

# Rock Solid Christian Academy



## Student & Family Handbook

## **Welcome**

Rock Solid Christian Academy welcomes you and your family to the “academy” (K-9th) side of our school. We are excited about the growth at RSCA. God continues to bless our school with students, teachers, and families who want a Christ-centered education with academic achievement. The staff is committed to providing a challenging, Bible-based curriculum in a safe and nurturing environment. Your child will be immersed in hands-on experiments, projects, arts, music, physical education, and more—all centered on the truth of The Holy Bible. We are looking forward to a wonderful year of learning with your child.

## **Mission Statement**

Rock Solid Christian Academy exists to provide an excellent Christian education that cultivates minds and nurtures hearts for effective, Christ-centered living.

## **Objectives**

Rock Solid Christian Academy seeks to:

1. Teach all subjects as parts of an integrated whole, with Scripture at the center.
2. Provide a clear model of Biblical Christian life through its staff and board.
3. Encourage every child in his/her relationship with God the Father through Jesus Christ.
4. Encourage every student to develop a love for learning and to achieve his or her academic potential.
5. Provide an orderly atmosphere conducive to the attaining of these goals.
6. Provide an education to applicants regardless of their race, color, nationality, or ethnic origin.

### **RSCA School Board**

Kara Butts, Chairperson  
Megan Williamson, Vice-Chairperson  
Colleen Larson, Member  
Stephanie Corona, Member  
Kayla Ammons, Member  
Tom Levins, Secretary  
Amanda Lay, Member  
Joy Yates, RSCA Director of Operations  
Amanda Carver, RSCA Administrator  
Pastor Mark McCarter, Church/School Liaison

### **Contact Information**

**Elementary** (863) 763-0164

**Office Hours** 8 am - 4:00 pm

**\*Summer hours vary\***

Fax: (863) 763-0968

[www.rscasoldiers.com](http://www.rscasoldiers.com)

## Admissions

Rock Solid Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin. RSCA reserves the right to deny admittance or continued enrollment to any student who may be considered a health risk to other students, a hindrance to the Christian atmosphere, or whose behavior creates an unsafe classroom environment for the students and staff at RSCA.

Rock Solid Christian Academy reserves the right to deny admittance or continued enrollment for a student whose account becomes delinquent. A student may not register for the upcoming school year if there is an outstanding balance on the account. We further reserve the right to determine admissions based on prior school references, academic evaluations, family interviews, and student assessment.

If the actions of a parent/guardian negatively impact our ability to provide a Christian education, we reserve the right to terminate enrollment. Parents are required to provide necessary documents: registration form (completed online through Praxi), Authorized to Release form, Parent Acknowledgement, Financial Agreement, birth certificate, immunization form, and physical form. Failure to submit these documents will automatically withdraw your child from enrollment. The administrator will inform you when a document expires and the parent/guardian will have 10 days to renew the document and return it to the office.

### **New Enrolling Families**

New families will apply via the school website [www.rscasoldiers.com](http://www.rscasoldiers.com) Below are the steps for student enrollment.

1. Website Application (this places student(s) in our wait pool)
2. Call from office when availability occurs
3. Family Interview/Tour
  - a. Bring copy of current IEP, if applicable, and most recent grades
  - b. Both parents/legal guardians and the student(s) are required to attend
5. Call from office to finalize enrollment
  - a. Fees paid, records request completed, financial aid documentation received

### **Re Enrolling Families**

Current RSCA families that are re-enrolling for the coming school year will complete and return the Intent Form sent home during the third quarter. The following must occur before re enrollment is officially processed:

- A scholarship award ID has been submitted to the office OR the non-refundable registration fee has been paid
- Any outstanding balances, including lunch fees, are paid
- The student has no unresolved behavioral or attendance issues
- Academic requirements for middle and high school are met

## **Grading and Report Card Procedures**

Student report cards are available by email at the end of each quarter per parent request. Progress reports are available each mid quarter online in the parent portal. Grades for a student transferring to RSCA will be averaged with the current grade to determine grades for the report card. Grades and assignments may be viewed any time in the parent and student portals. It is the parent/student responsibility to monitor missing work in the portal.

