policies and may use them for instructional and learning purposes with the permission of the classroom teacher. Students should have updated virus protection software as well as operating system updates and program patch updates.

- 5th - 12 grade students are required to bring their laptops fully charged to school daily.

SECTION 4: STUDENT DRESS AND GROOMING

Student Uniforms-Approved Vendors

All student uniforms must be purchased from the approved vendors.

Lands' End School Uniforms (www.landsend.com/school) or 800-469-2222.

Tommy Hilfiger Uniforms (www.globalschoolwear.com) or 877.825.2860

- All polo shirts with the RCS logo are only available from Land's End or Tommy Hilfiger.
- RCS PE shirts and shorts are purchased from Land's End or Tommy Hilfiger.

Khaki Shorts, Skirts, and Pants

- May be purchased from Lands' End, Tommy Hilfiger, or your local stores such as Academy, Old Navy, Walmart, etc.

Dress Code Philosophy

RCS appreciates the conscious effort of parents in keeping the dress code from becoming a major issue. RCS acknowledges that the dress code is an institutional preference; however, it is not optional. Students are expected to abide by the dress code, and parents are expected to monitor compliance before their children leave home. It is inappropriate that other students, teachers, or principals be detracted from the educational process because someone failed to fulfill his or her commitment to follow the dress code.

Special Note to our Parents

Employees, parents, and vendors are asked to also dress in a manner respectful of the guidelines set forth for students. When attending school functions such as field trips, sporting events, volunteering, coming inside to pick up students, visiting the classroom, etc., dress should be modest and reflect a positive example for students.

Dress Code General Guidelines

- Students will grow during the year; therefore, items which are too short or too tight must be replaced.
- No alteration that would alter the appearance of the garment or render it immodest is allowed.
- All logo items may only be purchased from Lands' End School Uniforms, Tommy Hilfiger, or through the Booster Club.

Grades K-12

Skirts: All uniform skirts must be the 'At the knee' or 'Below the knee' style. Skirts may be up to 2" above the knee as ladies grow throughout the school year, but skirts shorter than 2" above the knee are not permitted.

Shorts: All uniform shorts, including PE shorts, must be no more than 2" above the knee. Shorts shorter than 2" above the knee are not permitted.

Sweatshirts / Outerwear: All (outerwear) sweatshirts and hoodies must be RCS. This includes spirit

wear or logoed items from uniform vendors. (A polo shirt must be worn below the sweatshirt.)

- For grades K-8: Heavy jackets of any color may be worn when outside temperatures are below 50 degree fahrenheit. Hoodies are not considered heavy jackets.

Friday Dress: Students may wear RCS spirit shirts or Christian t-shirts with approved uniform bottoms. High school ONLY may wear jeans with an RCS spirit, Christian, or college t-shirt/sweatshirt on Friday.

Shoes: Students must wear closed-toed shoes. Slippers/house shoes are not permitted (this includes fur lined loafers). High school students may wear dress sandals with a back strap, except on Chapel days, event day, or field trips. No rubber flip-flops, clogs, or mules (i.e., Crocs).

Jeans: Wearing 'skinny' jeans on Friday must include an appropriate Christian, RCS, or college shirt that covers the entire rear-end, even when bent down or moving around. Jackets tied around the waist will not be considered adequate coverage. **Jeans with holes must be patched so that skin is not visible.**

Belts: Must be worn on any garment with belt loops if the shirt is tucked in. If the student has difficulty keeping his / her pants up, a belt must be worn.

Dress for Chapel

Kindergarten - 5

- Top: Red polo (or dress) with RCS logo
- Bottom: Khaki (no plaids)
- Shoes: Everyday shoe guidelines apply

Grades 6 -8

- Top: Gray with RCS logo
- Bottom: Khaki (no plaids)
- Shoes: Everyday shoe guidelines apply

Grades 9 - 12

- Top: Black RCS Polo
- Bottoms: Khaki (no plaids)
- Shoes: Everyday shoe guidelines apply

Dress for 6th-12th Grade PE / Athletics:

- PE / Athletic Uniforms will be available through the athletic store. A link will be shared in the summer and at the end of the first semester for students to purchase the required uniform.
- Students are required to wear their athletic uniform during their strength and conditioning class period.
- While sports are in season, athletic coaches will communicate the required clothing needed for practice.

Dress at School Sponsored Events

- Although a uniform is usually not required for athletic or social events conducted after school hours, students are expected to dress in a manner that is proper, modest, and neat.
- Shorts/skirts at school-sponsored events should be finger-tip length. This includes athletic

events. T-shirts should not be so long as to completely cover shorts.

- Leggings may be worn as long as students' shirts completely covers the rear-end.
- Athletes who come into the buildings or other areas of the campus after practice should wear school clothing or approved athletic attire. They may wear wind pants.
- Clothing should not be TOO of anything: not too low, too tight, too loose or revealing, or too transparent. Students must remember that they are representing their families, their school, and their Savior.
- Wear only clothes that would constitute a positive, wholesome, Christian witness.
- It is expected that parents and RCS employees will follow these guidelines as well.

Consequences of Dress Code Infractions

Students have the responsibility to come appropriately dressed in the proper attire each day. The following consequences apply:

- Grades K - 5 ... The teacher will contact the parent to let the parent know of the dress guidelines.
- Grades 6 - 8 ... Students will be assigned a lunch detention after the first infraction and will be allowed to call home for the parent to bring the appropriate attire. Continual dress code violations will result in further disciplinary consequences.
- Grades 9 - 12 ... Students who are not in dress code compliance will be sent to EC (Extension Center) for the day. Continual dress code violations will result in further disciplinary consequences.

Free Dress Day / Theme Days

"Free-Dress" days are used as incentives for students. Students granted "Free-Dress" days have the freedom to wear clothing other than the RCS uniform. Theme Days are scheduled throughout the year in K-12. Students should follow the theme for that particular day or wear their regular uniform. However, for both "Free Dress" and theme days, students should abide by the "FIT" guidelines and general dress and grooming guidelines in choosing what to wear, which does not include the school-sponsored event guidelines..

Dress for Field Trips / Event Days

Grades K - 5

- Red chapel shirt
- Khaki bottoms (or jeans if specified by the teacher)

Grades 6 - 8

- Gray heather, monogrammed polo
- Khaki bottoms (or jeans if specified by the teacher)

Grades 9 - 12

- Chapel attire:
 - Black, monogrammed polo
 - Khaki bottoms (or jeans if specified by the teacher)
 - Sandals may not be worn

Dress Fit Guidelines

Pants

- Must be loose fitting and fit at the waist. (If vendors offer a pant with a slightly below the waist fit, this is considered acceptable provided fit guidelines are met.)
- A belt must be worn if pants have belt loops and the student's shirt is tucked in.
- Must not drag the ground, be rolled up, have holes, be cut in any manner, or have significant frays.
- Must not be too short, tight, baggy, sagging, ripped, torn, excessively flared, or form fitting.
- Must not reveal undergarments at any time.

Jeans

- Must meet pant fit guidelines.
- May only be worn on designated days for designated grade levels.
- Can have "skinny" fit only if the shirt **covers their entire rear-end**, even when bent down or moving around.
- Holes must be patched and only minimal fraying. NO skin should be showing.

Shorts

- Must meet pant fit guidelines.
- Length may not be shorter than 2" above the knee when standing.
- Shorts may not be rolled at the waist. If needed, the garment is to be altered to ensure the correct fit.

Skorts/Skirts/Dresses

- Must meet pant fit guidelines.
- Skorts/Skirts are too tight if there is a noticeable crease across the backside, a noticeable crease across the upper leg area, or cannot be easily zipped and buttoned.
- Skorts/Skirts must be no shorter than 2" above the knee when standing.
- Skorts/Skirts may not be rolled at the waist. If needed, the garment is to be altered to ensure the correct fit.
- If no built-in shorts for skirts or dresses, shorts or spandex should be worn underneath.

Shirts

- Approved shirts are designed to have a traditional, relaxed fit.
- Shirts should not be form fitting or pulling across any portion of the body.
- Shirts should be long enough to prevent any midriff exposure when the student raises his/her hand.
- Shirts should also be long enough to prevent any lower back skin exposure or midriff exposure when the student is kneeling, sitting, reaching upward, reaching downward, etc.
- Boys shirts which are tapered as dress shirts must be tucked in....and therefore, belt worn.
- Shirts may not be worn with leggings unless the leggings are used as a layering piece ...under a skirt/skort.

Undershirts/t-shirts/camisoles

- If a camisole is worn, it must be white or the same color as the polo it is worn under. Lace may be visible below the hem of the polo for girls.

- Undershirts may be white or the same shade/color as the monogrammed shirt being worn.
- Undershirts must be tucked in at all times.
- Long sleeve undershirts/t-shirts/turtlenecks may be worn as layering pieces. Approved colors are white, gray, black, navy or red.

Questions about dress code guidelines may be directed to the Student Life Coordinator. Please insert “Dress Code” in the subject line.

Unresolved vendor issues may be directed to the business office. Please insert “Uniform Issue” into the subject line.

General Grooming Guidelines

Girls’ Grooming

- Hair should be worn neat, combed, and out of the eyes.
- Visible hair should be natural in color as determined by the administration; small streaking may be permitted on the underside where it is not outwardly visible.
- Conservative, age appropriate jewelry is allowed.
- Moderate makeup is acceptable beginning in the 6th grade.
- Head scarves / bandanas are not appropriate.
- No visible body piercings except for the ear.
- No visible tattoos.
- Hair style should not draw attention to the wearer.
- Clothing is to comply with fit and color guidelines as listed in the RCS handbooks and on the website.

Boys’ Grooming

- Hair should be natural in color as determined by the administration.
- Hair style should not draw attention to the wearer. No mohawks or carvings in hair.
- Head scarves / bandanas are not appropriate.
- Christian jewelry is permitted.
- Male students may not wear earrings or studs.
- No visible tattoos.
- Male students should be clean-shaven at all times.
- Clothing is to comply with fit and color guidelines as listed in the RCS handbooks and on the website.
- Hair should be worn neat, combed, and out of the eyes.
- Headbands / Hairbands are not appropriate during the school day. However, they may be worn after school during athletics.
- Caps should not be worn in the school building during the school day. They may be worn after school.

PE/Athletic Practice and Game Uniforms

- Uniform fit should follow the general fit guidelines of the RCS Uniform ... Not too tight, not too loose, or too revealing.
- Shorts should be of the appropriate length and the proper size fit for the student.
- Dress must not reveal undergarments at any time.
- All spandex and compression garments must be covered by uniform fit clothing.

- If entering the building after practice, the standard dress code applies.

SECTION 5: ATTENDANCE/EXTENDED CARE/CARPOOL

School Hours

Preschool and Bridge	8:05 – 3:00 PM
Kindergarten - 5th Grade	8:05 – 3:35 PM
6th - 8th Grade	7:50 – 3:18 PM
9th - 12th Grade	7:50 - 3:18 PM

AM Extended Care

- 7:00 – 7:30 AM
 - All grades in E
- 7:30 – 7:45 AM
- Preschool - 5th Grade ... Building E
- Grades 6 – 12 ... Building G

PM Extended Care

- Preschool...PS Playground or PS Building 3:15 – 5:00 PM
- K- 5th Grade...Elementary Playground or E Commons 3:50 – 5:00 PM
- 6th-12th Grade... Library 3:30 - 5:00 PM

* Please have your child bring a hearty snack and a water bottle each day to extended care.

Attendance Policy

18 Day Rule

- **RCS and state guidelines require that a student may be absent no more than 18 school days during the year (or 9 per semester) in order to receive credit for satisfactory completion of course level work.**
- **Students who exceed the 9-day maximum of absences per semester will be denied credit for any class in which they exceed the 9 days.**
 - All absences, excused or unexcused, will count toward the 9-day maximum of absences per semester.

K-8 Absence Limit

- This 18-day rule may be waived under extenuating circumstances as approved by the administration for a student in grades K – 8.

(This is usually based upon a documented extended illness, with a doctor's note of verification, listing the specific days of absences.)

- Parents may apply for a waiver by sending a letter explaining the circumstances of the situation to the Principal.
- RCS does not provide make-up absence credits.
- NOTE: Tardies which are converted to absences also apply to this rule.

9-12 Absence Limit

- Students that exceed 9-day maximum in a semester may appeal credit loss in the case of an extenuating medical circumstance.
 - Appeals must be made in writing to the High School Principal and include medical evidence (doctor's notes, medical records, etc.)
 - The Attendance Committee will review all documentation and determine whether an extenuating medical circumstance exists.
- RCS does not provide make-up absence credits.
- NOTE: Tardies which are converted to absences also apply to this rule.

