

**Rock Solid Christian Academy**  
**Home of the Soldiers**  
**2017-2018**

**Welcome**

Rock Solid Christian Academy welcomes you and your family to the (grades K-8<sup>th</sup>). 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 excellent academics. 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. 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**

Mickey Bandi, Member  
Kara Butts, Member  
Amanda Carver, Member  
Megan Williamson, Member  
Cassandra Stokes, Member  
Kyle Walker, Member  
Joy Yates, RSCA Preschool Director  
Latishia Alderman, RSCA Elementary Director  
Pastor Mark McCarter, Church/School Liaison

## **Contact Information**

**Elementary** (863) 763-0164

**Preschool** (863) 763-1847

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, parent interviews, and student interviews.

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 the necessary current documents: registration form, pick-up authorization, emergency contact information, parent permission form (notarized), disciplinary agreement, health & sickness policy, 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.

## **Dress Code**

Rock Solid Christian Academy requires uniforms for Kindergarten through sixth grade students. Uniforms may be purchased from Land's End (preferred school # 900145889) and monogramming is also available at Teez to Pleez and Threadworks.

### **Tops**

Students may wear a polo or button down collared shirt of their choice in one of our school colors: red, gray, white or black. Monogramming "RSCA" or "RSCA Soldier Logo" is mandatory. Shirts are to cover the entire top torso, reach the waistline and should cover all undergarments.

### **Bottoms**

Students may wear pants, shorts, jumpers, polo dresses or skorts. The color for bottoms is to be **solid** black, khaki, denim, gray, red or white. Plaid and camouflage bottoms must be in one of the color options listed. **All bottoms must be at least fingertip length.**

Shorts are to be worn under skirts and dresses at all times. Leggings and/or spandex are not to be worn as pants and must be worn under bottoms which follow the RSCA dress code rules. Bottoms which contain holes showing skin are not permitted.

### Shoes

Flip flops, Crocs, high heels and cleats are not to be worn to school. Because our time at the ROC is spontaneous, wearing boots to school may cause your child to be excluded from indoor activities on these days.

### Hats/Sunglasses/Jewelry

Hats or other head coverings may **not** be worn during the school day except for 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.

### P.E. Attire

Students may wear "RSCA Athletics" or approved RSCA t-shirt with fingertip or longer athletic shorts. Approved RSCA t-shirts include but are not limited to; BLB, 100 MC, neon tie-dye, and I love learning at RSCA. Tennis shoes are to be worn to school for Physical Education. 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.

### Dress Down Days

Students will be allowed to participate in dress down days each Wednesday this school year. Each student must pay \$1.00 **upon drop off** 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.

**\*No spaghetti straps, revealing athletic wear, leggings or spandex as pants are permitted.\***

### Out of Dress Code

If a student comes to school **out of dress code**, they will receive a note in his or her agenda. A \$10 dress code fee will be applied to the family account per violation.

## Hours of Operation

Kindergarten through sixth grade students may be dropped off beginning at 7:30 a.m. School begins promptly at 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Students arriving after 10:00 a.m. without a doctor's note will be marked absent (unexcused) for the school day.

Thank you for allowing us to begin our academics as planned. Please make sure your child has finished breakfast prior to arriving at school. No food or drink is allowed in Sanctuary.

Students have the best opportunity to succeed when they attend school regularly. More than two consecutive days absence will require a doctor's note. Prior approval is needed for all other absences.

The school day ends at 2:40 PM. In order to help maintain a smooth dismissal process, please schedule any early sign outs before 2:15pm. Students will be dismissed from 2:40 PM. – 2:50 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 2:50 PM you will need to enroll him/her in After Care. **Children not picked up by 3:00 PM will have their family account charged \$10 for every 15 minutes.**

After Care is available for K-5<sup>th</sup> grade students at RSCA until 5:30 p.m. on school days for \$30 per week. Space is limited, and students must be preapproved to attend aftercare. Please see the school calendar for holidays, breaks, teacher workdays, and early release days.

Late items such as lunches, water bottles, backpacks, and/or agendas are not to be brought to the office once school begins. Lunches may be brought to the ROC during your child's lunchtime. (see class schedule) Students not possessing other necessary items for class will be counted as unprepared for class(es) for the day. Please plan ahead and make sure your child is prepared for school.