Kindergarten's progress is reported as follows:

A= Exceeding (above grade level and demonstrating continued progress)

B= Meeting (on grade level and demonstrating consistent progress)

C= Progressing (approaching grade level with adequate progress)

D= Beginning (below level but demonstrating some progress)

F= Remediating (below level and lack of progress requiring remediation)

1st grade – 9<sup>th</sup> grade have a marking code connected to a numerical scale as follows:

A 90-100      B 80-89      C 70-79      D 60-69      F 59 and below

K-2nd grades: 50% Assessments, 50% Classwork/Homework/Participation

3rd - 5th grades:

30% Assessments, 70% Class work/Homework/Participation

6<sup>th</sup> -9<sup>th</sup> grade:

40% Assessments, 60% Class work/Homework

To enroll and continue in our Middle or High School programs (6th-9th grade), students **must** maintain an overall 2.0 GPA each year **and** earn 4 credit points in each subject area.

A=4 pts    B=3 pts    C=2 pts    D=1 pt    F=0 pts

Summer credit retrieval **may** be available to earn lacking credits in up to 2 courses to avoid retention. If a student fails more than 2 subjects, they will be retained the following school year.

Parents are encouraged to request a conference anytime during the school year to discuss progress and or concerns. Conferences will maintain open communication and communicate any needed plan for academic or behavioral improvement. Grade promotion and retention is at the discretion of the classroom teacher, school administrator, and if necessary, school board.

## **Recognition and Awards**

Two awards assemblies (December & May) will be held to recognize academic excellence, effort, and special achievements of ALL students. Monthly Soldier of the Month recognitions will also be given out. Teachers will routinely reward and recognize individual achievements as part of their classroom management plan. RSCA strives to recognize academic, behavioral, and spiritual growth throughout the school year. Our goal is to encourage an intrinsic motivation within students to do their best at all times in all areas.

## Curriculum

RSCA uses A-Beka in Kindergarten through 5th grade as the foundation to our academic program. Upper grade levels use textbooks and resources that provide them with opportunities to successfully transition into middle and high school with the necessary independence, executive functioning, comprehension, and critical thinking needed for success. Teachers may use supplements approved by administration as needed. Textbooks used are routinely evaluated by teachers and administration to ensure quality and sound instruction that does not interfere with the biblical foundation of our teachings.

**It is the goal of our staff to support and maintain a biblical worldview in all areas of instruction.**

### **Technology & Enrichment**

RSCA offers enrichment through technology in both the academic and special area classrooms. IXL is a progress-monitoring tool used to meet the differentiated needs of students in math, reading, and language arts. IXL lessons can be tailored to meet student learning gaps as identified on the MAP test and formal assessments. Other programs available, but not limited to, are Accelerated Reader (AR), Reflex, Frax, Pebble Go, ABC Mouse, Footsteps to Brilliance, Quill, Mindplay, BrainPOP, Go Noodle, and Generation Genius.

### **Field Trips & Extracurriculars**

Our teachers implement many projects and grade-level appropriate local field trips throughout the year to enrich each student's learning. RSCA will provide transportation WHEN POSSIBLE. Otherwise, each student will need a chaperone to attend with them. School-wide activities such as Field Day in November, Christmas Market in December, Market Day in March, etc. occur on campus and parents are welcome to attend. Beginning with the 23/24 school year, we will coordinate a school-wide Family Field Trip in which all grade levels will have the opportunity to attend at the same time.

### **Bible**

Daily bible instruction occurs in all classes. All students attend a weekly chapel service for prayer, praise, and worship. Monthly school-wide memory verses are integrated into the classroom lessons and offer students ways to not only memorize but also apply Scripture to their daily lives. Rock Solid believes in the sufficiency, inerrancy, and authority of the Bible. It is our prayer that our students will embrace gospel truth for godly living long after their time at our school has ended.

### **Fine Arts and Vocational Courses**

Students in 2nd grade and up will attend a rotation of classes that provide activities and learning in creative arts, music, team sports, personal fitness, agriculture, health and nutrition, library, teamwork, and social emotional health. Some scholarships provide opportunities for students to complete middle & high school electives through FLVS. Contact Mrs. Amanda for more information.

### **Library**

RSCA is excited to see our students reading and using the library regularly. Students may check out books weekly. Students may re-check out their current book for consecutive weeks until they finish

their book. Students will be fined for late books (\$.25/school day). If a student loses a book (not returned after two weeks), they will be required to pay for or replace the book. If a student damages a book so it cannot be used again (water damage, drawing in books, losing pages or covers, etc), he/she will be assessed charges based on the cost of replacing the book. Outstanding library balances will affect student receipt of report cards and yearbooks.

