



THE ROCK SCHOOL

A Foundation for Flourishing

STUDENT & PARENT HANDBOOK 2023-2024

Revised September 2023

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SCHOOL LEADERSHIP

THE ROCK SCHOOL LEADERSHIP TEAM (GOVERNING BODY)

George A. Brantley, Senior Pastor
Suzanne Brantley, Senior Pastor
Tad Miller, Senior Team Pastor
Ron Hyatt, Senior Team Pastor

THE ROCK SCHOOL ADMINISTRATIVE LEAD TEAM

Arica Heise, Head of School
Hector Gonzalez, Pastor of School
Erica Litteaur, Upper School Principal
Justin Harden, Director of Student Life
Kayla Pollard, Director of Operations
Jennifer Colón, Preschool Director

THE ROCK SCHOOL PEDAGOGICAL LEADERSHIP TEAM

Robyn Ortega, IB MYP Coordinator
Lindsay Rodriguez, IB PYP Coordinator
Amanda Moore, Director of Learning Equity & Inclusion

THE ROCK SCHOOL ADMINISTRATIVE STAFF

Sandra Gonzalez, Finance Director / Human Resources
Walt Darty, Athletic Director
Rachel Leightman, Fine Arts Director
Gan Beck, IT Director
Ty Roy, Office Manager
Susan Card, Academic Advisor
Louis Acevedo, Safety Officer
Brett Sandlin, Safety Office / Collaboratory Manager

INTRODUCTION

The purpose of this manual is to present, in a convenient form for easy reference, official school policies that apply to students and parents. This manual is not exhaustive, so contact the office for clarification when something is unclear or missing.

WHAT WE BELIEVE

There are many different churches and denominations represented within our school family, so we generally attempt to focus on the things that are held in common by all Bible-believing Christians. The theological differences of the various denominations and faith groups are left to the home and church to teach.

STATEMENT OF FAITH (*The Apostles Creed*)

I believe in God, the Father, Creator of heaven and earth.
I believe in Jesus Christ, his only Son, our Lord.
He was conceived by the Holy Spirit and born of the virgin Mary.
He suffered under Pontius Pilate.
He was crucified, died, and was buried.
He descended to the dead.
On the third day he rose again.
He ascended into heaven and is seated at the right hand of the Father.
He will come again to judge the living and the dead.
I believe in the Holy Spirit, the holy Christian Church, the communion of the saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
Amen.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Rock School recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the family and should assist and complement the parents in that responsibility. The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children.

We believe that **education** and **discipleship** are synonymous and should be approached holistically rather than as separate endeavors done in separate environments (i.e., at school & at church). We believe both education and discipleship shape the intellect, the heart, and the spirit, with the desired outcome that children would know God and imitate Him in his character and his actions.

VISION, MISSION, VALUES

VISION STATEMENT (*What does success look like?*)

The vision of The Rock School is to make disciples of Jesus who possess the knowledge, skills, and attitudes to courageously cooperate with God in the work of redeeming the world.

MISSION STATEMENT (*How are we going to accomplish the vision?*)

The mission of The Rock School is to reinforce the educational and Christian values of the home and church in a structured, academic setting. We seek to provide a diversified, quality education in a safe, Bible-centered environment. It is our goal that our students would be equipped with the necessary skills to fulfill God's purpose and calling for their lives through academic instruction, recognition and development of their gifts and talents, and an increased understanding of God and His Word.

CORE VALUES (*What are the defining attributes of the school?*)

- The Rock School is **distinctively Christian** – everything that we do and teach is rooted in the Christian faith and founded upon God and His Word.
- The Rock School is a **community of grace** – we go beyond just rules and consequences in order to reach the hearts of our students and inspire faith-based transformation.
- The Rock School is **responsive** – we strive to exceed expectations and provide a positive school experience for every student and parent.
- The Rock School is **forward-thinking** – we value innovation and strive to discover the best practices for student learning.
- The Rock School is **purpose-driven** – we lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.
- The Rock School is a **people with open arms** – we love people and gladly welcome others into our school family, both from within our local community and from all the nations of the world.
- The Rock School is a **safe haven** – we provide an environment where students are protected physically and emotionally, and provide a loving atmosphere where they can grow into the person God has called them to be without fear.