## **Health Policy**

Please do NOT send your child to school with any of the following:

1. Fever
2. Contagious illness
3. Chronic cough
4. Vomiting
5. Diarrhea
6. Lice\*\*

A child must be without symptoms for 24 hours before returning to school.

\*\*A child returning from being out with lice must be nit free and complete a headcheck in the office before returning to class.

## **Medication Policy**

Please do not send any type of medication in your child's lunchbox or backpack. If your child requires medication while at RSCA, please fill out a medication authorization form and give the medication to the classroom teacher. The medication must be labeled with the child's name and must be in its original container.

## **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.

## **Grading Policy**

**Kindergarten & 1<sup>st</sup> Grade** – At least one grade per graded subject area will be entered each week. All graded assignments/tests will be weighted equally. Graded assignments may be written assessments, oral assessments, projects, class work, and homework.

### **2<sup>nd</sup> Grade – 5<sup>th</sup> Grade**

35% Tests – A minimum of 3 test grades will be given per nine weeks grading period.

30% Quizzes – A minimum of 5 quiz grades will be given per nine weeks grading period.

35% Class work/Homework/Participation – A minimum of 9 grades will be taken in the class work/homework/participation category.

### **6<sup>th</sup> -8<sup>th</sup> Grade**

40% Tests - A minimum of 2 test grades will be given per nine weeks grading period.

30% Quizzes – A minimum of 5 quiz grades will be given per nine weeks grading period.

30% Class work/Homework/Participation – A minimum of 9 grades will be taken in the class work/homework/participation category.

A minimum of one grade per subject will be entered each week. Most graded assignments will be posted within 5 school days of the given assignment. Student assignments for prearranged absences are due upon return or are considered late. Unexcused absences will result in a zero for all missing assignments.

## **Discipline Policy**

Rock Solid Christian Academy is a Christ-centered environment where your child will be immersed in a firm but loving educational environment. In making every attempt to focus on positive student behavior, we will be encouraging students to actively demonstrate our seven school wide expectations.

- 1. Be prepared**
- 2. Be respectful**
- 3. Be obedient**
- 4. Be encouraging**
- 5. Be safe**
- 6. Be Christ-like**
- 7. 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 Steps will be utilized by the RSCA staff to implement consistent behavior management.

K-2<sup>nd</sup> – Steps will begin new each day. (Working toward beginning new each week)

3<sup>rd</sup>-6<sup>th</sup>- Steps will begin new each week.

1. Written Warning
2. Parent contact
3. Lunch Detention
4. Office Referral- Student will be sent to the office and the parent will be contacted.
  - a. First Referral- biblical counsel regarding behavior and Parent Conference Scheduled to create and implement individual Behavior Management Plan and student will be placed on behavior probation. Further referrals may result in dismissal from RSCA

Students receiving a referral **will not** be permitted to attend reward events or field trips for the nine-week period. Students receiving two or more referrals may not be permitted to attend reward events, field trips, or participate in after-school clubs/activities for the remainder of the school year.

RSCA reserves the right to terminate or suspend students for any of the following:

1. Violence or threatening actions or language toward students, staff or self (Including. willful disobedience)
2. Disruptive conduct or language that prevents RSCA from providing a Christian environment
3. Weapons of any kind
4. Any illegal substance

This list is not inclusive of all situations, which could result in suspension or termination. Please sign and return the Discipline Agreement form and return to the elementary office. By working together and keeping communication open, we will have a great year!

### **Nutrition**

Please make sure your child eats a healthy breakfast before arriving at school. Students will not be able to eat (or finish) their breakfast in their classroom.

Please provide a healthy snack (fruit, cheese, crackers, veggies, granola bars, etc). Sugary snacks are strongly discouraged. Snacks and bottled water are available to purchase a snack for \$0.50 before school. Teachers will not provide a snack or money for a snack. Do not send a separate drink for snack, only water is allowed during snack time.

RSCA lunch calendars will be posted online in parent portal about one week before the first day of the month. Online lunch orders are **due the 20<sup>th</sup>** of each month. \*Please see the office if you need a paper order for the month. Late lunch orders will be returned unless the late fee is paid. If your child forgets their lunch, an emergency lunch will be provided for \$5.00.

Students may **not** have caffeinated or carbonated drinks packed in their lunchbox or with lunches that are brought in.