### **Outdoor Recreation**

We spend a lot of time outside. It has proven beneficial in supporting the overall health of students and staff. All students participate in our annual field day in November. Students in grades 3-8 are able to participate in Okeechobee track and field in qualifying areas.

## **Dress Code**

Rock Solid Christian Academy requires uniforms for Kindergarten through eighth grade students. Uniforms may be purchased from <https://www.frenchtoast.com/schoolbox/schools> (search Rock Solid Christian Academy), Land's End (preferred school # 900145889) and monogramming is also available at Threadworks, Piper's Screenprinting, or Teez to Pleez.

### **Tops**

Students may wear a polo or button down collared shirt in one of our school colors: red, gray, white or black for formal uniform. **NAVY is NOT an approved uniform color.** Monogramming "RSCA" or the current RSCA Soldier Logo is mandatory for all polos. Shirts are to cover the entire top torso, reach the waistline and should cover all undergarments. **Formal uniforms must be worn on Chapel days and Fridays if they do not participate in \$1 Dress Down.** RSCA T-shirts are available for purchase through the Soldier Store. These can be worn on any day except the above mentioned days when formal uniform is required. Students receive one polo and one t-shirt at the beginning of each school year. If a student's PE day falls on Chapel Day, PE attire is acceptable.

### **Bottoms**

Students may wear pants, shorts, jumpers, polo dresses or skorts. The color for formal bottoms is to be **solid** black, khaki, denim, red, white, or gray. **All bottoms must be at least fingertip length.** Coordinating athletic bottoms can be worn with the school t-shirts on non-uniform days. Athletic bottoms are not to be worn with formal tops.

Shorts are to be worn under skirts and dresses at all times. Leggings worn as pants must be worn with a dress code approved top that completely covers front and back to the mid-thigh area. Bottoms, which contain holes showing skin above fingertip length, are not permitted.

### **Shoes**

Flip flops/slides, high heels and cleats are not to be worn to school. Because our time outside can be spontaneous, wearing inappropriate shoes to school may cause your child to be excluded from indoor activities on these days. Remember that stairs are a part of our daily routine and need to be considered in the types of shoes students wear.

### **Hats/Sunglasses/Jewelry**

Hats or other head coverings may **not** be worn inside any campus building except on special days. Sunglasses are not to be worn in the building. Hats and head coverings may be worn outside for protection from inclement weather. Do not send students to school with expensive jewelry. The

school will not be held responsible for lost or damaged items. Earrings and other jewelry should be small enough that they do not pose a safety hazard or create distraction.

### **P.E. Specific Attire**

**Bottoms:** athletic bottoms of a modest length are permitted for P.E. days. If shorts are not of fingertip length, leggings should be worn underneath. Denim should not be worn on PE days.

**Tops:** Students should wear approved RSCA t-shirts.

**Shoes:** Athletic running shoes are required for Physical Education. Crocs are not permitted on PE days.

\*Your child will not be allowed to participate in PE without being in full dress code (clothes and shoes). Please be advised that this could affect his/her participation grade.

### **Hygiene and Appearance**

Students should be presented each day as clean and well-kept. Please make sure to regularly wash backpacks, lunch boxes, shoes, and jackets. As they age, appropriate undergarments and daily use of deodorant will become necessary.

### **Dress Down Days**

Students will be allowed to participate in dress down days each **Friday** of the school year. This does not apply when Thursday is the last day of the school week. Each student must pay \$1.00 to dress out of uniform while still following RSCA dress code to maintain neatness, modesty and safety. Any symbols, styles, or attire frequently associated with intimidation, violence, crude humor, or violent groups are prohibited.

### **Out of Dress Code**

If a student comes to school **out of dress code**, they will receive ONE WARNING note in his or her agenda. A \$10 dress code fee will be applied to the family account per violation after the warning. This includes dress down days in which the student is dressed down and has not paid \$1.

## **Attendance Policy**

Good attendance plays a major role in academic excellence, social interaction with peers and adults, and provides opportunities for important communication between teachers and students. Students shall be counted in attendance if they are actually present at school at the time the attendance is taken at 8 am or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student and has been pre-approved by administration.