Daily Attendance

Grades K - 5

- Any child arriving to his/her classroom after the tardy bell, will be counted tardy. Please see the Tardy Policy for grades K - 5 for explanation.
 - Tardy bell for K - 5 ... 8:00
- **Absences between 1 hour - 3.5 hours equals a half day absence for attendance purposes.**
- **Absences more than 3.5 hours is equal to a full day absence.**
- **3 Early Pickups will be considered a half day absence.**

Grades 6 - 12

- Period by period attendance is taken for students in grades 6-12.
 - The 9-day per semester rule applies for each class period.
 - Parents of students exceeding the maximum number of absences will be notified in writing and a review of the documentation of student's absences will be made.
 - This review will then be submitted to the grade level principal to determine whether the student will receive credit for the class in which the excessive absences occurred.

Attendance Requirements for Students in Extracurricular Activities

- Students participating in extracurricular activities must be in attendance at school on the day of a game or event.
- Students who are participating in extracurricular activities during the weekend should be in attendance at school on Friday. If absent due to illness, absence must be cleared by the nurse

and building principal. The Athletic Director/Sponsor will counsel with students who develop a pattern of absences.

Absence Reporting - What to do when a student is to be absent?

- All absences require **written** or **emailed** notification to the attendance office **within two school days** upon returning from the absence. (Please list the name of the student ... the date(s) of the absence ... the reason for the absence)
 - K-8... email lcohers@rcseaglesonline.org
 - 9-12... email ekusak@rcseaglesonline.org
- Absences for which the school does not receive a note or email within the two days will be documented as **UNEXCUSED** and will lose exemption privileges for that class period.
- Absences for **family trips must be pre-approved** by the principal. A form is available for this occasion. [PRE-APPROVAL FORM](#)

Excused Absences

The following are considered **excused** absences:

- Personal illnesses (up to three days only ... thereafter, excused with a doctor's note)
- Illness or death in the immediate family
- Court appearance
- Quarantine
- Doctor's appointment (Parents are encouraged to make doctor appointments after school or on Saturdays. Please acquire a doctor's note at the time of the appointment and submit it to the school.)

Unexcused Absences

- Unexcused absences include all absences not listed above or any absence for which a student fails to bring a note from home or the school does not have documentation for.
- If after **two days** the student still has not brought a note or an email sent by his / her parent, the absence will remain an unexcused absence and will lose exemption privileges for that class period.
- The student will still be held accountable for the information missed.
- Sleeping in because of late night activity is not an excused absence.

Pre-Planned Absences

The following are considered in need of PRE-APPROVAL for an EXCUSED absence to be awarded:

- Request for pre-approved family trips / vacations
- 4H and other outside competitions
- Any other unusual cause acceptable to the principal.
- With the exception of 4H and off-campus PE events, these absences do count towards the 9-day limit.

- All pre-planned absences should be requested via the [PRE-APPROVAL FORM](#).

******Absolutely NO family vacations will be approved during Achievement Testing, Pinnacle (for high school students), grade-level overnight trips (for middle school students), or semester exams.*

College Visits

- Junior and senior students have 3 days per year to visit a college or university.
- The absence must be pre-approved with the principal's office in advance and should be taken prior to May 1st.
- A form will be issued to the student by the principal's office, to be signed by a college representative. This form must be turned in to the principal's office to receive credit on any make-up work.
- These absences do not count toward the 9-day semester limit.

Special Interest Competitions

- For special interest competitions (i.e., livestock shows, equestrian competitions, other competitions, etc.), some organizations (FFA and 4H) require an additional form of eligibility signed by the school principal.
- All assignments and tests must be made up when the student returns according to the absence makeup policy.
- It is the student's responsibility to make arrangements for tests and make-up work.
- Teachers are unable to gather future assignments ahead of time for students to take to these special competitions. Students in grades 6-12 may check Renweb and Google Classroom for assignments.

Make-up Work (Absences)

- K-12 students will have access to their teachers' lessons and assignments through the online learning platforms (Class Websites and Google Classroom).
- Any student who is expected to be away from school for a full day or longer must get the Academic Eligibility form signed by their teachers prior to departure. Failure to do so will result in ineligibility to participate. This includes all tournaments, competitions, and other activities that require them to be gone from school for more than one full day.
- Once a student returns to school from an excused absence, it is his / her responsibility to check with the teacher(s) for any clarification needed for assignments missed and to arrange for any tests that were missed.
- Students have one day per day of absence to make up any work that has been missed.
- Students with multiple (more than 3 days) excused extended absences should arrange a schedule with their teachers.
- Remember that any work not completed is recorded as a zero.
- It is the MS/HS student's responsibility to check with the teacher and to log in to Google Classroom and Renweb for assignments due the next class period.

Tardiness: Grades K - 5

- When students are habitually tardy, the classroom is disrupted and student learning is affected. Therefore, the following guidelines related to tardiness and absences are listed below.
 - The tardy bell for grades K - 5 is 8:00 AM
 - Students are considered tardy if they are not in their classroom when the tardy bell rings.
 - **Students in grades K - 5** arriving after 8:00 must check in at the attendance office to receive a pass and are considered tardy.
 - **3 times tardy is equal to a half day absence.**
 - The parents of a child who receives 6 tardies in a 9 week grading period will be asked to meet with the principal to discuss the problem.
 - If the action plan that has been put in place is not followed and tardiness continues to persist, the family may be dismissed from Rosehill.

Tardiness: Grades 6 – 12

Teachers must take period-by-period attendance and enter it into Renweb at the beginning of the class period. Students who are tardy should report to the office for an “admit” to class. The attendance clerk will be responsible for changing the absence to a tardy and will mark the tardy excused or unexcused based on the reason. Further guidelines are as follows:

- Students are expected to be on time to school and to their classes. When they are not on time, they are considered tardy.
- Students who are late to school/class must report to the attendance office for an admit slip before going to class.
- Students arriving to class after 7:50 and before 8:05 will be marked as tardy for their first class.
- High school students who accumulate 5 or more tardies per 9-weeks grading period in one class will be ineligible for final exam exemption in that class, will be counseled by the principal, and will be assigned an after school detention.
- **Tardiness of more than 15 minutes is considered an absence** with the determination of excused or unexcused based upon the guidelines on “Excused vs. Unexcused Absences.”
- Tardies which become absences will count toward the 9-day policy on absences.
- Students who leave less than 15 minutes prior to the end of class will also receive a tardy.

Consequences for Tardiness in Grades 6-12

Tardy	Consequence	
1st Tardy	Warning	Student note
2nd Tardy	Warning	Student note
3rd Tardy	Warning	Student note
4th Tardy	Warning	Parent notification

5th Tardy	Detention- Ineligible for Final Exam Exemptions for that class	Parent notification
6th Tardy	Detention	Meeting with Principal & Parent notification
7th+ Tardy	Principal Discretion	Phone call to parent

Medical Appointments

Parents should make every effort to schedule medical, dental, and orthodontic appointments before or after regular school hours. Parents may email or students should bring a note from a parent to the office before school requesting an early release pass for students to leave early during the day.

Sign In / Sign Out Procedures

Parents who need to check a child out of school should report to the school office in building “B” or “D” and follow the sign-out procedures. After 3:15, parents should get in the carpool line for student dismissal. We cannot call children after that time.

Upon returning from a doctor appointment, the student’s parent must sign him or her in at the school office. The sign-in slip should be presented to the classroom teacher.

Note: Parents who make a habit of signing students out early around dismissal time will be asked to visit with an administrator.

High school students who drive may sign themselves in and out with a parent note that is signed and dated.

Teacher Caused Tardiness

When a teacher holds a student after class, she will write a note to the next period teacher to allow him to arrive late to class.

Visitors - Closed Campus / Student and Parent Visitors

- For the safety of our students, RCS is considered a closed campus.
- All parents and visitors must report to the main office or attendance office to sign in or out. A driver’s license is required for identity verification.
- Parents and visitors will be issued a visitor badge, which should be placed on the shirt or blouse in clear view.
- Visitors must sign out upon departure and turn in the visitor badge.
- Extended family members / out of town guests must be pre-approved in advance by the principal to visit students during lunchtime. Please check with the school as lunch times may vary.
- For safety reasons, high school students **may not** leave the school grounds to go out for lunch or to pick up lunch (unless approved for open campus privileges). Students may not order food through a food delivery service (i.e., Door Dash). Our food service department has a procedure for students who forget their lunch.
- Pastors are welcome to visit during lunch periods.
- Rosehill alumni and former students in good standing are welcome to occasionally visit the

campus during the lunch period.

School Emergencies

Parent Alert

RCS will be using “Parent Alert” for emergency or urgent information. Parent Alert is a mass notification system consisting of SMS text messaging to cell phones and PDAs, voice calls to any phone, and email. It is designed to send messages to thousands of individuals in minutes. It supplements existing means of communication, including Renweb email, community service announcements, or individual calls. Especially in cases of emergencies, Parent Alert provides instantaneous communication to the school community.

NOTE: For this system to be effective, you must keep your cell number(s) and email(s) updated with the school. Please email all contact information changes to Brandi Wimberly. (bwimberly@rcseagles.org).

School Closings - Weather Emergency

On occasion it may become necessary to cancel school due to flooding, ice, or other inclement weather conditions. Rosehill Christian School will communicate through Renweb’s Parent Alert system. If possible, we will change the school’s phone message, as well as on the front page of the website. (www.rcseagles.org).

Generally, RCS will follow Cy Fair I.S.D. decisions relative to school closures but will also be monitoring neighboring school districts.

(Note that if phone lines are down, communication tools may not be operable.)

School Closings - Other Emergency

Should it become necessary to close school once the school day has begun, parents will be notified via the Parent Alert System to come and pick up their children.

Parents are expected to make arrangements to pick up students soon after the call is made.

Carpool

Morning Carpool Drop-off:

Preschool	Begins at 7:55 and ends at 8:05	Students are tardy after 8:05AM
Elementary School	Begins at 7:55 and ends at 8:05	Students are tardy after 8:05 AM
Middle/High School	Begins at 7:40 and ends at 7:50	Students are tardy after 7:50 AM

Tardiness of 15 minutes or more is considered an absence for grades 6-12.

Afternoon Carpool Pickup:

Preschool	Begins at 3:00 and ends at 3:15
Elementary	Begins at 3:35 and ends at 3:50
Middle/High School	Begins at 3:18 and ends at 3:30

- Families desiring to check their child out before carpool are asked to check them out prior to 3:00.
- Any changes (i.e. pick up by someone other than the parent) are to be communicated to the front office prior to 3:00 to allow adequate time to get this information to the appropriate individual.
- After carpool ends (3:15 for PS and 3:50 for all others), students will be taken to extended care where parents will need to come and sign them out from Building B.

Carpool Process

- For the safety of our children, please **turn your cell phone off** during the carpool process.
- For the safety of our children, please **maintain a SLOW speed on the ENTIRE campus.**
- Please put the car in the park position for loading/unloading.
- Students are to load/unload on the sidewalk side of the car
- Please pay close attention to the road, pedestrians, and officers when your car is in motion.

Procedure

- All families will be assigned a carpool number.
 - This number will be provided to all families at orientation or on the first day of school from their homeroom teacher.
 - Families who need additional carpool tags may contact the receptionist in the Business Office.
 - Please display the number in the lower driver's side window directly above the registration sticker
 - In the event you misplace your window cling number, please park and enter the building to pick up your child(ren).

Drop Off

A map and explanation of the system will be posted on the RCS Website. PLEASE do not park in the carpool line, any fire lanes, or under the porte-cochere. This includes after-school events. Additionally, we ask that you respect the "Reserved", "Handicap," and/or "Visitor" spots located throughout the campus. Please note: Fines may be issued for parking violations. All students will be dropped off in the front of Building B.

After morning carpool drop-off has ended, parents must park and walk PK-2nd grade students into the building and sign in at the Building B office.

Pick Up

All students will be picked up from Building B

NOTE: Students in grades K-12 who remain after carpool has ended (3:45 PM) will be sent to extended care. All costs will apply as stated in the “Extended Care” section of this handbook.

Parents are to park, walk into Building B, and sign all children out with the extended care supervisor. Please remember to bring proper photo identification.

Extended Care

THE EXTENDED CARE CELL PHONE NUMBER IS: __281-351-8114

Morning Extended Care

Free Morning Extended Care-Standard (7:00 a.m.-7:45 a.m.)

RCS provides morning extended care beginning at 7:00 a.m. at no charge to our families.

- From 7:00-7:29 am: All students are to enter Building “B” and check in with the staff member on duty.
- From 7:30-7:44 am: 6th – 12th grade students are to enter Building “B”, go to Building “G” gym and take a seat in the designated bleacher location.

Procedure

- Students will be accepted for morning extended care between 7:00 - 7:45 a.m.
- As students have already begun the dismissal to class process, arrivals after 7:45 are to proceed through the carpool or parents are asked to park and walk their child(ren) in.
- The time listed on any connected cell phone may serve as the official school time.

Afternoon Extended Care

Afternoon Extended Care-(3:45 p.m. - 5:00 p.m.)