Due to space limitations, prior notification is necessary if you plan to eat lunch with your child. Please limit to birthdays, student of the week, or other preapproved special occasions. Parents must check in with the office and receive a visitor's pass prior to coming to lunch.

The State Health Department requires that all items sent to school must be store-bought, with a store label. Unfortunately, homemade items cannot be brought into RSCA.

### **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 parent 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.

### **Emergency Policy**

Please update your emergency contact form each year. We must keep updated information to reach someone at all times in the case of an emergency.

In the event of extreme weather, we will follow the Okeechobee County School closings and dismissals. Please tune to the local TV and radio stations for school closing information. We will also update our website and Facebook page about closing and reopening information.

The staff at RSCA has a severe emergency evacuation plan in place. In the event of an emergency and we cannot reach a parent, guardian, or authorized person for pick up, the local Sheriff's office will be notified for assistance.

### **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. Please 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.

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. Approach the staff member directly and explain the concern. Be as specific as possible and provide examples. Teachers/staff are available during planning time and afterschool. Please schedule a meeting the day before so the meeting time can be undisturbed.
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, contact Joy Yates for Preschool issues or Latishia Alderman for Elementary issues. Schedule a meeting time. Meeting times may be available the same day or the next day.
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.

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.

Because each teacher values their class time, please contact the office regarding any messages or needs that need to be addressed throughout the day. Teachers will be available during drop off or plan.

RSCA is excited to host special events throughout the year. Each of these events will be a special time where we can come together for learning and fellowship. Dates for family or special events will be announced in the student newsletter. Make sure you are signed up to receive the newsletter for your child's grade at [www.rscasoldiers.com](http://www.rscasoldiers.com).

### **Library Policy**

RSCA is excited to see our students reading and using the library regularly. Students may check out two books for a two-week period. Students will also receive information for online books that can be read on a computer or tablet. Online books may be checked out for two weeks. Students will be fined for late books (\$.25/school day). If a student loses a book, they will be required to pay for or replace the book and pay a \$3.00 processing fee. 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.

### **Technology Policy**

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 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 teacher and are to be monitored at all times. Students posting to social media during school hours will receive an immediate office referral.

Students choosing to use their own personal device acknowledge RSCA is not responsible for loss or damage and agree to abide by the same rules set by the teacher.

**\*Please see Personal Computer Acceptable Use Policy (PCUAP) and Computer Acceptable Use Policy (CAUP) below.**

## **Rock Solid Christian Academy Personal Computer Acceptable Use Policy (PCAUP)**

Rock Sold Christian Academy (RSCA) provides computers for our students to use to further their education. Sometimes a student requests to use his/her personal computer or tablet to work on assignments or FLVS. This is a privilege, and the expectations listed below should be respected.

### **In order for a student to use their personal computer or tablet at RSCA, they must agree to the following rules:**

1. You may use your personal computer or tablet with your teacher's permission and the teacher must be present at all times.
2. Your computer will be for your use only. Students will not be allowed to share their personal computer or tablet.
3. The school is **not responsible** for your computer or tablet while at school. It is the responsibility of the student to take care of his/her own property.
4. Once the assignment is complete, the device is to be turned off.
5. Students may not print to any RSCA printer with out permission.
6. All use of the internet must be in support of educational and research objectives consistent with the mission and objectives of RSCA.
7. Students may not connect to the internet without teacher permission and a clear reason to do so.
8. Students may not use the internet to "surf" websites while at school.
9. Students **cannot** intentionally access inappropriate or obscene websites. Of an inappropriate website is unintentionally accessed, the students should exit the website and immediately notify the teacher.
10. Students may not access or post to any social networking site (Facebook, Instagram, etc.) during school hours.

## **Rock Solid Christian Academy Computer Acceptable Use Policy (CAUP)**

Rock Solid Christian Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, RSCA encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of RSCA.

The Internet expands classroom and media resources by providing access to information, images, and computer software from sources otherwise impossible to reach. This resource provides a rich environment for individual and group projects, collaboration, curriculum, and idea sharing. Along with the above advantages of internet use come some risks.