### **Attendance Expectations**

- All students are expected to be on time and present each day school is open during the school year. **Our calendar is available on the school website for reference at any time.**
- Students may be dropped off beginning at 7:30 a.m. School begins promptly at 8:00 a.m. **Students arriving to class after 8:00 a.m. will be marked tardy. This means students should be on campus and headed inside the building before 8:00.**
- **Instruction ends at 2:45 PM.** In order to help maintain a smooth dismissal process, please schedule any early sign outs before 2:15 pm. Students will be dismissed from 2:50 PM. – 3:00 PM from the parking lot on the east side. **Students will remain at their dismissal location unless the change is permanent.** Only those listed in the student file as authorized for pick up

will be allowed to pick up your child from campus. If your child cannot be picked up by 3:00 PM you will need to enroll him/her in Aftercare, pending availability. **Children not picked up by 3:00 PM will have their family account charged \$20 for every 15 minutes.** Repeated offenses may result in dismissal from our educational program.

- Aftercare is available for K-5<sup>th</sup> grade students at RSCA until 5:30 p.m. on school days for \$50 per week. Space is limited, and students must be preapproved to attend aftercare. Please see the school calendar for holidays, breaks, early release days, teacher workdays, etc. Late pick ups are charged \$20 for every 15 minutes. Aftercare is not available on early release days. Repeated offenses may result in dismissal from the aftercare program.
- Late items should be dropped off to the main office. Please make sure lunches are delivered prior to the student's assigned lunch time. **It is very helpful if student's arrive at school prepared.**

### **Drop-off and pick-up Procedures**

- a. Do not drop students off before 7:30 and leave them unsupervised. Staff are not on duty until 7:30. Any students dropped off prior will lose the privilege of early drop off and will not be accepted until 7:50 am.
- b. Make sure your child is ready to exit the vehicle before pulling through the drop off line. Speeds should not exceed 5mph on our campus.
- c. For security purposes, students **must** be picked up from designated pick up area. Students will not be released from the bottom of the steps or on route to the designated pick up area. This is for safety and supervision purposes. The pick up line moves quickly and more efficiently if parents remain in their vehicles.
- d. Students will be dismissed from their classes and picked up in a drive-thru manner on rainy days.

### **Late Arrival**

- a. Students not in class by 8:00 am are considered tardy and will be marked as so.
- b. Students are **not** to be dropped off and left unattended. After 8:20, Students **must** be checked in at the main office to receive a tardy slip. If a staff member is not present on the sidewalk to document tardies between 8-8:20, you will have to check them in at the main office.
- c. Tardies will be marked excused if a valid excuse is presented when signing in the child.
- d. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter. Quarterly tardy fees will apply when a student reaches habitual tardiness. Accounts will be charged \$20 when they reach 6 tardies and an additional \$5 per tardy thereafter during the same quarterly marking period. (ex. 8 tardies in Q1= \$30). Making up missed work due to unexcused tardies will be at the discretion of the classroom teacher.
- e. For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.
- f. Attendance is reported to the scholarship program each quarter. Failing to comply can result in loss of scholarship.

**Habitual tardiness and absences may result in students being retained and/or loss of academic scholarships, REGARDLESS OF GRADES.**



### **Early Pick-up**

- a. Students being checked out early must be picked up before 2:15 unless it is an extenuating circumstance approved by the principal.
- b. **No** students will be checked out during dismissal time
- c. Students being checked out without prior notice will not have work sent with them. They will be responsible for making up their work upon return.
- d. Check outs will not be permitted on early release days. Dismissal will begin at 11:15 on those days.

### **Absences-Excused and Unexcused**

- a. The school principal or designee is the only person authorized to excuse a student's absence
- b. A note from a parent/guardian is a **request** that a student's absence be excused.
- c. It is the responsibility of the parent(s) or guardian to provide a written statement or oral notification indicating the reason for the absences **within two (2) days** of the student's return to school.
- c. Excuses can be sent via student agenda or called into the school office. Give the reason and date for absences.
- d. When the school is not notified of the reason for the absence, the absence is automatically marked as an unexcused absence. Once a quarter closes, changes to the status of an absence will not be made.
- e. RSCA administration makes the final decision regarding excused/unexcused if needed.
- f. Excessive absences may result in stricter requirements in order to be excused.
- g. An unexcused absence is any absence, which is not justified, by the parent or guardian according to the allowable excuses (see below) or the reason is unknown.