IB LEARNER PROFILE (*What are the attributes we want to see in our students?*)

KNOWLEDGEABLE: We are literate with key knowledge and competent to learn more; we turn knowledge into wisdom as we apply our learning to solve real problems and participate in Christ's restoration of the world.

INQUIRERS: We delight in discovering God's world. As we ask questions, we look to God and Scripture to gain wisdom, discern truth from error, and find created purpose and order.

THINKERS: We develop biblical thinking skills to determine what is true and ethical based upon the sure foundation of Christ and Scripture, not upon the shifting sands of culture and feelings.

COMMUNICATORS: We build trusting relationships with God and others through honest, humble, kind, and balanced communication. We learn to speak and write powerfully and beautifully with words and visuals.

PRINCIPLED: We seek to live rightly, according to God's Word, and have nothing to hide. When wrong, we confess and apologize. We treat others as more important than ourselves and try to live at peace with everyone.

OPEN-MINDED: We value all people as reflections of God's mind, character, and beauty. We seek to understand and respect all. When we disagree, we engage conflict humbly and lovingly. Ultimately, we want minds open to, by, and for Christ.

CARING: We go beyond ourselves and show Christ's kindness to others – laying our lives down for them. We sincerely care for people and also care about the work we do.

COURAGEOUS: Grounded in Christ, we stand up for truth, protect others, pursue justice, and expose darkness in order to love our neighbors - locally and globally - as ourselves. We do not fear failure, but use it as an opportunity to learn.

BALANCED: We nurture our spiritual lives, making sure no created thing rules over us. We practice time management, rest, self-control, and priority setting in line with the gifts God gives us. We seek healthy social lives and balance in every conversation.

REFLECTIVE: We ask ongoing questions about who we are and what we do. We humbly invite feedback and lovingly offer pushback so that we and others might achieve our highest potential in every area of life.

CUSTOMER SERVICE STATEMENT (*What is our promise to families?*)

We are committed to providing a positive school experience for every student and family.

ADMISSIONS & ENROLLMENT

NOTICE OF NON-DISCRIMINATORY POLICY

The Rock School admits students of any race, color, and national or ethnic origin. In addition, The Rock School does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs, and athletic/extracurricular activities.

The Rock School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

ENROLLMENT CONTRACT

A signed enrollment contract is required for enrollment at The Rock School. An offer of admissions will be honored for seven days, after which a signed enrollment contract must be returned in order to guarantee a child's place in the school. Failure to return a signed enrollment contract will result in forfeiture of a child's place in the school.

RE-ENROLLMENT

The Rock School uses continuous enrollment for grades K-12. Once a student has enrolled, they are automatically re-enrolled each following year unless a withdrawal form is submitted or the student graduates. Full enrollment and withdrawal terms are listed on the enrollment contract signed during initial enrollment.

Re-enrollment is not guaranteed. Requests for re-enrollment will be approved at the sole discretion of the school.

AGE REQUIREMENT

Those enrolling for Kindergarten must be five years old on or before September 1st.

WITHDRAWAL POLICIES

Withdrawal requests from The Rock School must be made through the office and a parent must complete a Student Withdrawal form. No transcript or official records of any kind will be released until all financial matters are in order. The Rock School reserves the right, for any reason, to ask a student to withdraw, provided a notice of five school days is given. This provision is separate and apart from a suspension or expulsion under The Rock School's discipline policies.

FINANCIAL POLICIES

TUITION

Tuition is all-inclusive of the annual expenses per student, including books, materials, and registration fees. Additional costs for students may include supplemental expenses such as field trips, school uniforms, and technology fees.

ENROLLMENT FEES

The Rock School does not charge an enrollment fee or require an enrollment deposit. To enroll, families must sign and return an enrollment contract which includes a fee schedule for cancellation or early withdrawal.

CONTRACT CANCELLATION FEES

After signing an enrollment contract, a fee is charged if you withdraw your child for any reason.

<u>Date of Withdrawal Notice:</u>	<u>Amount Due:</u>
Between Jan 15 and Apr 15	10% of annual tuition
Between Apr 16 and Jul 15	25% of annual tuition
Between Jul 16 and Sep 15	50% of annual tuition
After Sep 15	100% of annual tuition

If your student will complete the current school year but not enroll for the following school year, no contract cancellation fee is charged if the notice of withdrawal is submitted prior to January 15.