- Afternoon extended care is available until 5:00 for all students.
- Cost
 - PreK - 5th grade - \$15.00/child/afternoon
 - 6th - 12th grade - No Charge
- Families participating in extended care are required to have at least two adults listed on their pick up list (outside of their immediate family). These authorized individuals must have the ability to get to the school in less than 20 minutes.
- Students who were not picked up at carpool will need to follow extended care procedures.
- Younger siblings are not charged for extended care until 15 minutes after the last sibling has been released from school.

- Please send a hearty after school snack & refillable water bottle.
- K - 5th grade students will enjoy extended care on the playground or inside building “B” Flex space.
- 6th – 12th grade students will study/visit the library in Building C.
- Students may not leave extended care until they are signed out by their parent/approved adult.
- Student late arrivals (after 3:45) will be communicated to the administration.
- As most of the campus buildings are secured at 4:00 each day, high school students not participating in a school sponsored activity are asked to leave the campus by this time.
- Siblings of students participating in athletics are expected to check into extended care. These students may not sit in the stands to watch their sibling as a coach cannot supervise them while he/she is working with his/her team. This service will be free provided notification is received in advance.
- Volunteers will not be charged for extended care provided their child’s reservation has been received in advance.
 - Volunteer child care reservations may be made by emailing Mrs. Donna Cox (dcox@rcseagles.org), who will confirm no charge is to be applied.
 - Please put “extended care” in the subject line.
- Students participating in extended care because they are waiting on a sibling involved in school related extracurricular activities will not be charged the extended care fee provided an email reservation is submitted in advance to dcox@rcseagles.org
 - Failure to provide a reservation in advance will result in an extended care charge being charged to the family’s account.
 - Examples of approved extracurricular activities include: athletic practices, tutoring, choir/drama practices, parent conference, 4H Club, and academic competition practices.
 - Activities that would not be approved include: piano lessons, soccer tots, clubs, etc.
- Students participating in extended care because they are riding home with someone else will be charged. (This also pertains to students remaining to ride home with RCS employees).
- Students are expected to be picked up by 5:00.
- The time set on the extended care cell phone will be considered the official time of record.
- Regardless of the reason, a \$30 late fee per child will be assessed for children picked up after this time.
- Should a student remain after 5:15, an additional \$5 per minute per child will be charged.
- If you find that you are going to be late, please call the school prior to 4:30.
 - This will allow for alternate plans to be made to ensure the appropriate number of staff members will remain on campus until your arrival.
- Continued tardy pick-ups will result in a conference with a member of administration.

Note: Jr. High & High school students remaining on campus must be under the direct supervision of a coach/club leader/RCS employee. Students participating in an afterschool activity must either depart from campus immediately or check themselves in with a designated staff member. Students found loitering unsupervised on campus will be sent to the principal. Students may not check themselves out of after school care.

Extended Care Guidelines:

- Students may bring their own breakfast to eat (prior to 7:00) provided they clean up after themselves. No microwaves are available for early morning students.
- Toys, cell phones, computers, and other electronic devices are not permissible in extended care for grades PreK-5th grade.
- All extended care charges are directly billed to the family's account.
- Students are expected to follow standard school day behavior rules. As these rules are well known, violations will result in a time out upon the first infraction. Repeated behavioral issues will be handled by the director in partnership with the grade level principal.

SECTION 6: STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

The “Student Code of Conduct” and this handbook are NOT intended to be all-inclusive or define all aspects of the management of student conduct. The administration reserves the right to formulate rules and regulations in all matters of student management not otherwise specified.

Conduct - Philosophy and Guiding Principles

1 Timothy 1:5 states that “the goal of our instruction is love.” Our desire is to teach and encourage students to love God and to love their neighbor. Jesus said in Matthew 22:37-40:

“‘You shall love the Lord your God with all your heart, with all your soul, and with all your mind.’ This is the first and great commandment. And the second is like it: ‘You shall love your neighbor as yourself.’ On these two commandments hang all the Law and the Prophets.”

With this in mind, our goal is to teach personal responsibility for one’s actions, obedience to authority, and dependence on God and His Word for direction in life.

We follow the Biblical model of II Timothy 3:16: “All Scripture is given by inspiration of God and is profitable for doctrine, reproof, correction, and training in righteousness.”

Several concepts contained in this scripture are the foundation for our model of student conduct:

- “All Scripture is given by the inspiration of God”: We seek to teach and understand and follow God’s Word.
- “And is profitable for”: God’s Word helps us make decisions, evaluate, and understand our conduct.
- “Doctrine”: God’s Word is the primary source for understanding God and His expectations for the Christian life.
- “Reproof, correction, and training in righteousness”: God’s Word will be the source for our student conduct expectations, our training of children, and the establishment of age appropriate consequences for correction.

On Campus Conduct

Accordingly, the following principles from God’s Word are the basis for our student conduct guidelines:

Love Everyone

Genesis 1:27 (ESV) So God created man in His own image; in the image of God He created him; male and female He created them.

Revelation 7:9 (ESV) After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands.

Respect Authority

Romans 13:1-4 (ESV) Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment. For rulers are not a terror to good conduct, but to bad. Would you have no fear of the one who is in authority? Then do what is good, and you will receive his approval, for he is God's servant for your good. But if you do wrong, be afraid, for he does not bear the sword in vain. For he is the servant of God, an avenger who carries out God's wrath on the wrongdoer.

Respect and Esteem

Philippians 2:3 (ESV) Do nothing from rivalry or conceit, but in humility count others more significant than yourselves.

Be an Example

1 Timothy 4:12 (ESV) Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.

Seek Excellence

Philippians 4:13 (ESV) I can do all things through Him who strengthens me.

Be Honest

II Corinthians 8:21 (ESV) For we aim at what is honorable not only in the Lord's sight but also in the sight of man.

Be Truthful

Ephesians 4:25 (ESV) Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another.

Practice Clean Speech

Ephesians 4:29 (ESV) Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.

Reflect Jesus

Philippians 4:8 (ESV) Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.

Off Campus Conduct

Students of RCS represent their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting. The following behaviors constitute serious breaches of the student code of conduct and make the student subject to school disciplinary review and action up to and including dismissal from school :

- Stealing or shoplifting
- Possession or use of alcoholic beverages
- Sexual immorality

- Smoking / vaping
- Possession or use of illegal drugs
- Vandalism
- Violence
- Intimidating words, gestures, social media posts, physical violence, assault, or threats of injury for any reason, including a person's race, sex, or ethnicity.
- Malicious pranks against a school representative (e.g., teacher, coach, administrator, etc.)
- Involvement in unlawful activity
- Indecent exposure/behavior
- Involvement with the occult
- Inappropriate dress at school functions off campus
- Inappropriate use of social media (including intimidation, bullying, threats, and negativity towards RCS, its employees, students, or members of its school family)
- Inappropriate representation of RCS or RCS students on social networking websites, blogs, etc.
- Other serious infractions deemed inappropriate by the administration

Social Media and Electronic Postings

Parents are responsible for monitoring the electronic postings of their children to any areas of the internet.

- If RCS staff view postings by students or their parents on social media, in texts, or other electronic communications that make negative or disparaging comments about RCS, school personnel or other students, or others in the RCS family, discipline up to and including dismissal may occur.
- These comments may have been made on or off campus.
- Pictures posted that do not represent modest dress or do not portray Christ-like character may be grounds for discipline up to and including dismissal.
- Students who share pictures of others that are revealing in a sexual nature may be disciplined up to and including dismissal. (Note that referral to the appropriate police agency may also occur.)

Examples of Student Behavior Which Violate School Policy

Below are some examples of student behavior that violate school policy and fail to demonstrate Biblical principles from God's Word. This list is not intended to be an all-inclusive list. Students may be disciplined, suspended, or dismissed from the school for any of the following behaviors or similar actions:

- The possession, transmission, and /or use of tobacco/nicotine products, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Insolence, disrespect, or insubordination
- Failure to follow a teacher's instruction
- The use of improper language
- Fighting
- Inappropriate displays of affection
- Sexually suggestive comments or transmission of sexually inappropriate comments and pictures

through social media or any electronic communication method.

- Racial or ethnic related comments, memes, pictures, or artwork
- Leaving a classroom or leaving the school campus without permission
- Class tardiness or truancy
- Threatening, intimidating, or actually causing bodily harm to any person
- Failure to observe all campus vehicle safety guidelines and posted signs
- Dress code violations
- Not following computer acceptable use policies
- Making negative comments and postings about RCS, school personnel, or other students on blogs, in text messages, on websites, in chat-rooms, or on other social networking sites, etc.

** for more examples, see Definitions of Offenses in Section 8: Discipline Management Plan, below*

Also, certain Code of Conduct violations carry not only a discipline consequence, but could also entail academic consequences as well. Examples include cheating, trancies, tardies, unexcused absences, etc.

Parent Supervision of Students at School Sponsored Events

(Programs, Shows, Athletic Games, etc)

RCS desires to maintain a family friendly environment for all on site events and ensure the safety of our students. Therefore, in an effort to keep these events enjoyable for all, we respectfully request the following:

Parental supervision of students in 6th grade and below:

- Parents are to supervise their own children, keeping their children in direct eyesight, or assigned to a supervising adult.
- Students in 6th grade and below may not be dropped off to watch a game. They must be under the direct supervision of an adult and must leave as soon as the event is over.
- Students attending an event after school may not be sent to the event or wait for the start of the event without being under the direct supervision of a parent or supervising adult.

Student pick-up after events:

- Students in 7th grade and above MUST be picked up immediately when an event concludes as there is no supervision for students on campus.

Safety guidelines during events:

- Students are to refrain from running (includes bleachers, sidewalks, hallways, and gymnasium stands).
- Students are to refrain from climbing or hanging on campus buildings, facilities, or equipment. (This includes handrails in the gym, metal supports in the gym, the back of bleachers, fences, and play structures.)
- Students may run in the designated kid zones if those are staffed and open for use.
- At gym events, students may not hang out in the foyer during the game. They should be in the stands watching the event.
- Exits and doorways may not be blocked; please proceed to the seating area to enjoy the event.
- Upon exiting an event, a student is not permitted to re-enter.
- Fields and athletic floors may be entered on game day only by athletes, athletic personnel, and administration.

- Only service animals marked and actively working may attend these events.

The school's rules of conduct and discipline exist to achieve and maintain order in the school and to instruct students in Christ-like behavior as stated in the ENDS of our school (see page 6). Any student who, by his conduct, violates RCS rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Failure to comply with the on campus and off campus behavior guidelines will result in disciplinary action as described in Section 7, the Discipline Management Plan.

SECTION 7: DISCIPLINE MANAGEMENT PLAN

The Authority of the School:

RCS shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority is extended to include any school-authorized transportation. This authority encompasses any activity during the school day on school grounds, attendance at any school-related activity regardless of time or locations, any school-related misconduct regardless of time or location, any misconduct while the student is wearing the uniform of Rosehill Christian School, or any misconduct while the student is enrolled at RCS.

When students are admitted to Rosehill Christian School, they represent our Saviour Jesus Christ and become identified with the school, and the school is judged by the students' conduct. As RCS seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Rosehill Christian School.

RCS Discipline Responsibilities

The authority to enforce RCS disciplinary guidelines is the responsibility of the administrative designees at each school. The first authority is the teacher. Students are also reminded that any faculty or staff member in the school has the authority to correct any student at any place and at any time.

The duties of each administrator, once the student has failed to submit to their teacher, shall include the authority to:

1. Assess and implement the Student Code of Conduct.
2. Investigate and review student behavior
3. Apply disciplinary consequences including:
 - a. Student /teacher conversations in the hallway for personal redirection
 - b. One-on-one conferences after class
 - c. Isolation in a location of the classroom where he / she does not have the ability to disrupt
 - d. Sending the student to the Guidance Counselor or Principal (for severe misbehavior)
 - e. Placing a student on disciplinary or academic probation.

- f. Removing a student to a temporary on-campus educational setting (In-School-Suspension: ISS or EC).
- g. Suspension of a student (Out-of-School-Suspension: OSS)
- h. Filing charges with law enforcement agencies should a student infraction constitute a violation of the law.
- i. Declining to extend an invitation to enroll for the succeeding semester, and/or school year.
- j. Recommending to the Head of School that a student be dismissed from RCS for any of the reasons enumerated in the Student Code of Conduct.

Students whose parents fail to support the administration in the implementation of the Student Management Plan will be withdrawn.

Classroom Misbehavior

RCS operates on the premise that continued redirection of the student for inappropriate behavior disrupts the class and prevents the teacher from teaching and other students from learning. This means that a student who is causing disruptions to the teacher, to the rest of the class, or is continually off task and has to be redirected will be disciplined by the teacher.