#### Absences due to the following reasons may be excused:

- Illness or injury to the student
- Illness or injury to the student's immediate family necessitating the student's absence
- Death to a member of the student's family necessitating the student's absence
- Recognized religious holidays of the specific faith of a student
- Doctor and dental appointments of the student
- Pre-arranged absences of educational value with the principal's approval
  - "vacations" causing more than 3 consecutive absences require a request be made at least 1 week in advance. It is not guaranteed that work will be available prior to these absences.
- Subpoena or forced absence by any law enforcement agency
- Major disaster that would justify absence in the judgment of the administration
- Head lice, a maximum of two days per incident (see Health Policy for more information)

### **Health Policy**

For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, parents will be notified to come pick up the student. If a parent is not available, the emergency contact will be notified to come pick up the student. Any student showing signs of illness **MUST be picked up within an hour of being notified.**

Any child with the following symptoms or communicable diseases should not attend school until they have been **symptom free for at least 24 hours**. This includes, but is not limited to, fever, unexplained rash, chronic cough, vomiting, diarrhea, impetigo, chicken pox, and pink eye. If your child is sent home sick with one of the above mentioned illnesses, they are not allowed to return to school the next day without written clearance from a doctor. In the case of illness outbreaks, the time for return on certain illnesses may be increased to 48 hours.

### **Lice**

\*\*A child returning from being out with lice must be nit free and complete a head check in the office **before returning to class**. Head checks are done upon notification of an infestation. Random head checks also occur for precaution. For information on preventative measures, visit the CDC website. Retreating is necessary!

### **Medication Policy**

A student may not transport medication to or from school. This includes Tylenol, aspirin, and cough drops. If your child requires medication while at RSCA, please fill out a **medication authorization form** from the main office and turn both the medicine and form to the school office. The medication must be labeled with the child's name and must be in its original container. The medication may be picked up from the office at the end of the school day. If a student is found in possession of medication while on campus, disciplinary actions will be administered.

### **Accident Reports**

If your child sustains a minor injury at school, we will make him/her comfortable and contact you. An accident form will be completed and kept in your child's record. If your child sustains a serious injury, 911 will be called and parents/guardians will be contacted immediately.

### **Campus Security**

All campus exterior doors are locked once school begins. Students are with a teacher at all times on campus. Security checks are made by local law enforcement and administration. **All visitors must check-in at the office and receive a visitors badge before attempting to visit any classroom or any location that is part of our campus.** Any unfamiliar adults will be asked to provide identification before the release of a student takes place.

### **Homework**

Homework is one means of building the foundational skills for independent study and learning. Each classroom teacher assigns homework as determined necessary. Types of homework assignments may vary in order to allow students a variety of experiences. **At a minimum, every child should read or be read for 15-20 minutes nightly.**

## **General guidelines for homework (mpn=minutes per night)**

K5/1st:10-20mpn    2nd/3rd: 20-30mpn    4th/5th grade: 30-40mpn    6th and up: 40-50mpn

### **Student responsibilities**

- a. Understand homework assignment & ask questions prior to dismissal
- b. Take home all materials needed to complete work
- c. Complete assignment and turn in by due date
- d. Participate actively and cooperatively in evaluation of homework
- e. Take age-appropriate accountability for what they are responsible for

### **Make-Up Work**

- a. Class/homework may receive up to full credit if completed and turned in within the same number of days absent, not to exceed 5 school days after returning.
- b. Anything other than class/homework needing to be made up due to an excused absence will be arranged with the teacher. Work missed due to an unexcused absence is due upon returning to school.
- c. Tests will be made up at a time convenient for the classroom teacher. This could be after school.
- d. Assignments given/work provided prior to an absence are due upon returning to school.

## **Homebound Instruction**

Students enrolled in our academic program that are unable to attend classes due to a short-term rehabilitation, may be eligible to receive homebound instruction. If this may affect your child, contact the school's principal for further details.

## **Standardized Testing**

Students in 3rd grade and up and required to take The NWEA MAP Test. It is administered three times per year and provides teachers with the data needed to identify any remedial needs students may have. Results are required to be submitted to scholarship programs. Standardized testing is not a driving force of instruction at RSCA but all students are encouraged to do their best in an effort to make good use of the information MAP provides.