Contracts are **not voided** because of loss of employment, financial changes, moving/relocation, health concerns, poor academic performance, dissatisfaction, or expulsion. If you are concerned about making tuition payments under any of these circumstances, we recommend purchasing tuition insurance to provide coverage.

If you receive a scholarship, the withdrawal fee will be based on the **full cost of tuition without the scholarship**.

PAYMENT OPTIONS

We partner with FACTS Management Company to help manage our tuition payments. Enrolling online is simple and secure. Go to: www.therocklions.com/facts Click on the "Create a FACTS Account" tab to get started. You may select from several payment plans, including to pay in full, pay per semester, or pay monthly.

Payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with a convenience fee added for credit cards payments only). Once you have created an account, our office staff will apply your tuition charges. You will receive an email from FACTS once this has been completed.

REFUND POLICY

In the event of early withdrawal, a refund will only be issued for the balance due between the tuition paid and that which is owed per the enrollment contract at the time of withdrawal.

RECORDS WITHHELD POLICY

Students with any outstanding financial obligations to The Rock School (tuition, fees, etc.) may not receive report cards or transcripts until these accounts are cleared. No transcripts or student records will be transferred to another school, college, or university until all accounts have been satisfied. Seniors may not participate in graduation if there is an outstanding balance due.

COLLECTIONS ATTEMPT

In the event of an unpaid debt (past-due tuition, fees, etc.), the school is authorized to release accurate information concerning your account with the school to other private schools, collection agencies, and/or credit reporting companies.

FINANCIAL AID

Financial aid program information and applications are available by contacting the office. The Rock School uses a third-party financial needs assessment company in determining all of our financial aid awards. We do not offer any financial assistance without a completed financial aid application. Aid is awarded on a first-come, first-served basis.

The Rock School accepts scholarships from Step Up for Students and AAA. Recipients are responsible for the balance not covered by state funding or school aid.

ATTENDANCE POLICIES

SCHOOL DAY

Office Hours: 7:30 a.m. – 3:30 p.m., Monday through Friday
School Hours: 8:30 a.m. – 3:05 p.m., Monday, Tuesday, Thursday, Friday
8:30 a.m. – 12:35 p.m., Wednesday

MONDAY CHAPEL

Monday morning chapel attendance is required of all students.

MORNING ARRIVAL

The Rock School campus opens at 7:00 a.m. There is early-morning supervision provided at this time at no charge. Upon arrival, students should report to the following locations:

K-5: Auditorium
6-12: Auditorium or Outdoor Seating

AFTERNOON DISMISSAL

At 3:20 p.m., any student in grades K-8 that has not been picked up will be placed under the supervision of our Aftercare staff. Attendance is recorded and families are billed for Aftercare at a daily or monthly rate (whichever is less). Aftercare ends at 6 p.m. There is a \$1 per minute penalty for any students not signed out by 6:00 p.m. A parent or other approved adult must sign out a student. A minor sibling cannot check a student out of Aftercare.

Students in grades 9-12 who are not participating in a school-sponsored after-school activity, must gather in one of the following locations: elementary lunchroom, soccer field, Collaboratory, front entry awning, or picnic tables in front of gymnasium.

EARLY DISMISSAL

Parents that must pick up children early from school should report to the school office to sign the students out. The office staff will contact the classroom teacher and request that the student be sent to the office. **Parents are not permitted to go to the child's classroom and remove the student.** Please notify the teacher in advance by note or email of any early dismissals. **No early dismissals after 2:30 p.m.**

SCHOOL TARDINESS

A student is tardy if the student is not in his class at 8:30 a.m. Students who arrive late should go to the school office for a tardy slip. We do not distinguish between excused and unexcused tardies. A tardy is a tardy. Habitual tardiness is grounds for dismissal.

CLASSROOM TARDINESS

Students in grades K – 12 who are not in their seats when the tardy bell finishes ringing will be marked tardy. Middle school and high school students who are tardy to the same class 3 times in a 4-week period will receive 3 demerits, thus detention. Habitual tardiness is grounds for dismissal. A student who is more than 10 minutes tardy to class will be marked absent.