Depending on the severity of the disruption, the teacher will establish consequences that may include the following:

- Student /teacher conversations in the hallway for personal redirection
- One-on-one conferences after class
- Isolation in a location of the classroom where he / she does not have the ability to disrupt
- Sending the student to the guidance counselor or Principal (for severe misbehavior)

When the teacher conferences with the student, he / she will emphasize the following:

- The inappropriate behavior
- The results of the behavior including continued redirection by the teacher and time taken away from other students
- The behavior desired

Consequences for Continued Misbehavior

If the student is invited back into the classroom, he / she will be expected to have corrected the behavior problem. The next infraction will be referred to the appropriate grade level administrator.

The teacher will follow up a student conference with a phone call or email to the parent to engage the assistance of the parent in helping the student change his / her inappropriate behavior.

Teachers may assign after-school detention for continual redirection. This will be preceded by a phone call to parents so that arrangements can be made for transportation.

Referral straight to the office without counseling with the student may be made for the following:

- Fighting
- Disrespect / defiance

- Challenging the authority of the teacher or school personnel
- Arguing with the teacher or school personnel
- Racial or sexual harassment
- Any other severe offense noted by the teacher

General Guidelines in Determining Disciplinary Consequences

In determining disciplinary consequences, RCS personnel consider the following:

- The purpose of discipline is to teach Christ-like behavior and to correct misbehavior and maintain order.
- The goal of all discipline is to bring the student back into right standing.
- Another goal of discipline is to help the student learn to be self-disciplined.
- For discipline to be effective, both the school and the home must be in communication and supportive of the prescribed discipline measures.
- The disciplinary consequence chosen must be appropriate to the age and maturity level of the student. While individual accommodations and considerations will be made, consistent discipline within the classroom and school is important. Therefore, parent and school partnership and understanding in these matters will be critical for student and school success.
- Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart. Thus, as appropriate, each teacher, administrator, or other staff member who disciplines a student shall attempt to not only point out Biblical principles dealing with the offense, but also pray with the student regarding his/her need for repentance and reconciliation from his/her behavior.
- Discipline must also be protective of the rights and safety of other students.

Disciplinary Consequences

Students who violate behavioral guidelines may have one of the following consequences assigned:

Reprimand

Reprimands may be:

- Either verbal or written.
- Given for infractions of an unintentional or immature nature.
- Stringent when such actions become continuous or defiant.

Time Out:

Some students need time to “cool off” and compose themselves to regain control. A temporary period of isolation and silence can often provide this “cooling off” opportunity.

After School Detention

After school detention is:

- To deal with willful disregard or continuous violation of school policies.
- Initiated by the teacher or the administration through a phone call to the parent.
- Held two to three times weekly after school from 3:45-4:45 pm.
- A study hall where students are expected to sit quietly and work without access to their cell phone. Computers are to be used only for academic work. Students displaying disruptive or inappropriate behavior will be referred to the grade level principal.
- A requirement on the date assigned. At the written/email or phone request of the parent, the teacher may reschedule the student ONCE for the next school day.

Saturday Detention

Based on the severity and / or continual nature of the offense, the student may be assigned to Saturday detention.

- Time: 8 – 12PM ...Saturday
- Saturday Detention Guidelines
 - Detention may be rescheduled once upon receipt of a written request by the parent.
 - Failure to attend an assigned Saturday detention will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year.

Office Referral

Behavior of an especially serious nature or continual misbehavior will result in immediate referral to an administrator. The administrator will utilize appropriate measures that may include any of the disciplinary consequences available, including dismissal from school.

In-School Suspension ... ISS

Only an administrator may assign this consequence. The student must report to a designated, supervised area, apart from his classes and remain in this area the length of time assigned.

- All daily work may be made up with a maximum allowable grade of 100%.
- Any major test may be taken in ISS for a maximum allowable grade of 100%.
- Suspension may eliminate a student's eligibility for final exam exemptions.

Out of School Suspension ... OSS

Only an administrator may assign this consequence.

- The parent will be notified to take the student home the day of the occurrence. If the parent cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel.

- The student will be removed from any office or leadership position for the remainder of the school year.
- The student may earn a maximum allowable grade of 100% on daily work done while in OSS.
- The student may earn a maximum allowable grade on make-up quizzes, tests, and major projects of 100%.
- OSS may initiate disciplinary probation and extracurricular ineligibility.
- Suspension may eliminate a student's eligibility for final exam exemptions.

Disciplinary Probation

A student placed on disciplinary probation is in imminent danger of losing the privilege to remain at RCS.

- Students on disciplinary probation forfeit any class office or official position held in any school-related organization.
- A student placed on probation may not represent the school in any contest or public program. Financial responsibility remains with the family for any charges that have already been incurred for contest fees or reserved travel.
- Parents will be notified in writing and with a parent conference.
- Further disciplinary actions while a student is on disciplinary probation will constitute the elimination of an offer of re-enrollment for the next school year and may result in immediate dismissal.

Dismissal

If extensive, documented attempts to correct a student's misbehavior have failed, if misbehavior continues, or if the offense is so serious as to warrant RCS' most drastic sanction, a student may be dismissed from RCS. The following serious offenses, though not all-inclusive, are potential grounds for dismissal:

- Defiance or direct confrontation with school faculty, staff, or administration
- Chronic violations of RCS rules not corrected by lesser measures
- Activities outside the school which call for law enforcement intervention
- Any off-campus misconduct seriously detrimental to the reputation and Christian witness of RCS
- Assault of a teacher or other individual
- Intentional destruction or theft of school property
- Possessing, delivering, using, or being under the influence of any:
 - Alcoholic beverage, controlled substance, or dangerous drug
 - Abusable glue, paint, or other chemical substance
 - Mood-changing, mind-altering, or behavior-altering drugs
 - Possession of a weapon as defined above

Law Enforcement

In the event a student offense involves a violation of the law, RCS officials will not only institute an appropriate disciplinary response within the context of this student code of conduct, but may refer the offense to law enforcement officials, as well. Any decision to refer a matter to law enforcement will be made known to the student's parents.

Disciplinary Consequences Pastoral Clause

Immoral behavior by Christians carries additional weight because of the Christian community's Biblical expectations. The Administration, in assuming their rightful responsibilities, do properly determine whether student behavior is manifestly inconsistent with the code of conduct and the moral standards of the Christian community at Rosehill Christian School (RCS).

Infractions contrary to the teachings of the Bible and contrary to the school policies and the Student Code of Conduct, the Statement of Faith, and the Morality/Lifestyle Statement can disqualify one as a student of our school, particularly when done deliberately, without contrition, and/or without an openness to repair any harm resulting from his/her actions. Some violations, because of their nature or circumstances, may disqualify a person from remaining at RCS, at least for a time. This is true for all students of Rosehill Christian School.

However, Rosehill Christian School (RCS) recognizes that all members of the Christian community are sinners in need of redemption. As such, the Administration reserves the right to work for reconciliation with the student.

In some cases the individuals concerned come to reconciliation with common understanding and mutual acceptance. In such a case, reinstatement to the school or related activities may follow.

In other cases the parties concerned come to reconciliation without common agreement, but with mutual respect. The parties "agree to disagree" and to go their separate ways with love and good will. In such a case, reinstatement does not follow. For example, a student may come to disagree in conscience with the teaching of the Bible or the RCS Statement of Faith and/or the Morality / Lifestyle Statement as interpreted by the Administration. RCS cannot be expected to retain or reinstate a student who openly disagrees with and behaves contrary to our Student Code of Conduct, Policies, Statement of Faith, and/or Morality / Lifestyle Statements. On the other hand, the student cannot be expected to live contrary to their deeply-held convictions.

When there are actions by the student contrary to the Bible, the Student Code of Conduct, the Statement of Faith, and/or the Morality/Lifestyle Statement, the Administration reserves the right to RELEASE or RETAIN/REINSTATE the student having considered the following:

- The behavior of the student was, in fact, immoral according to God's Word as interpreted by the Head of School, and contrary to the code of conduct, the Statement of Faith, and/or the Morality/ Lifestyle statement.
- The openness of the student and parents to be responsible for both his/her actions and their effects.
- The openness of the student and parents to make a commitment to the ideals of RCS as stated above.
- The nature and extent of the effects of the behavior on the school.
- The willingness of the student and parents to repair any harm, public or private, insofar as possible.
- The pastoral circumstances which affect the welfare of the RCS community and the welfare of

the student and family as judged by the administration.

ADDITIONAL DISCIPLINE MANAGEMENT MEASURES

Search

- Officials may search a student's locker or luggage without reasonable cause.
- A school official may search any vehicle that the student has driven to school or a school-sponsored activity if reasonable cause exists as determined by RCS Administration.
- A student's outer clothing, pockets, purse, backpack or phone may be searched if reasonable cause exists as determined by RCS Administration.

Trained Dogs

Rosehill Christian School employs trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. These dogs may be used around lockers, vehicles, or on any of the premises of RCS. Searches of any item, facility, luggage, locker, or vehicle may be searched on which a trained dog alerts.

Drug and Alcohol Testing

In an effort to maintain a drug and alcohol free school, **all students in grades 9-12 will be subject to drug testing at least once per year**. This testing of students does not imply that we do not trust our students but rather it illustrates our care and concern for them living in today's culture. Submitting to testing is considered a condition of continued enrollment.

School-wide Testing

The procedures surrounding the collection of student samples will be as follows:

- Students selected for that day's testing will be escorted to the testing area.
- The students will be addressed and informed that they will be asked to give a urine sample.
- Students are then individually called to the specimen station where they record their name on a collection form and are given a cup for collection of the urine sample.
 - The collection form contains the student name, date, and a unique form number. No additional private information is on the form.
- Once the sample is collected, the student gives his/her collection cup to the nurse, who then pours the collection into a plastic vial.
- A sticker seal is placed on the vial and the student initials the seal verifying that it was indeed his/her sample.
- The vial is then placed in the plastic bag with the student's form and sealed and placed in a FedEx envelope.

All urine specimens are then sent to the lab to conduct a 10 panel analysis and provide us with the results. The "10 panel" tests for cocaine, marijuana, PCP, amphetamines, methamphetamines, opiates, benzodiazepines, barbiturates, methadone, and propoxyphene. In addition, there is a test for nicotine. Once RCS administration receives the results, we will notify families, confidentially, as to whether the test came back positive or negative.

Should a student's test come back positive, a conference will be scheduled with the family, the high school principal, and head of school. The goal of the conference will be to walk through the steps as outlined in RCS' pastoral clause.

Selective Testing

In addition to school-wide drug and alcohol testing, selective testing may be used based on a reasonable suspicion that a student is under the influence of illegal drugs, alcohol, or other substance at school or a school related event. This applies to on or off campus events. Reasonable suspicion may be the following:

- Based on personal observations of a student's behavior, including his / her speech, appearance, or any impairment of his / her faculties.
- Information provided by a reliable source with personal knowledge of student possession of drugs, alcohol, or medication not approved through the nurse's office may also constitute reasonable suspicion.

Student athletes may be required to complete drug and alcohol testing to participate in athletics.

Physical Restraint

Any RCS employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- protect the student from injuring himself
- protect another person, including the person applying physical restraint, from physical injury
- obtain possession of a weapon or other dangerous item
- protect property from serious damage
- remove from a specific location a student refusing a reasonable command of a school employee, including from a classroom or any off-site school function, in order to restore order or to impose disciplinary measures
- control and subdue an irrational student

Harassment / Human Dignity

All students are expected to conduct themselves with respect for the dignity of all others.

RCS intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself. We do not condone or allow:

- harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.
- sexual harassment, including making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment. (See further explanation below.)
- any form of ridicule of others based on but not limited to race, gender, physical

characteristics, ability, family background, or similar feature.

Any person who believes he or she has been the subject of harassment should report it within 24 hours to an appropriate superior. Students may report to a teacher or principal.

- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of dismissal or expulsion.
- Students who observe conduct of a racially or sexually harassing nature are also encouraged to report the matter to a school official.
- All complaints will be communicated to the administrative team and the complaint will be promptly and thoroughly investigated. Appropriate disciplinary action will be taken on the basis of the investigation.

DEFINITION OF OFFENSES

The following behaviors, as defined, represent violations of the RCS Student Code of Conduct, whether on or off the premises of RCS. This list is representative only and not necessarily exhaustive of all areas of student conduct the school will find necessary to regulate.

Arson:

The setting of any kind of fire on the premises of RCS or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and in most cases constitute violations of the law as well. Law enforcement authorities may be called at the discretion of RCS officials.

Assaults / Fighting:

Fighting is absolutely prohibited. Where the safety or welfare of other students is involved, RCS may contact law enforcement authorities. Students are likewise prohibited from assaulting anyone, especially while on RCS property or at any school-related event. An assault is defined as:

1. intentionally, knowingly, or recklessly causing bodily injury to another person.
2. intentionally or knowingly threatening another with imminent bodily injury.
3. intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Bus / Vehicle Misconduct:

Students are expected to observe the same standards of conduct while riding RCS owned or leased buses or vehicles, or parent provided vehicles as they are required to observe at school. In addition, any misbehavior that distracts the driver is a serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers. Such activities are prohibited.