## **Nutrition**

### **Breakfast**

RSCA does not currently offer breakfast at school. Students are to come to school with breakfast eaten at home or on the way to school. Students needing to finish a simple breakfast must arrive in time to do so before class begins at 8am. This includes drinks.

## **Snacks**

All RSCA students have a time for healthy snacks built into their academic day. Your child may bring a healthy snack option with them to school or buy one from their teacher for 1.00. Do not send a separate drink for snack, only water is allowed during snack time. All students should have a refillable water bottle each day. Eating an item from their lunch box as a snack is allowed at this time.

## **Lunch**

Students should bring lunch to school each day unless they choose to purchase lunch on designated days that it is provided. The RSCA lunch calendar is posted online in the parent portal. It is the parent's responsibility to check this calendar for availability and make sure orders are completed on time.

RSCA does not provide emergency lunches. Please plan accordingly to make sure your student arrives at school with their lunch for the day.

Whole-class treats such as birthday cupcakes must be store bought.

Prior notification is necessary if you plan to eat lunch with your child. Contact your child's teacher for more information or to schedule a time to eat with your child. We encourage this opportunity for grandparents as well.

## **Confidentiality Policy**

The administration and staff at RSCA are committed to the privacy of the records and information that pertains to your child. This information is always kept in confidence. The administrator is responsible for keeping records of all students on file. These records are not made available to anyone other than the child's parents or guardian who enrolled the child. The staff and parents may find it necessary to discuss matters concerning family issues and medical information. These areas may affect a student's behavior or academic ability. Any information shared with the RSCA administration, teachers, or staff is confidential and will not be discussed with anyone outside of RSCA. The protection of your privacy and your trust are very important to our staff.

## **Parental Involvement**

We are blessed to have great parents at RSCA. Please know there are many ways you can play an active part in your child's education. If you are interested in volunteering, please inform your child's teacher. You will need to complete the Parent/Volunteer Contract Agreement in order to take advantage of this special opportunity. Parents should sign in and out in the office and receive a visitor's pass each time they volunteer.

### **Ways to be involved in your child's education at RSCA:**

Communicate with your child's teacher(s)

Be a guest reader

Participate in chapel, field trips, special events, and fundraisers

Volunteer to share your expertise with the class (career, talent, etc.)

Join your child for lunch

Establish a daily study time at home with your child

Stay connected through Remind (text @867k to 81010 to join the RSCA Office Remind)

### Ways that RSCA can support your family:

Allow us to pray for you and praise with you. We want to know you.

Join us for church. Several local churches are represented among our staff. There's a place for YOU!

Ask about parenting and family support resources. You are not alone.

Let us love and disciple your child(ren). We are a team.

## **Parent Questions and Concerns**

RSCA utilizes the following for clear consistent parent teacher communication: Praxi, Student Agenda, and Remind. It is the parent's responsibility to check one of these regularly. Scheduled parent conferences are available anytime during the school year. Please write a note in your child's agenda or email their teacher if you would like to schedule a meeting.

We encourage parents to be involved in their child's education and look forward to working with each of you when questions/concerns arise. The following Scriptures were essential in developing a conflict resolution plan: Matthew 18:15-35, Ephesians 4:30-32, 1 Thessalonians 5:14-15, John 14:27, 2 Corinthians 5:18-19. Please follow these steps, derived from the listed Scriptures, to address any conflicts that may arise with teachers/staff at RSCA:

1. The parent discusses the matter with the teacher in a timely manner.
2. Allow the RSCA staff/faculty sufficient time to resolve the problem (some problems may require more time to resolve than others).
3. If a resolution is not reached, the parent and teacher meet with the principal.
4. If the RSCA teachers and administration are not able to resolve an issue, the matter may be placed on the school board agenda. Items for discussion must be placed on the agenda one week prior to the meeting.

RSCA Teachers value their instruction time. Please contact the office regarding any messages or needs that need to be addressed throughout the day. Teachers will be available during their plan or after school until 3:30.

Reports of misconduct of employees, contact:

PRESCHOOL STAFF: JOY YATES (DIRECTOR) [JOY@RSCASOLDIERS.COM](mailto:JOY@RSCASOLDIERS.COM)

K - 9 STAFF : AMANDA CARVER (PRINCIPAL) - [amandac@RSCASOLDIERS.COM](mailto:amandac@RSCASOLDIERS.COM)

Reports of misconduct of Administration, contact:

KARA BUTTS (BOARD CHAIR) - [BOARDCHAIR@RSCASOLDIERS.COM](mailto:BOARDCHAIR@RSCASOLDIERS.COM)

## **Devices and Textbooks**

### **Books on Loan**

Every year the Curriculum & Supply fee covers new consumable texts for every student. Parents may purchase additional textbooks at cost through the school office.