ABSENCES

We do not distinguish between excused and unexcused absences. All absences are deemed excused and students are granted permission to make up missed work.

Attendance in grades **K-5** is recorded as **daily attendance**. Students are marked present or absent at the beginning of the day. If an elementary student attends school for at least three hours, but less than a full day due to a partial absence, the daily attendance is recorded as a half-day absence instead of a full-day absence.

Attendance in grades **6-12** is recorded as **period attendance**. Students are marked present or absent at the beginning of each class period. For students in 6th-12th grade, class periods on block days (Mon-Thur) count as 2 class periods for attendance purposes. Friday classes count as 1 period. A student who is more than 10 minutes late to any period will be marked as a singular Absence (1 period).

A student in grades 6-12 who is absent from a class for more than 9 class periods in a semester will not receive credit for that course for that semester.

ABSENCE DUE TO SCHOOL EVENT

Absences resulting from school-related events, i.e. field trips, college visits, TRS athletics travel, etc. are deemed as Absent School Event (ASE) and are not included in a student's absences total.

SKIPPING SCHOOL

Students who intentionally arrive late or miss a class period or school day are deemed to be "skipping." The consequences for skipping include a zero for all formative and summative

assessments that occurred during the skipped period or school day. The student will also be disciplined according to the Disciplinary policies outlined in this Handbook.

MAKE-UP WORK

Students are permitted one day of make-up for each day of an absence.

For example, a student who is absent for two days would have two additional days to make-up the work. It would be due on the third day returning. Missed summative assessments must be taken by this third day as well.

Students who have an extended absence due to an extreme circumstance (ie. illness, bereavement, etc.) should communicate with teachers upon returning to develop a plan to complete whichever formative and summative assessments the teacher deems necessary to show mastery in a reasonable timeline.

ACADEMIC POLICIES

HOMEWORK

Students in grades K-5 should plan to spend 20 minutes per night reading or listening to a parent read aloud. Additionally, there may be times when a student needs to finish classwork at home or study for an upcoming summative assessment, or complete a project. Generally speaking, students in grades K-5 receive little-to-no homework.

Students in grades 6-8 should allot 30-45 minutes each night for homework. This includes completing assignments, reviewing class materials, studying for summative assessments, and reading the texts.

Students in grades 9-12 should allot 60-90 minutes each night for homework. This includes completing assignments, reviewing class materials, studying for summative assessments, and reading the texts.

REPORT CARDS & PROGRESS REPORTS

Report cards are provided to students in grades K-12 at the end of the fall and spring semesters (2 times per year).

Progress Reports are provided to students in grades K-12 every six weeks during the semester (at the 6-week and 12-week marks with final grades awarded at the end of week 18.)

GRADING POLICY

The final semester grade for each subject area is determined by the classroom teacher and is based on performance on formative and summative assessments.

“Formative: Represents the regular process of gathering, analyzing, interpreting and using the evidence to improve student learning and to help students to achieve their potential. Assessment for learning, assessment as learning.

Summative: Measurement of student performance against specific assessment criteria to judge levels of attainment. Assessment of learning.”

From The Rock School Assessment Policy

Semester grades are posted to transcripts for grades K-12.

SEMESTER EXAMS

Students enrolled in high school courses are required to complete a semester exam for each of the core curriculum classes (Math, Science, Language and Literature, Language Acquisition, Individual and Societies). Exams are offered during class periods the final few days of the semester. Exams will not be given early.

GRADING SCALE

The following grading scales are used to report end of semester performance.

Grades K-2 | E - Excellent | S - Satisfactory | N - Needs Improvement | U - Unsatisfactory
Grades 3-12 | A: 90 - 100 | B: 80 - 89 | C: 70 - 79 | D: 60 - 69 | F: 0 - 59

For more information about IB-specific grading in the MYP (grades 6-10) and DP (grades 11-12) refer to The Rock School Assessment Policy.