Bullying:

The state of Texas identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written

or verbal expression, expression through electronic means, or physical conduct and that

1. Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- or
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

Teasing:

Teasing is common in later elementary, middle, and high school children. There are three types of teasing: Bonding, Annoying, and Malicious.

- Bonding Teasing is where you feel connected to and liked by the person teasing you.
- Annoying Teasing is often an escalation of Bonding Teasing and is where the person teasing is insensitive to the feelings of the person being teased and feelings get hurt.
- Malicious Teasing is where the person teasing repeatedly teases a person hurting their feelings about perceived insecurities in an attempt to humiliate them.

Teasing is a childish behavior that causes hurt feelings and a sense of rejection. Teasing and bullying are not the same thing. Parent support of classroom teachers and our administrators will be helpful in reducing this behavior in our children. If you are contacted regarding teasing, please help us help your child to mature and grow kinder.

Cheating:

Cheating may take many forms. It includes copying classwork or homework, allowing others to copy classwork or homework, handing in another's work as one's own, plagiarism in research papers and compositions, and giving or receiving unauthorized assistance on tests, quizzes, projects, or homework. Cheating involves both the components of stealing and lying. This statement is not intended to be all inclusive of the examples of cheating. Instances that fall outside of these areas will be evaluated on an individual basis. The consequences of cheating will result in loss of credit on the assignment in question as well as other disciplinary responses.

Please refer to the academic integrity policies listed in each grade level section for more information.

Classroom Disruption:

Classroom disruption is any behavior that violates the rules of a particular classroom and interferes with the teacher's opportunity to present material or any other student's opportunity to concentrate on the material or his/her assignment. Continued disruption will be treated as defiance.

Copyright Violations:

Students may not copy the works of others without changing the original wording by rephrasing, using quotations, footnotes, and documentation of the source. Violation of this guideline will result in a substantial loss of points on the student's work.

Destruction of Property:

Students shall not vandalize or otherwise damage or deface any property not belonging to themselves. Parents of students found guilty of such damage or destruction shall be liable.

Disrespectful Behavior:

Written or verbal name-calling, profane, vulgar, racist, sexist, slanderous and/or abusive, disrespectful, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of RCS. Also, talking and having “side-bar” conversations with others while the teacher is giving instruction is considered disrespectful behavior.

Dress and Grooming:

The school’s dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and to help students learn to submit to authority. Parents have a responsibility to make sure that their student comes to school in the appropriate dress. Please see the Student Dress Code Guidelines for more detail.

Drug/Alcohol Use:

No student shall possess, deliver, use or be under the influence of any of the following substances, especially while on school property, or while in attendance at any school-related activity or event:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
3. Glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

“Under the influence” means a student’s faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.

“Delivery” encompasses the transmittal, sale, or attempted sale of what is or what is represented to be any of the above forbidden substances.

Violation will result in stringent disciplinary response, and law enforcement personnel may be notified at the discretion of RCS officials.

Forbidden Items:

Any items that would detract from the spiritual and academic missions of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to: fireworks, matches, lighters, pocket knives, inappropriate reading material, and game devices.

Forgery:

Students are not to sign their parent’s (or guardian’s) or any other person’s name to school-related documents.

Harassment:

Harassment is a physical, oral, or written act to taunt, intimidate, put down, or ridicule another student(s). Additionally, it may be based on a person’s race, ethnic background, nationality, language, sex or cultural background and is unwanted and offensive/ humiliating to the person. Harassing verbally or physically taunting, intimidating, putting down, or ridiculing another student(s) is prohibited. This includes written or electronic notes or postings sent to a student or directed toward a student through and the use of social

media.

Hazing:

A reckless, humiliating, or threatening act directed against a student(s) by any student acting alone or with others is strictly prohibited. This includes those actions intended as a prerequisite to, the initiation into, affiliation with, or participation in any organization is strictly prohibited.

Inappropriate Publications/Materials:

The possession, creation, or distribution of any materials—written, visual, or auditory—is prohibited. Prohibited materials may include but are not limited to those that:

- are sexually suggestive, pornographic, or otherwise sexually inappropriate.
- endorse actions endangering the health or safety of the student.
- are profane or blasphemous.
- are libelous.
- criticize or demean school officials or staff.
- attack or demean ethnic, religious, or racial groups.
- interfere with normal school operations.

Inappropriate Sexual Behavior:

Inappropriate sexual behavior, whether heterosexual or same-sex, is a serious violation of the behavioral and moral expectations of RCS.

Insubordination / Defiance:

Insubordination or defiance includes willful failure to comply with the rules and regulations of the school or willful failure to comply with the directives of school personnel.

Public Displays of Affection:

Public displays of affection include but are not limited to holding hands, kissing, and embracing at school or at school sponsored activities.

Secret Societies:

Students shall not become members of or in any way affiliated with any organization that is not approved by the administration.

Sexual Harassment:

Sexual harassment may include but is not limited to the following:

- unwanted sexual advances.
- inappropriate visual conduct, sexual gestures, display of sexually suggestive objects or pictures.
- verbal sexual advances or propositions.
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual.
- verbal conduct, making or using derogatory comments or jokes.
- transmitting sexually suggestive or graphic pictures / photos through digital media or social apps.

Tardies:

Students are expected to be in their seats ready to work when the school day or classroom period begins.

Theft:

Theft is the taking of another's property without permission, regardless of value.

Threats:

Abusive communication in any form (physical, sexual, or emotional) toward any student, group of students, or the school family in general will be taken most seriously. Students making written or verbal threats of violence will be viewed as an imminent danger to the school setting. Law enforcement authorities may be called at the discretion of RCS officials.

Tobacco Use/Inhalants/E-Cigarettes:

Student possession, delivery, or use of tobacco products (including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes, e-cigarettes, matches, or lighters), inhalants, and e-cigarettes are absolutely prohibited, and in some instances, illegal.

Truancy:

Being absent from school without an acceptable reason, skipping class, or leaving school without permission, are examples of truancy. The student who is truant will receive zeroes (0) for work missed and not be allowed to make up work or tests given during the time of truancy. He / she will also be subject to other disciplinary consequences.

Weapons:

No student shall enter the premises of RCS (or attend related activity) in possession of a firearm, explosive weapon, self defense spray, or a knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons such as, but not limited to, fireworks of any kind, clubs or night sticks, razors, metallic knuckles, martial arts paraphernalia, chains, machetes, or any other object used in a way that threatens to inflict bodily injury.

The possession or use of articles not generally considered weapons may be prohibited when, in the administration's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or property by virtue of possession or use.

SECTION 8: FINANCIAL

Student Tuition and Fees Policy

RCS uses a continuous enrollment contract. This is a one-time enrollment process where your student stays enrolled until they either graduate or you opt-out of enrollment for the next school year. As your child is enrolled, you will be asked to agree to the terms of the contract which states: "I hereby opt into continuous enrollment. This means that my RCS student will continue coming back to RCS every year unless I tell the school otherwise. I understand that I have until the fourth Thursday in February every year to notify Rosehill Christian School's Admissions Office of any changes in my plans of enrollment for my child(ren)."

TUITION INSURANCE

RCS provides tuition insurance through Hanover Insurance Group. This insurance helps protect the investment you are making in your child's education. Your enrollment contract with the school financially obligates you to pay the full amount of tuition and fees for your child regardless of attendance. For covered losses, tuition insurance will pay the remaining portion of tuition. Please contact Kendra Bissell (kbissell@rcseagles.org) for additional information.

FACTS

FACTS is a division of Nelnet, Inc. used for the remittance of all tuition receipts and incidental charges at RCS. All families are required to set up payment information for tuition and charges annually through FACTS. Please note there is an annual fee. Additional FACTS information regarding payment schedules, late fees, and processes is provided during sign up.

In the event a payment schedule needs to be modified, please contact Kendra Bissell at least 5 business days prior to your scheduled payment date. This allows FACTS the time needed to make any adjustments with the bank(s).

Late Payments & Past Due Accounts

Account balances will be routinely reviewed. Payments arriving after the due date will incur a late payment charge of \$50. To decrease this fee, families experiencing a financial hurdle are advised to set up a payment plan. The administrative cost for a payment plan is \$20/month. Late fees for the agreed upon plan are applied at the rate of an additional \$50/late payment. Families who are recipients of any type of tuition discount are expected to keep their account current. Failure to do so may result in the revocation of the discount previously awarded.

Families with a past due account will be ineligible to purchase optional items or to participate in optional activities. This list includes but is not limited to: hot lunch program, clubs, athletics, field trips, overnight trips, drama productions, purchases of spirit wear, etc. Notification will be sent via email.

It is important that parents tell their children about the ineligibility upon receipt of the email to avoid uncomfortable situations for their child(ren) and/or the employees of RCS.

NSF Payments

Payments that are returned as insufficient will be charged a flat fee of \$30 per occurrence. Please note, FACTS will automatically attempt to resubmit the payment on the 5th and 20th of each month following a returned payment. (Families making weekly payments are not eligible for the automatic second attempt by FACTS.)

Payment Plans

Payment Plan Applications for tuition and/or family account balances are available in the business office. Please contact Mrs. Kendra Bissell to obtain an application. Should a payment plan be desired, it is important that the application process be initiated as soon as possible to avoid the higher late payment fees.

Written payment plans are to be submitted to Mrs. Kendra Bissell for processing and approval notification. Once approved, the following monthly fee schedule applies:

Balance below \$2,000.00 ... \$20/month

Balance over \$2,000 ... require Head of School approval in addition to the monthly fee.

Failure to meet approved deadlines and/or insufficient payments, void the approved payment plan, resulting in the higher past due account fees being posted to the account.

With an approved, written payment plan a student may / may not be approved to participate in extracurricular activities as determined by the administrative team. Your family will be notified as part of the payment plan approval process.

Delinquent Account Policy

An account is considered delinquent when an approved payment plan is not in place, not followed and/or an account is 30 days past due.

The following guidelines / procedures are implemented for all delinquent accounts:

- Students are ineligible to participate in any activities outside of attending classes until the debt is paid in full or an approved payment plan is in place.
- Eligibility for continued enrollment will be determined by the administrative team.
- Renweb will be disabled until the account is made current or an approved payment plan is in place.
- Records may be sealed until the debt has been paid in full.

Withdrawal Account Policy

Although we never like to see any of our school family withdraw from RCS, the following policies are in place when a withdrawal becomes necessary.

- All tuition and/or fees paid prior to the first day of school are non-refundable/non-transferable.
- Most grade levels include trip payments that are paid out over the course of the year. As commitments are made well in advance, these payments are non-refundable.
- The family is responsible for tuition payments through the end of the school year, regardless of attendance.
- The family is responsible for all incidental charges that have been incurred (includes pre-ordered

lunches).

- The family is financially responsible for any group commitments where an additional expense exists (i.e. cheer camp, choir uniform, etc).
- Families that have enrolled in the optional Tuition Insurance will need to complete the required documentation to initiate their claim. Please contact Kendra Bissell to begin this process.
- Records will not be released until an account is paid in full for both tuition and incidental charges.

Financial Support

RCS depends on fundraising events and gifts over and above tuition to meet its operating budget and campus improvement and expansion needs. Active participation in these efforts assists in ensuring educational excellence for our children. Participation is requested from each family. Listed below are the major giving campaigns supported by RCS:

Eagle Fund: RCS is excited to bring the gift of Christian education to hard-working, like-minded families through need-based awards. The RCS Eagle Fund provides tuition assistance for families who would otherwise be unable to afford a Christian education. A standard formula administered by a third party will be used to determine potential financial award amounts. Should you need additional information, please contact the business office.

Benevolence Fund: These donations are used to assist members of our school family who have an unexpected financial burden or need. Applications may be printed from the website under Parents then Forms. Please submit the application to the business office. These will be forwarded to the Benevolence Committee at their monthly meeting.

Annual Fund/General Fund: These gifts help offset the gap in what is collected through tuition and fees and our actual budgeted operating costs (largest expense is payroll). Additionally, these funds provide the resources needed to update our buildings and grounds. RCS NEEDS a minimum participation percent of 85% to qualify for many grants and other forms of “free” money. Should you have any contacts that may be interested in assisting with this effort, please contact the Director of Business, the Advancement Coordinator, and/or the Head of Schools.

Capital Campaign A Capital Campaign is typically used for the purpose of raising large amounts to fund the construction of new / additional facilities. When a Capital Campaign is in progress, it is requested that families continue giving to the Annual Fund, followed by any additional gifts they feel led to contribute to the Capital Campaign. Should you need additional information, please contact the Head of Schools or the business office.

Fundraisers: All fundraising efforts must be approved by the administrative team in partnership with the development team. Once the annual fundraisers have been set & calendared, additional activities are considered on a per case basis. Our school family is asked to actively support these activities as they directly support the operating efforts of RCS.