Parents are responsible for payment in the case of loss or damage to textbooks, workbooks, library

books, science equipment, computer equipment, or other school property.

Textbooks and educational supplies are issued to students for their use. Students are responsible for the proper care and return of these materials. Payment for lost or damaged books and/or devices will be required in the following manner:

New 100% of cost

Good 75% of cost

Fair 50% of cost

### **Technology**

All RSCA students have access to technology in and out of the classroom. Students are **not** required to provide their own electronic device for class. iPods, Apple watches, and cell phones are not approved electronic devices for the classroom. Students using RSCA computers/electronic devices are willing to abide by rules outlined by the teacher and are to be monitored at all times. Students posting to social media or visiting unapproved sites during school hours will receive an immediate office referral and loss of privileges.

Students may not have a personal electronic device (cell phone, Ipad, tablet, Apple watch, etc.) on their person during school hours (drop off to pick up) unless pre-approved by the principal. **Devices must be off and in a backpack prior to entering the classroom.** For security and supervision purposes, students may not use their devices at pick up. Contact the office with any needs prior to 3pm. Watches being used for something other than time will be taken.

The device will be taken if the following occurs:

1. The device being heard or seen during unauthorized times.
2. The device is used to photograph or record without adult permission
3. The device is being used during transitions to and from the class and restroom.
4. The device is being used in any way not authorized by the adult in charge.

\*RSCA students enrolled in FLVS are permitted use of their device during the allotted subject time.

### **Lost and Found**

All articles found at school will be placed in a designated area of the library. Items such as jewelry or money may be claimed in the school office. After a reasonable amount of time, unclaimed items are donated to the FBC Mission House.

### **School Supplies**

Parents are responsible for procuring certain school supplies for their child. Basic school supply lists are available on the school website. Some supplies may be requested throughout the year to replace use or wear (crayons, notebook paper, Kleenex, Clorox wipes). We will only request what is needed when it is needed.

## **Tuition Policy**

RSCA is a not-for-profit school. The monies collected are used to operate the Academy. Thank you for paying your tuition and fees on time. The registration fee is \$200 per student and is due to hold a seat in the class. The curriculum fee is \$600 per student. A complete set of fees and a fee schedule is available on the school website.

Each family is asked to complete and sign their financial covenant for the current school year. Your child's tuition is due on the first day of each month (August through May). A late fee of \$35 will be automatically applied after the 10<sup>th</sup> of each month. If your account becomes delinquent, you will be notified. Failure to bring your account current will result in the withdrawal of your child(ren).

Aftercare tuition is charged weekly. A late fee of \$35 will be applied to the account if the aftercare tuition is not paid by the Wednesday of each week. Paying in a timely manner will keep services from being suspended or discontinued. Students will not be permitted into aftercare if an unpaid balance occurs.

**Progress Reports, Evaluations, Transcripts, and Report Cards will NOT be issued to parents or transferring schools if there is a past due/unpaid balance. This includes amounts due for start up fees, tuition, late payment or returned check penalties, late pick-up charges, aftercare, or any fundraising fees that are owed.**

## **Emergency Procedures**

### **Fire Drill Evacuation Plan**

Fire drills are practiced routinely throughout the year. A fire evacuation plan is posted in each classroom. Students receive specific instruction and participate in the scheduled fire evacuation drills.

### **Safety Drills**

Students are taught proper procedures to follow in the case of a necessary lock down. Teachers and administrators follow set protocols to ensure student safety in the event of any security threat.

### **Severe Weather**

RSCA has inclement weather guidelines in place in regards to tornado, flood, or lightning warnings. In the case of lightning, students will remain inside until the alerts have cleared. In the event that weather conditions warrant the closing of school, we try to follow the Okeechobee County School District's decisions. However, our goal is to be open as soon as we are cleared and it becomes safe to do so. Updates will be sent out via Remind, email, and Facebook.