GRADE POINT AVERAGE (GPA)

Grade point average (GPA) is a major standard index of high school academic achievement used for admission to most colleges, universities, and vocational schools. Grade points are assigned to semester letter grades for all classes according to the carried credit of each semester:

A - 4.0 B - 3.0 C - 2.0 D - 1.0 F - 0.0

Honors, Advanced Placement (AP), IB Diploma Programme (DP) and Dual Credit (DC) courses carry an additional weight of 0.5 for each semester. An A in an honors/AP/DC course would therefore equal a 4.5 GPA. The extra weight only counts toward grades of C or better in these advanced courses. There is no change in the letter grade received, only a weight on the GPA. A "B" is still a "B" even if in an honors or AP course.

ENGAGEMENT & RESPONSIBILITY (GRADES 6-12)

Students will be given a weekly mark for Engagement & Responsibility on Schoology for each course. The purpose of this is to provide specific, actionable feedback for students to make adjustments in their engagement and responsibility. Additionally, it provides a level of accountability as parents can refer to this feedback and further support their students in developing the skills they need to be successful.

Students are assessed based on these four areas:

Engagement

1. On-task talking (no off-task talking)
2. Active participation (meeting the expectations of the task)

Responsibility

3. Have all supplies need for class (devices charged for grades 9-12)
4. Complete assignments in a timely manner (both in class & homework)

Students will receive one of three marks each week:

- Meeting Expectations (2 out of 2 points)
- Partially Meeting Expectations (1 out of 2 points)
- Not Meeting Expectations (0 out of 2 points)

The phrases above are what will show for students on their Schoology Grades report.

Teachers may also give specific feedback for students that may be exceeding expectations or not meeting expectations using the grade comment area on Schoology.

For each report card students will receive Engagement & Responsibility comments representing the student's progress over the previous semester.

ACADEMIC MINIMUM STANDARDS

Students at The Rock School are required to maintain a 2.5 GPA (or its equivalent) in order to remain in good standing academically. If a student's GPA falls below 2.5, every effort will be made to help the student improve. If the student does not satisfy this requirement after a second grading period, the student may not be eligible for re-enrollment the following term.

STANDARDIZED TESTING

The school administers a standardized test - Measure of Academic Progress (MAP) - each spring to its students in grades K-8. Students in grades 9-11 are given the PSAT/NMSQT, a practice exam for the SAT college entrance exam.

GRADUATION REQUIREMENTS

To graduate with a high school diploma, students must have a cumulative grade point average of 2.5, and complete at minimum 24 credit hours, including these required credits:

Language and Literature	4 credits
Individuals and Societies	3 credits
Mathematics	4 credits
Science	4 credits
Discipleship	3 credits
Philosophy	1 credit
Language Acquisition	2 credits <i>*not required to graduate, but highly recommended</i>

GRADUATION HONORS CRITERIA

The valedictorian and salutatorian of the graduating class are selected based on the cumulative high school weighted grade point average. In order to be considered for either of these honors, a graduate must have attended a minimum of four semesters of high school at The Rock School. In the event of a tie, the students' GPAs in their core classes will be examined. Students can graduate with High Honors by earning a cumulative GPA of at least 3.75. Graduating with Honors requires a minimum of a 3.5 GPA.

HIGH SCHOOL SCHEDULING REQUIREMENTS

High school students must be enrolled in one course from each of the core curricula (math, science, social science, & English) during each semester, even if they have already met the minimum requirements for graduation.

HONORS, AP, & DUAL CREDIT COURSES

To be eligible for honors, AP, or DC courses, a student must have a cumulative GPA of 3.0 or higher and have scored at or above grade level on their most recent MAP test.

MATH COURSE PLACEMENT

A grade of C or higher is required in a prerequisite course to be promoted to the next course in our standard math track and a grade of B or higher is required in prerequisite courses to be promoted to the next course in our honors math track.

A math assessment will be required to determine the appropriate math course for new students, as a decision will not be based solely on the last class completed at a prior school.

ACADEMIC INTEGRITY

CHEATING

It is a student's responsibility to **refrain from the appearance of cheating**. A teacher is not obligated to prove an incident of cheating, only to have probable suspicion. A student cheating may receive an incomplete for formative assessments (classwork, homework, etc.) or may be required to complete an alternate assignment in the case of cheating on a summative assessment (tests, quizzes, projects, etc.). This alternate assignment may include a portfolio of proof where they are required to generate enough evidence to show they have achieved mastery.