Development Team

In addition to coordinating fellowship events, this team of RCS employees are charged with raising a specified amount each year. Typically these funds are raised with the generous help of our school family. This team has an unlimited number of fundraisers available to them as they secure funds for all areas of

the school. Please feel free to contact any of these team members at any time.

Shelby Reich (sreich@rcseagles.org)

Andrea Sharayha (asharayha@rcseagles.org)

Parent Led Organizations

Parent Teacher Organization (PTO) (seRve)

Funds raised / donated to our parent-teacher organization are used to support the needs of the students, faculty, staff, and administration of RCS. PTO requires a majority vote of the PTO board to spend funds raised. Purchases are also approved in advance by the admin. team to validate the appropriateness of the expense. PTO is limited to two fundraisers per year.

Contact: Shelby Reich, Advancement Coordinator

RCS Booster Club

Funds raised by our booster club are used to support our athletic program. Funds raised by this group are carried forward from year to year until they are used for an approved purchase (see below).

Each year the booster club generously contributes to the athletic budget and athletic department needs in coordination with the athletic department and business office.

Booster Club expenses require a majority vote of the Booster club board. Purchases must also be approved in advance by the Athletic Director and a member of the admin. team to validate the appropriateness of the expense. The booster club is limited to two fundraisers per year.

Approved Fundraisers

- Reserved parking spots (available 24-7)
- The athletic program

The Booster Club is also permitted to support athletics through sales generated by the Spirit Store and home game concession sales.

Federal Requirements for Contributions

Receipting

Donation receipts are available through the RCS Business Office. Please contact the Director of Finance for additional information.

- Year end receipts are generated by the business office in December after school has been dismissed for the holidays. Adjusted receipts are provided for gifts received after the processing date.
- Receipts will show both the amount given and the deductible portion. The deductible portion takes into account the value of any products/services that were received by the donor.
- Cash or gift cards will be reflected at the total value of the gift.

- Outside of cash or gift card donations, all donations will show a deductible portion of \$00.00 as required by IRS regulations. A description will be provided on the receipt for tax preparation purposes. Please keep your receipts for these items as your accountant may need them.
- Services may not be considered as a deductible gift per the IRS.
- The donation of stock will be reflected as a deductible portion of \$00.00. The number of shares and the amount for which it was sold listed on the receipt. Please retain all information for your accountant.

Memorial and Honorarium Gift Programs

Rosehill Christian School encourages its families to make use of its Memorial and Honorarium Gift Programs. An honorarium gift to RCS may be used to honor a relative or friend at such times as anniversaries, birthdays, and other special occasions. Memorial gifts are given to honor the memory of a friend or loved one. Your gift is tax deductible.

Development Events

The development team will not be using product sales to be sold outside of our school family. We will continue to have items that are viewed as a service or convenience (i.e. pre-packed school supplies, Christian shirts, etc).

- Capital Campaign
- Eagle Funds (financial aid)
- Grandparent's or Special Friend's Day (in coordination with the academic team)
- Golf Tournament
- Gala (Silent & Live Auctions)
- Organizations within the school may conduct fundraising projects to obtain funds for a specific purpose (e.g., choir, cheerleaders, sports booster club, etc.) provided they fall into one of the preapproved groups. Other groups will be considered by the admin. team in partnership with the development team on a case by case basis. Each fundraiser must be approved in advance by the administrative team. (There are a limited number of fundraisers that will be approved.)
 - If authorized, organizations are limited to a maximum of 2 fundraisers per year.
 - If authorized, groups with elected officers may sell items twice per calendar year without collecting taxes. There are very specific guidelines relative to this IRS guideline. Please contact the business office for additional information.
 - Collection of money must follow the procedures established by the business office. Please refer to the section titled "Collection of Money Outside of the Business Office" as well as the section titled "Family Account Charges (Student Incidentals)." Please note: in all circumstances, checks should be written to the organization. (Checks should not be made to individuals as all funds must be reconciled through the business office.)
- Approval of projects must begin with the grade level principal and approved by the administrative team with the following guidelines:
 - Fundraising does not interfere with the regular giving to the school for current operating funds or capital funds.
 - Fundraising activity has been pre-approved and added to the annual fundraising calendar. In the event the proposed fundraising effort is not a part of the annual calendar, a request must be submitted to the administrative team for approval at their next

- o scheduled meeting.
- o The project has a particular purpose which will benefit the educational program of the school.
- o The funds will be used for areas not covered by the operating fund.
- o The project will be of benefit to and assist in the unity and cohesiveness of the school community and student body.
- o Money collected will be deposited into the appropriate school accounts for the intended purposes approved.
- o **NO FUNDS MAY BE RETAINED OUTSIDE OF THE BUSINESS OFFICE.**
- o Any commercial activity or any activity that requires the RCS name being used in a commercial advertisement is prohibited.
- o Door-to-door sales by children are forbidden without parent supervision.

Support for Good Causes and/or Other Non-Profit Organizations

While there are many good causes to be supported, administration has determined that collection efforts are to be left to the church and local community organizations.

Approval of any RCS projects must begin with the grade level principal and approved by the senior administrative team prior to any communication about the proposed project to parents, students, or staff.

Family Account Charges (Student Incidental)

In an effort to limit the number of checks our parents write to RCS, approved incidental charges may be charged to a family's account. Each family is expected to pay their family account upon receipt of each bill.

General Guidelines for Family Account Direct Bill Charges:

- Approval is to be obtained from the grade level administrator and the business office prior to any fundraiser communication.
- No direct bill charges will be made after April 1st as all monies need to be collected prior to May 31st (end of the fiscal year).
- Supporting documentation must be provided to the business office prior to posting to an account.
- Standard, school related postings do not require supporting documentation from the parent. These may include: parking fines, lost books, lost planners, class novels, extended care charges, etc.
- Trip charges (i.e. hotel) will be calculated upon return from the trip (only estimates are provided by the group sponsor prior to the event). Students who cancel their participation (due to ineligibility, changed their mind, illness, etc) will still be financially responsible for their portion of the trip. In some circumstances, substitutions can be made with minimal effort allowing the expense to be transferred to another participant. Once calculations have been made and communicated/charged, the student becomes financially obligated. It is the family's responsibility to notify the group organizer and the business office promptly when a cancellation is necessary.

Collection of funds outside the RCS business office

In an effort to protect the school's assets and to ensure that RCS is in compliance with commonly accepted business practices, the following guidelines are to be followed by all individuals / groups

collecting money.

- Notify the business office via email (kbissell@rcseagles.org) with the purpose and dates for collection. Please put "Money Collection-group name" in the subject line (i.e. Money Collection-Football Gate / Money Collection-Concessions / Money Collection-Prom).
- Funds may NOT be collected without approval from administration.
- Obtain a deposit bag / envelope from the business office for each day of collection.
- All deposits must be provided to the business office the same day as collected. If money is collected over more than one day, deposits must be made each day. For after-hours events, the deposit bag is to be deposited by 2 individuals into one of the wall drop boxes (located in building B, D or G).
- Two individuals (one of which collected the money) must sort the money according to procedures provided by administration.

IMPORTANT NOTES:

- NEVER take cash out of the cash box to pay someone for ANYTHING ... (for announcements, DJ, reimbursement for expenses, prizes, etc). For accounting purposes ALL payments must be made by the business office on a school check.
- Any funds collected must be deposited daily.
- Funds may not be taken off the premises.
- Standard rates are set for payment of all services (i.e., videotaping games, DJ, child care, facility work, bus driver tips, etc.) Please do not commit to a price without consulting the business office.

SECTION 9: FOOD SERVICE

Student Breakfast

From time to time students who miss breakfast present themselves to the nurse with symptoms of fatigue, headache and/or hunger pains. In these cases the student may be offered a light breakfast at a cost of \$5.00 / serving which will be billed directly to the family account. Medicine will not be dispensed until the student has eaten. Parent notification will be provided by the nurse.

Students arriving for morning extended care are welcome to bring their breakfast with them, provided they arrive before 7:45 a.m. They will be asked to eat upon arrival and to clean up after themselves. Please ensure the breakfast is packed in a way that the child can manage on his / her own.

Lunch (K-12)

- Students in K-12 have two options for lunch:
 - Sack lunches may be brought from home, or hot lunches may be pre-ordered at least one month in advance.
 - Lunch orders are placed online through **Renweb no later than the last Monday of the prior month**. K-12 hot lunches are catered by Master's Kitchens.
 - Lunch charges will be posted directly to the family's account.
- A beverage is included with ordered lunches.
 - Beverages are also available for purchase if desired (milk, water, juice) and are payable upon receipt.
- Students in grades K-12 may purchase ice cream during the lunch period.
- In the event a student forgets his/her lunch, an alternative lunch will be provided at a charge which will be posted to the family's account.
- Lunch costs for same day purchases will include a posting fee of \$2.00 per meal.
- Please contact the Building B receptionist with any questions you may have.

Miscellaneous Information regarding lunch:

- Students are not permitted to share food or drink.
- Microwaves are available for student use (4th-12th grades).
- The principal will provide lunch schedules prior to the beginning of school (K-12).
- Lunches brought from home need to be user-friendly for all elementary school students.
- Lunch will be served in the school lunchroom. On occasion, this facility will be used for special events. When these events occur, no hot lunch will be offered (advance notification will be provided) or hot lunch will be served from Building G.
- Students are expected to clean up after themselves once they have finished their lunch. Please keep in mind that most lunch breaks are 25 minutes in length with multiple classes eating at the same time.
- Students are expected to be respectful of others during lunch (basic manners) and of the facility.
- Please do not send carbonated beverages with your child's lunch.
- Students may not bring ENERGY drinks on campus.
- **IMPORTANT:** Please note, due to our prepayment of ordered lunches, unclaimed / uneaten lunches will not be refunded once orders have been closed for a given month. This includes scheduling conflicts that were communicated after the closing date (i.e., field trips or student

absences).

Lunch From Outside – Forgotten Lunches

- Parents are ALWAYS welcome to have lunch with their children.
- For students in K-2nd, parents may drop their child's lunch off with the receptionist in Building B. The lunch will be taken to the student's classroom. For students 3-12, a table is located in Building B where all outside/forgotten lunches will be placed. Please label any lunch bags with the name of the student and the grade level.
- If a student does not have lunch, a hot lunch will be charged to the family's account.
- We discourage parents from picking up take-out food to bring to students unless you are having lunch with them. If you do purchase food for your child, we ask that you do not purchase for other students.
- Students may not order food to be delivered on campus (i.e., Door Dash).

SECTION 10: MEDICAL

Health Services

The school nurse is available from 8:15 AM to 3:00PM each school day. The nurse's office is located in Building A (Preschool building). Please note, the nurse has morning and afternoon duties and will not be available outside of these times unless pre-scheduled directly with her. **MEDICINE MAY NOT BE SENT WITH A STUDENT...PLEASE HAVE AN ADULT DELIVER THIS DIRECTLY TO THE NURSE.**

The designated employee is responsible only for the emergency care of injuries and sudden illnesses that occur while the student is at school. She can provide ice packs, band-aids, and comfort to students who have been injured and will notify parents via email for all visits to the office.

Allergies and/or Diagnosed Medical Conditions

If your child has any serious allergies (i.e., food, dyes, insect stings) or any chronic conditions (i.e., asthma, diabetes, seizures), the parent should note this on the student's emergency form and alert the teacher and the nurse. A conference shall be held with the parent and nurse. If applicable, the student's teacher(s) may be included as well as health services when deemed appropriate.

EpiPens may only be retained on campus with specific doctor's instructions. A copy of these instructions must be provided to the business office and the student's principal.

It is important that the school always has current phone numbers where you can be contacted during the school day.

Food Allergy Policies

RCS has adopted the following policies and procedures as they relate to food allergies:

- RCS may have EpiPens available for emergency use. New legislation allows schools to provide treatment for students needing an EpiPen, even if there is no prescription in place.
- Any student enrolled who has a severe food allergy will be required to meet with his / her parents and a member of administration to discuss what the school can do to accommodate the student and what expectations or requirements the school has for the parents. A specific form will be provided that is signed by the parents to indicate that they understand the risks and they acknowledge that the school has not assumed a duty to protect the student from all exposure to the particular food allergen. A copy of this form will be provided to each of the student's teachers, the nurse and administration. Common action items include:
 - The ineligibility to purchase from our hot meal program.
 - Parents provide all meals/snacks and special "treats" for special celebrations.
 - Parents provide a flexible, roll up keyboard for computer class.
 - **Parents or a designee must attend all off campus travel at school sponsored activities.**
 - Parental willingness to be on the school approved list for designees when other parents are unavailable to participate.
- The term "peanut-free zone," "wheat-free classroom," etc. may not be used on campus (either verbally or in written format). The use of similar terminology conveys the perception that the school is guaranteeing an unrealistic level of safety in the environment. RCS cannot serve as an insurer against all exposure to peanuts or other food allergens.