## **Change in Contact Information**

It is imperative we maintain accurate, up-to-date information on parents and students enrolled in our school. Please update this information immediately in the parent portal if there is any change in the following information:

- Home Address
- Telephone (home/work/cell)

- Emergency contact information
- Pick up information (update this form in the main office)
- Mailing address, etc.

## **Discipline Policy**

Rock Solid Christian Academy is a Christ-centered environment where your child will be immersed in a firm but loving educational environment. The RSCA discipline policy has been constructed for all parents, students and staff members to work together in order to understand RSCA's goals for responsibility and behavior. In making every attempt to focus on positive student behavior, we expect all RSCA students to:

**Be prepared, Be respectful, Be obedient, Be encouraging, Be safe, Be Christ-like, Be your best**

In an effort to maintain a safe environment for all children at RSCA it is necessary that students uphold the school wide expectations. The following will be utilized by the RSCA staff to encourage consistent behavior management:

K-1st – Daily redirection & reinforcement with consistent parent communication. Individualized behavior plans will be devised when necessary.

2nd-5th- Weekly Step System

1. Written Warning in agenda (must be signed by parent)
2. Parent contact
3. Lunch Detention
4. Office Referral- Student will be sent to the office for administrative counseling
  - a. First Referral- after school detention (\$30 parent fee)
  - b. Second Referral- parent conference & ISS (\$100 parent fee)
  - c. Third Referral-1 day OSS & placed on behavioral probation
  - d. Fourth Referral- 3 day OSS & recommendation for expulsion

6th-8th- Weekly Step System-Parent Contact with each step through the agenda

1. Warning
2. Lunch Detention
3. Afterschool Detention with classroom teacher
4. Office Referral- Student will be sent to the office for administrative counseling
  - a. First Referral- after school detention with administration (\$30 parent fee)
  - b. Second Referral- parent conference & ISS (\$100 parent fee)
  - c. Third Referral-1 day OSS & placed on behavioral probation
  - d. Fourth Referral- 3 day OSS & recommendation for expulsion

### **Discipline Actions by Administration**

Some students make choices that will require an immediate office referral and administrative intervention. This includes, but is not limited to, the following:



- Assault and/or battery-Fighting/Physical Aggression
- Bullying in any form (cyber, verbal, written, slander, defamation, etc.)
- Cheating/Plagiarism
- Repetitive unsafe, disrespectful, or defiant behaviors that prevent effective instruction by the teacher. This includes exposing others to inappropriate content.
- Threatening to harm others (physical, verbal, or written)
- Sexual harassment

If a student receives an immediate referral, immediate pick up for OSS may be required. Prior to 10:00 can serve as same day suspension. A parent conference will be scheduled and the student placed on behavioral probation. Any further referrals of this nature will be cause for expulsion from RSCA.

**Possession and/or use of illegal substances or weapons (drugs, alcohol, vape, tobacco, knives, ammunition, gun, etc.) will result in immediate dismissal from RSCA and contact of local law enforcement.**

### **Detention/Suspension**

Detention is a consequence that requires a student to be in a designated location for a specific length of time while being monitored by a staff member. If your child earns detention, a letter will be sent home with the date and time it is to be served. After school detention also requires a \$30 fee be paid by the parent.

Suspension is a consequence that requires removal from the classroom under staff supervision. In-school suspension (ISS) requires a \$100 fee be paid by the parent. In ISS, students will complete assignments in a designated area under staff supervision and receive full credit earned. Parents may opt to attend classes with their student on the assigned ISS day and avoid the \$100 fee. Out-of-school suspension (OSS) requires the student to not be on campus and unable to complete missing assignments.

### **Classroom behavior**

Each classroom teacher establishes classroom rules in line with our school wide expectations.

### **Specific Prohibited Behavior**

RSCA expects you to know and follow laws and rules that apply to you at home and in the local community. The handbook is not inclusive of all expected or prohibited behaviors.

### **Searches**

RSCA has the authority to conduct random and periodic searches of school property, seize contraband items belonging to students, and to search student possessions and persons when there is reasonable suspicion that the student has engaged in misconduct or is in possession of items prohibited on campus.

### **Surveillance**

Surveillance equipment is present in the school. Students may receive consequences based on evidence gathered through surveillance equipment.

## **Withdrawal Procedures**

If, at any time, you need to withdraw your student from RSCA, please contact the office for further directions and to complete necessary paperwork. All balances must be paid in full at the time of withdrawal in order for records to be released to the next school.