These risks include:

- Access to inappropriate websites
- Transmission of personal information
- Spreading of computer viruses

RSCA has made every effort to minimize these risks. The actions that have been taken to include:

- Close supervision of the students by the teacher
- Educating students as to what they should and should not be doing on the internet
- Modeling safe browsing habits

Even with the above steps, RSCA cannot guarantee that your student will not be exposed to secular material. We do guarantee that we will take every step possible to prevent it and will promptly inform you if something does happen.

The most important safeguard for students is that they act wisely and responsibly while on the internet. Therefore, **in order for a student to use the internet at RSCA they must agree to the following rules:**

1. All use of the internet must be in support of educational and research objectives consistent with the mission and objectives of RSCA
2. Students cannot send out an email unless they are given specific permission by a teacher to do so. When using email, extreme caution must always be taken in revealing any information of a personal nature
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. (Mobymax, Bookadventure, etc.)

4. Students **cannot** intentionally access inappropriate or obscene websites. Of an inappropriate website is unintentionally accessed, the students should exit the website and immediately notify the teacher.
5. Students can use the internet only if given permission to do so by a teacher and that teacher is present to supervise them.
6. Students may not access or post to any social networking site (Facebook, Instagram, etc.) during school hours.
7. Students should be careful not to violate any copyright or use in any way another person's intellectual property without permission.

In addition to the above rules for using the internet at RSCA, below are listed the rules for using RSCA's computers or other devices.

1. You may use an assigned computer only with your teacher's permission, and the teacher **must** be present.
2. Do not have food, drinks, candy, or gum by the computers.
3. Do not print anything without a teacher's permission.
4. Do not change any settings, add any shortcuts, or otherwise make any adjustments on the computer.
5. Log in under your assigned name. Do not get into anyone else's account.
6. Do not attempt to install or download any programs or updates.

### **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 \$400 per student. Curriculum fees are due the first week of school.

Your child's tuition is due on the first day of each month (August through May). A late fee of 10% of the account balance 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).

Please see the [RSCA Fee Schedule](#) for payment options and discounts.

**Students with unpaid accounts (tuition, library fines, etc.) at the end of the school year will not receive their final report card until the account is paid in full.**



## Rock Solid Christian Academy 2017-2018 Tuition and Fee Schedule

<b>Tuition</b>	<b>Annual</b>	<b>10 Payments (Aug-May)</b>
Elementary (Gr. K5-5)	\$5,000	\$500
Middle School (Gr 6-8)	\$5,100	\$510

### **Fees**

#### **Registration Fee- \$200**

Non-Refundable Annual fee required to secure a spot for enrollment/re-enrollment

#### **CSA (Curriculum/Supply/Assessment)- \$400**

Annual fee for enrolled/re-enrolled students due August 1<sup>st</sup>.

#### **Late Fee 10% of account balance**

Charged to accounts with an outstanding balance after the 5<sup>th</sup> of the month.

### **Payment Plans**

#### **Plan A (Annual Payment):**

Receive a 10% tuition discount when tuition and fees for the coming year are paid in full by August 1<sup>st</sup>.

#### **Plan B (Semester Payment):**

Receive a 6% tuition discount when all fees and ½ tuition (\$2,500) are paid by August 1<sup>st</sup> and remaining ½ of tuition (\$2,500) is paid by December 15<sup>th</sup>. **Payment after the due date voids discount.**

#### **Plan C (Quarter Payment):**

Receive a 5% tuition discount when all fees and Quarter tuition are paid by August 1<sup>st</sup>, 2<sup>nd</sup> quarter tuition paid by November 1<sup>st</sup>, 3<sup>rd</sup> quarter tuition paid by February 1<sup>st</sup>, and 4<sup>th</sup> quarter tuition paid by April 1<sup>st</sup>. **Payment after due date voids discount.**

#### **Plan D (Monthly Payment):**

Submit Monthly payments through Praxi Portal or by check/cash in the main office. The first payment is due August 1<sup>st</sup>. Monthly payments are due the 1<sup>st</sup> of each month. A late fee (10% of the account balance) will be applied to accounts not brought current by the 10<sup>th</sup> of each month.

Accounts with outstanding balances over 30 days will have all services suspended until account is brought current.

## **Scholarship/Financial Aid**

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RSCA is proud to offer the Blake Leigh Butts Memorial Fund Scholarship to current and incoming RSCA families. Applications and requirements are located in the main office. Applications due by June 26, 2017.