- Parents will be required to provide documentation from a medical professional regarding the specific allergen that affects their child. With this documentation, the school can request information on the symptoms and the recommended procedures to address the symptoms. (For example, the school should know the signs that occur when the student is having a severe allergic reaction. The documentation provided by the medical professional should direct a layperson as to how to assist the student when a severe reaction is observed.) RCS will specifically address the accommodations that will / will not be made.
- All policies that address an anaphylactic reaction will require parents to provide the antidote, including EpiPens (several for each student). Depending upon the age of the student and the circumstances presented, and to the extent possible, the school may consider requiring the student to self-administer the EpiPen. There will be several designated individuals trained to administer an EpiPen if needed. This list will be communicated by administration.
- All EpiPens must be clearly labeled with the student's name, which will be kept in several locations (i.e., clinic, administrative assistant's office, athletic office, lunch room).
- A note may be sent home to members of the student's class requesting (we cannot require) assistance in minimizing the allergen's presence in the classroom. This letter must be written by the student or parent and must be approved by administration prior to going home. This letter may not go to any other class other than the homeroom class.
- Teachers should attempt to eliminate the specific allergen from school-supplied activities / snacks. However, the school does not guarantee a completely safe environment. Parents are assuming some risk by enrolling their child.

When to Keep Your Children Home

Guidelines based upon the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, states that individuals should remain at home when any of the following exist:

- Fever (100 degrees or above). Students must be fever-free for a full 24 hours without fever reducing medication before returning to school.
- Excessive runny nose, headache, sore throat, coughing, sneezing, or earaches related to the common cold. (To return - must be free of deep, barky cough).
- Vomiting or diarrhea (To return - must be free of symptoms for a full 24 hours. The only exception is athletically induced vomiting resulting from overexertion (as determined by the A.D., the nurse, or a member of the administration).
- Any symptom of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, or whooping cough). To return - doctor's release is required.
- Croup / Croupy cough
- Any unexplained rash (To return - doctor's release is required.)
- Any skin infection (e.g., boils, ringworm, impetigo, etc.). (To return - doctor's release is required.)
- Pink eye or other infection (To return - doctor's release is required and medication needs to be dispensed for a full 24 hours prior to returning to school.)

You are asked to keep your child at home if any of the above are present. This request is made for his/her protection as well as for the protection of the other students. His/her doctor must confirm that a child who has been absent because of a contagious disease is non-contagious before returning to school.

NOTE: Students who display any of these symptoms will not be allowed to remain at school. Parents will be contacted so that they may arrange to pick up their children within one hour.

Medication Policy

No student should carry medications of any type on their person or shall possess any medications of any type on the school campus.

Rosehill Christian School's policy regarding the administration of medication is as follows:

- RCS will not provide over-the-counter (OTC) medications for students' use during the school day. Students who have need of occasional medications such as Tylenol or other OTC medications (allergy medications, antacids, etc.) MUST bring the medications to the Health Services Office in a NEW, UNWRAPPED, SEALED original container. The container/package must be labeled with the child's name. Dosage amounts will be determined by the manufacturer's recommendations based on the child's weight, unless otherwise noted by the parent. OTC medicines may not be dispensed without a signed authorization form on file. RCS employees may not "borrow" medicine from someone else's box for your child at any time.
- Students participating in athletics before/after school may be given over-the-counter (OTC) medications for student use provided the express written authorization has been given to the athletic department. Medication cannot be given to students without this authorization. Repeated requests for medication will be reported to administration.
- Students participating in athletics should not carry any prescription medication. Prescription medications dispensed "as needed" should be kept in the athletic office with parent permission on file for dispensing. Coaches may be given "as needed" medications for travel to athletic events at other locations.
- OTC medicines are to be provided to the nurse's Office in a "Space Maker" plastic box. These may be found at Target, Wal-Mart, etc.
- All students who must receive prescribed medications at school must have on file with the nurse's Office a "Request for Prescription Medication Administration Form." No medication will be administered without this form on file. Parents may secure a copy of this form from the Health Services Office.
- RCS employees may not store or administer narcotic medication.
- Medications prescribed or requested to be given three times a day or less will not be given at school unless the physician prescribes a specific time during school hours.
- All prescription medications must be in their original container. The container must state the patient's name, the name of the medication, the dose to be administered, and the name of the prescribing physician. The parent must hand deliver the medication to Health Services, who will provide a carbon copy, documenting the name of the medication, quantity, and date received.
- RCS employees will not administer herbal medications, home remedies, or dietary supplements unless accompanied by a doctor's note. Such medications must also come to school in labeled, original containers.
- NO STAFF/FACULTY or PERSON, other than a member of the administration, or an appointed representative may dispense medications of any kind to a student other than their own child.
- A student with asthma is required to have a backup inhaler in the locked medicine cabinet in the nurse's office. Prescribed breathing treatments may be administered provided the family supplies the equipment and child-specific tubing (cleaned and in a ziploc bag). The doctor's specific written orders must accompany the nebulizer/medicine.
- A student with severe food allergies is required to provide the nurse with the appropriate medicine to treat a reaction. RCS employees cannot be held responsible for any complications resulting from an allergic reaction. (Please see "Food Allergies.")
- RCS will attempt to assist with food allergies. However, students must be able to be

mainstreamed in a normal classroom. RCS cannot be held responsible for the contents of student lunches.

- No Rosehill Christian School employee may be held responsible if the child does not receive his scheduled dose of medicine or if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible. These particular situations shall be documented and signed by the person involved.
- The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident. In the event that a student requires medication at school, the school must have WRITTEN authorization from the student's parent or legal guardian.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the Health Services Office and must be picked up by the parent / legal guardian before the last day of the school year. ALL remaining medications will be discarded after this date.

Emergency Illness / Injury

- If your child becomes ill or is injured at school, you will be notified and a first aid procedure will be provided.
- For the health and safety of all students, a child obviously ill or with a temperature of 100 degrees or more will not be allowed to remain at school.
- Should a child become feverish at school, it is expected that he/she will be picked up within one hour of communication with the school.
 - Please make the necessary arrangements to accommodate this requirement if needed.
- NOTE: If a child is sent home from school, he/she must be free of symptoms and untreated fever for a full twenty-four (24) hours before returning to school.
- A child is to be kept at home until he/she has been free from vomiting or diarrhea for 24 hours, unless approved by an administrator (i.e. student vomits after strenuous exercise).

EMS

EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- When an EpiPen has been used
- Seizure activity
- Difficulty breathing
- EMS may also be called at the discretion of the nurse or a member of the administration

Should EMS be called, your child will need to be examined prior to EMS departing campus or your child will be transported to the nearest hospital.

(RCS insurance is secondary to your primary insurance and only pertains to accidents occurring on

campus).

Health Screening

As per Texas law, RCS will conduct yearly vision, hearing, and spinal screenings for selected grade levels. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended.

Immunization Requirements ... K-12

In order to attend school, all students are required to have been immunized against several diseases. Upon enrollment, parents will be asked to provide a cumulative record of required immunizations **before beginning classes**. All immunization records must be validated by a physician or public health clinic and received prior to the student's first day of attendance. Failure to have immunizations up to date will result in suspension from school until proof of immunizations can be provided. For additional information, please go to www.immunizetexas.com. These days may count toward the limit of 9 days of absence per semester.

Consistent with Texas law, RCS accepts (a) medical exemption statements provided by a physician, which clearly state a medical reason exists and the person cannot receive specific vaccines, and (b) parent/guardian initiated exemption from immunization requirements for reasons of conscience, including a religious belief.

Parents/guardians may not elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

(For Preschool, please refer to the Preschool Operational Handbook.)

Communicable Disease

The following table lists some communicable diseases and infestations, and the requirement for readmission to school:

- **Chicken pox**
 - Readmit after 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over. (May be longer than 7 days)
- **COVID-19**
 - Readmit after 10 days from the onset of symptoms or positive test. Also must be fever-free for at least 24 hours without the use of fever-reducing medications and have improvement of symptoms.
- **Conjunctivitis (bacterial and/or viral)**
 - Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.
- **Diphtheria**
 - Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.
- **Fever (100.0 F or greater)**
 - Readmit when the child is fever free for 24 hours without the use of fever reducing medications.
- **Gastroenteritis, viral**
 - Readmit when diarrhea subsides for at least 24 hours
- **Head Lice(pediculosis)**
 - Students must be free of all live lice and nits (eggs) before being allowed to return to school.

- **Hepatitis Viral, type A**
 - Readmit after 1 week from the onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.
- **Impetigo**
 - Readmit when treatment has begun.
- **Influenza**
 - Readmit when symptoms subside and the child has been free of fever for 24 hours without fever reducing medication.
- **Measles (rubeola)**
 - Readmit after 4 days from rash onset. In an outbreak, non-immunized children should also be excluded for at least 2 weeks after the last case of rash onset occurs. Report suspect cases immediately to local health department.
- **Meningitis (bacterial)**
 - Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
- **Meningitis (viral, Aseptic Meningitis)**
 - Rarely serious. Usually caused by common viruses such as herpes simplex, adenovirus, or coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.
- **Mumps**
 - Readmit after 9 days from onset of swelling.
- **Pediculosis**
 - See Head Lice.
- **Pertussis (Whooping Cough)**
 - Readmit after 5 days of antibiotic therapy. Non-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.
- **Poliomyelitis**
 - Readmit after a physician's certificate or health permit is obtained. Report case immediately to local health department.
- **Ringworm of the scalp**
 - Readmit when treatment has begun.
- **Ringworm of the skin**
 - Admit provided lesions are covered. Treatment is recommended.
- **Rubella (German Measles)**
 - Readmit after 7 days from rash onset. In an outbreak, non-immunized children should be excluded for at least 3 weeks after the last case of rash onset occurs. Report suspected case immediately to local health department.
- **Salmonellosis**
 - Readmit when diarrhea subsides.
- **Scabies**
 - Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically.
- **Shigellosis**
 - Readmit when diarrhea subsides.
- **Streptococcal sore throat and scarlet fever**
 - Readmit 24 hours after antibiotic treatment has begun.
- **Tuberculosis, pulmonary**
 - Readmit after antibiotic treatment has begun and a physician's certificate or health permit is

obtained. Antibiotic prophylaxis indicated for newly positive reactors.

- **Tuberculosis skin test, positive**

- If the student has a reactive skin test and is symptomatic of ZTB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the school.
- Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment.

Suicidal Ideation/Self-Harm

If school staff are made aware that a student is expressing suicidal ideation and/or engaging in self-injurious behavior, parents will be notified and recommended to seek mental health support. In some cases, a medical release will be required before a student is permitted to return to campus.

Suspected Child Abuse / Neglect

As per Texas law, any suspected child abuse, mistreatment and/or neglect must be reported to the Texas Department of Family and Protective Services or to a law enforcement agency within 48 hours of the time it is suspected that the child has been or may be abused or neglected.

SECTION 11: TRANSPORTATION ... FIELD TRIPS, ATHLETIC EVENTS

Field Trip / Student Transportation Procedures and Guidelines

Students are taken on educational field trips in connection with regular class work to reinforce the educational experience. These trips are included in the grade level tuition and are non-refundable even if the child does not participate in the trip. Participation in school field trips is restricted to students currently enrolled at RCS and to those students who are in the designated grade level or class.

RCS guidelines have been established for the safety of the children. Families with a child that has any type of allergy or diagnosed condition requiring medication, please refer to the medical section relative to family expectations for travel.

In most cases, students will be riding the school bus. However, there are times when transportation by car is necessary. When this option is used, a driving record must be secured by the business office 5 business days prior to the trip. ONLY approved drivers cleared by the business office may drive students. Additionally, any adult desiring to serve with students must complete a Ministry Safe online course (takes approximately one hour and is self-paced.) Please contact Kelli Kopp(kkopp@rcseagles.org) for the link to your individualized training/test.

When this occurs, it is important that the driver ensure that all students are buckled in with a seat belt. Children under 8 must be in a car seat. Parents will be expected to bring a car seat to the school on the morning of the field trip in order that the student may attend the field trip. (Please label the car seat with the name of the student and the grade level / homeroom teacher.)

Field trip parent chaperone/student ratios must be a minimum of:

- 2 to 1 ... Pre K 3 year olds and 4 year olds
- 3 to 1 ... Bridge, Kindergarten and 1st grade
- 4 to 1 ... 2nd grade through 5th grade
- 6 to 1 ... 6th grade through 8th grade
- 8 to 1 ... 9th grade through 12th grade

If the ratio is not met, the field trip should be postponed until this ratio is obtained.

Trip Charges / Cancellations

Trip charges (i.e. hotel) will be calculated upon return from the trip (only estimates are provided by the group sponsor prior to the event). Students who cancel their participation (due to ineligibility, changed their mind, illness, etc) will still be financially responsible for their portion of the trip. In some circumstances, substitutions can be made with minimal effort allowing the expense to be transferred to another participant. Once calculations have been made and communicated/charged, the student becomes financially obligated. It is the family's responsibility to notify the group organizer and the business office promptly when a cancellation is necessary.

Approved Drivers

Effective August 1, 2019, parents desiring to transport students other than their own child must be approved by the business office. Please complete the Volunteer Driver Application and Agreement which is located on the website under Parents then Forms. The application must be submitted to the business office at least 5 days prior to the transportation date. Applicants will be notified via email if/when they are approved to drive for RCS.

Parent Background Checks-all grade levels

Parents participating in any off campus activity must have been cleared by the business office. Background checks for same day trips must be submitted 2 business days before the trip. Failure to do so may result in the parent not being able to participate. Parents desiring to participate in an overnight trip must submit their background check request 5 business days in advance as this is a more thorough background check.

Parent Ministry Safe Training

MinistrySafe was created by legal professionals who are sexual abuse experts. After decades of litigating sexual abuse cases, Gregory Love and Kimberlee Norris founded MinistrySafe to help ministries meet legal standards of care and reduce the risk of sexual abuse by creating preventative measures tailored to fit the needs of churches, camps, and ministry programs. Beginning in August 2016, RCS has had all volunteers and employees complete this self-paced online training prior to interacting with students.

Please contact Brandi Wimberly (bwimberly@rcseagles.org) to have your personal link sent for your training and assessment. The training takes approximately one to one and a half hours to complete (you may stop and start as time allows). Your test is good for five years.

Parent Chaperone/Driver Responsibilities:

- Provide the business office with all the necessary information each year with the request to be added to the approved driver's list. Please note this process takes 5 business days to complete.
- Confirm that you are on the list of volunteers who have successfully passed the ministry safe training.
- Have a permission slip for each child in his / her car.
- Have a map of the route to take to the destination and follow the map as it is written.
- Drive with headlights on and stay with other cars as much as possible.
- Be certain each student has his or her own seat belt.
- Texting is prohibited while transporting students. Violators are to be reported to the business office immediately. Administration will contact the parent for a meeting with the probability that they will be removed from the approved driver's list.
- Be able to drive directly from RCS to the destination and straight back to RCS (no errands, dropping off a child at home, gas stops unless necessary). There will be no switching of children ever from one car to another!
- If movies are played, they must have a G rating.
 - If music is played, it is to be through the vehicle speakers and should be considered acceptable and non-offensive to all being transported. It is the driver's responsibility to ensure the music would be deemed acceptable by administration.
- Stay with the group at all times during the trip.
- Do not bring siblings or other RCS students on the field trip. If a sibling comes on the trip, the parent cannot be considered a chaperone and can only be responsible for his or her own children. Certain field trips such as the ballet, concerts, or other trips will not be appropriate for siblings to attend.
- Be certain all students return to the classroom upon arrival back at school (even their own children). Once roll is taken, follow regular RCS procedures to take a child home. Put in writing any exceptions or variations prior to the trip and have them approved by the teacher. A student will only be released to the custodial parent during a field trip. A signature is required.
- Be responsible for the safety of students assigned to them.
- Parents should at all times represent the values of the school when accompanying a field trip.
- These procedures are not intended to hinder the field trip experience; however, the safety of the precious children we are responsible for is worth the extra effort and precaution.
- **Reminder:** Parents should not order lunch on the days of the field trip. Lunches ordered from the cafeteria (even if uneaten) cannot be refunded.

Transportation to Sporting Event Guidelines (MS & HS)

Parent Background Checks - all grade levels

Parents participating in any off campus activity must have been cleared by the business office. Both the Ministry Safe Training and Background check must be completed. Additionally parent drivers must provide proof of current insurance and their driver's license to the business office. Background checks for same day trips must be submitted 2 business days before the trip-failure to do so may result in the parent not being able to participate. Parents desiring to participate in an overnight trip must submit their background check request 5 business days in advance as this is a more thorough background check.

The following guidelines are for the transportation safety of our students:

- Confirm that you are on the list of volunteers who have successfully passed the ministry safe training.
- Transportation will be provided by the school bus when feasible. However, there are regular instances when transportation is to be provided by RCS parents. (Please refer to Approved Volunteers / Drivers).
- Signed permission slips of the student riders are required to be in each car driving to games/practices/or events. A map of the route and a master list of students and their respective vehicles will be provided to the administrative assistant. A copy of each will be retained at the school.
- Younger or older siblings may accompany parents who are transporting team members to the games/practices/or events as long as they are not missing normal school hours.
- Student athletes become the coaches' responsibility once they arrive at the games/practices/or events.
- Following the game, the student must return to school on the bus or with the parent who drove him to the game and remain under the coach's supervision until a parent can be located. Exceptions: Students may only leave the games/practices/events with their custodial parent or with another parent or staff member with advance written permission.
- Students driving themselves to games/practices/events may not take passengers unless the school has a signed parental permission slip which allows him / her to drive specific students and the parent of the student riding has given written permission for his / her child to ride with the driver and a cleared driving record has been approved by the business office. All three documents must be on file. Both of these documents must be on file with the school with the business office and the athletic office.
- Student drivers reported to speed with other students in the car or who use their phone in any way while the vehicle is in motion will receive written notification that they may no longer transport others for school events. This communication will come from a member of administration and will be provided to both student and parents.
- Students must sign out with the coach or an assistant when they leave with their parents or their representative.
- Students must wear a seatbelt while traveling.
- Parent drivers are requested to be cautious in the use of their cell phones while transporting students.
- Texting is prohibited while transporting students. Violators are to be reported to the business office immediately. Administration will contact the parent for a meeting with the probability that they will be removed from the approved driver's list.
- Coaches will provide an orientation with students to go over procedures if they are left at the game/practice/or event.
- The parent must be able to drive directly from RCS to the destination and straight back to RCS. There will be no switching of students from one car to another.

SECTION 12: GOVERNANCE

Rosehill Christian School submits all authority to God the Father, Son, and Holy Spirit.

Policy Governance Defined

The Board of Directors operates under a Policy Governance model designed by Dr. John Carver. Dr. Carver's model defines the leadership of an organization into two distinct groups:

- The Board of Directors collectively defines the values of the organization, provides strategic leadership, articulates the vision of the organization, and ensures the organization is reaching the desired end results as specified through Board Policy.
- The Head of School provides the day-to-day operational and managerial leadership of the organization. This individual is the only direct report to the Board of Directors.

Board Selection Process

- A self-perpetuating board, appointed to staggered three-year terms, governs RCS. Nominations may be submitted at any time to the Board Secretary. He/She will forward the nomination to the nominating committee for further review.
- Board Policy dictates that the Board is to maintain a size of 7 to 12 elected members. The Nominating Committee will properly screen and nominate individuals to fill vacancies on the Board. Accordingly, the process will be as follows:
 - Annually, the current Board will appoint a nominating committee chairperson. The chairperson will select a committee to include at least one Board member and the Head of School. This committee will solicit suggestions for nominations.
 - The Nominating Committee chair shall accept nominations for candidates throughout the year who are willing to comply with the provisions of RCS Policy.
 - As directed by the board, the Nominating Committee shall present nominees to the Board for discussion and prayer. Approved candidates will then be contacted by phone informing him/her of their nomination and sent an application via email.
 - Qualified nominees will be presented, discussed, and voted on at the Board's discretion.
 - Invitations to serve on the Board will be given only after Board approval has been obtained for the candidate(s). If more candidates are approved than slots are available, the Board will rank candidates in the order in which they should be approached until available slots are filled.
 - Prior to accepting a position on the Board, approved Board members will be required to:
 - Attend one Board meeting following an interview.
 - Read and agree to RCS policies.
 - Sign an acknowledgement of agreement with the Statement of Faith and Morality Statements.
- A position on the Board requires approval by current Board members and is offered with conditions of service.
- Individuals may not be nominated or serve if they are employees of Rosehill Christian School.
- Individuals may not be nominated or serve if they are immediately related to an employee or another Board member, without Board approval.

Role of the Board and Its Members

The Board of Directors encompasses a group of individuals who act as one voice for the purpose of

guiding the organization for which they hold trusteeship. The Board's purpose is to determine the desired ends and move the organization toward the accomplishment of its ends while establishing appropriate boundaries for accountability. In addition to setting vision and direction, the Board is responsible for the fiscal well being of the organization. The benefit of this type of governance is more time spent on the future growth of the organization and greater likelihood that the desired results will be reached for the glory of God.

Responsibilities of Christian School Board Members

General Responsibilities:

- Elect and annually evaluate the Head of School.
- Attend all meetings of the Board.
- Set organizational policy.
- Accept and monitor annual budget and plans.
- Develop a mission statement and review it periodically.
- Establish a strategic plan for the school to help ensure future success and survival.
- Evaluate the school's effectiveness in accomplishing the Board-approved objectives.
- Read and be familiar with the school by-laws.

Fiduciary Responsibilities:

- If possible, make a generous personal donation to the school annually.
- Actively participate in special events sponsored by the school.
- Raise funds for the school in unique ways.

Public Relations Responsibilities:

- Serve as a liaison to other schools-independent, public, and Christian.
- Support the programs and services of the school and speak on their behalf.

Spiritual Responsibilities:

- Pray daily for the Head of School, faculty, staff, students, and members of the School Board.
- Be active and highly visible in the services and organizational life of their member church.
- Be a strong supporter of the church, the Pastor, its staff, and the various programs of the church where they are members.
- Be a strong financial supporter of the church with personal resources.

Communication with the Board of Directors

The Board of Directors sets policy for broad direction. The RCS Administration sets all day-to-day policies and procedures. Therefore, communication relative to RCS policy and /or any issues or concerns are to be directed to RCS Administration. In the event a Board Member is contacted, he / she will redirect the concerned individual to Administration.

The Head of School has the ultimate authority for school decisions.

According to Board policy, Board members do not act as Board Representatives outside of Board meetings unless otherwise directed by the Board President.

Parent-Student Handbook Acknowledgement

I hereby affirm that I have read the Student Parent Handbook and discussed its policies with my student.

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Parent Handbook.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Rosehill Christian School and is subject to change without notice by decision of the Head of School or Rosehill Christian School's Board of Directors. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

By signing below, you consent to the legally binding terms and conditions of this Agreement. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing.

Signature of Mother

Signature of Father

Signature Child 1 (Grade 6-12 only)

Signature Child 2 (Grade 6-12 only)

Signature Child 3 (Grade 6-12 only)

Signature Child 4 (Grade 6-12 only)

Signature Child 5 (Grade 6-12 only)

Drug and Alcohol Testing

In an effort to maintain a drug and alcohol free school, all students in grades 9-12 will be subject to drug testing at least once per year. This testing of students does not imply that we do not trust our students but rather it illustrates our care and concern for them living in today's culture. Submitting to testing is considered a condition of continued enrollment.

School-wide Testing

The procedures surrounding the collection of student samples will be as follows:

Students selected for that day's testing will be escorted to the testing area.

The students will be addressed and informed that they will be asked to give a urine sample.

Students are then individually called to the specimen station where they record their name on a collection form and are given a cup for collection of the urine sample.

The collection form contains the student name, date, and a unique form number. No additional private information is on the form.

Once the sample is collected, the student gives his/her collection cup to the nurse, who then pours the collection into a plastic vial.

A sticker seal is placed on the vial and the student initials the seal verifying that it was indeed his/her sample.

The vial is then placed in the plastic bag with the student's form and sealed and placed in a FedEx envelope.

All urine specimens are then sent to the lab to conduct a 10 panel analysis and provide us with the results. The "10 panel" tests for cocaine, marijuana, PCP, amphetamines, methamphetamines, opiates, benzodiazepines, barbiturates, methadone, and propoxyphene. In addition, there is a test for nicotine. Once RCS administration receives the results, we will notify families, confidentially, as to whether the test came back positive or negative.

Should a student's test come back positive, a conference will be scheduled with the family, the high school principal, and head of school. The goal of the conference will be to walk through the steps as outlined in RCS' pastoral clause.

Selective Testing

In addition to school-wide drug and alcohol testing, selective testing may be used based on a reasonable suspicion that a student is under the influence of illegal drugs, alcohol, or other substance at school or a school related event. This applies to on or off campus events. Reasonable suspicion may be the following:

Based on personal observations of a student's behavior, including his / her speech, appearance, or any impairment of his / her faculties.

Information provided by a reliable source with personal knowledge of student possession of drugs, alcohol, or medication not approved through the nurse's office may also constitute reasonable suspicion.

Student athletes may be required to complete drug and alcohol testing to participate in athletics.

By signing below, you consent to the legally binding terms and conditions of this Agreement. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing.

Signature of Mother

Signature of Father

Signature Child 1 (Grade 9-12 only)

Signature Child 2 (Grade 9-12 only)

Signature Child 3 (Grade 9-12 only)