Students may also receive a one-day suspension with required questions to reflect on in writing or with a teacher or the dean. Repeated incidents of cheating will result in expulsion or dismissal. Forms of cheating include: looking at another student's test paper, talking while a test is in session, using prohibited items (cheat sheets, calculators, textbooks, etc.), or other behavior inconsistent with the teacher's guidelines for testing procedures. A violation of the testing environment (i.e. talking while testing in session) also constitutes cheating and carries the same consequences. **Allowing or facilitating cheating carries the same consequence as cheating.**

PLAGIARISM

According to the American Heritage Dictionary, to plagiarize is "to use and pass off the ideas or writings of another as one's own; or to appropriate for use as one's own passages or ideas from another." Plagiarism is a form of cheating and holds the same consequence. Examples of plagiarism include, but are not limited to: copying homework or classwork from another student, copying material from a book to use in a written assignment without proper citation, copying the back cover of a book for use in a book report, using "cut & paste" to copy material from an internet site for a written assignment. Teachers will explicitly state what is permissible on summative assessments in regards to Artificial Intelligence (AI) usage; anything outside of these permissions are not acceptable.

DRESS CODE POLICIES

The Rock School's uniform policy exists to clearly define the standard of attire for our school. **The goal for each student and family is to meet or exceed the TRS standard.** It is not about what any individual student or parent deems appropriate, fashionable, or trendy, but about ensuring each student meets or exceeds the established TRS standard. Final judgment is at the discretion of the TRS administration.

THE TRS STANDARD IS DEFINED AS:

- **Traditional Style** - apparel that looks like a traditional school uniform.
- **Classic Fit** - apparel with a relaxed, loose fit and conservative length.
- **Neat Appearance** - apparel that is clean and absent of tears, or holes.

UNIFORM GUIDELINES (GRADES K-12)

Students must remain in school uniform while on campus, *even after school hours*, unless given specific instructions or permission by a teacher or coach.

- TOPS
 - Students should wear a TRS polo shirt or TRS hoodie.
 - All shirts must be worn loose-fitting.
 - Polos may be purchased through our Land's End online store or in the Collaboratory.
- BOTTOMS
 - Students may wear shorts, skirts, or pants.
 - Shorts and skirts may be no shorter than 3" above the knee.
 - Bottoms may be either solid khaki, black, or gray in color or a red/black plaid (skirt/skort).
 - Students may also wear jeans.
 - All bottoms must have a traditional style and classic fit, should be worn loose-fitting, and be free of any holes, tears, or rips.
- OUTERWEAR
 - Jackets, hoodies, or sweatshirts worn inside the building must be a uniform item with a TRS name or logo.
 - Lands' End sweaters from our uniform shop are also approved as outerwear.
 - Hoods may not be worn over the head.
 - Outerwear items that are only worn outside as the student travels to and from campus or for PE do not have to be an official uniform item.

- FOOTWEAR
 - Students should wear sneakers or casual dress shoes.
 - No slippers, high heels, flip-flops, "crocs", slides, "heelies," or light-up shoes.

- PE DRESS
 - Grades 6-12 must wear a TRS Spirit shirt or uniform PE shirt and PE uniform shorts for PE.
 - School-approved PE shorts are black with a white Lion logo on the lower left leg.
 - Any TRS Spirit shirt with the TRS logo or name in red, black, or gray is School-approved for PE. PE uniform shirts are gray with The Rock in red script.

SPIRIT DAY ATTIRE (Grades K-12)

On Fridays, for Spirit Day, students may wear an approved school tee in lieu of a uniform polo.

WHERE TO PURCHASE UNIFORMS

For tops, outerwear, PE uniforms: our TRS Lands' End school store or The Collaboratory
 For bottoms, footwear: any retailer of your choice

DRESS CODE INFRACTIONS

Students will not be permitted to attend school if they are not wearing a proper uniform. Students whose dress is not in compliance will be sent to the office and required to change.

- Each Dress Code infraction is a level 1 offense (1 demerit)
- 3 Dress Code infractions will result in detention
- After 3 Dress Code infractions, a student may then be suspended for each additional infraction

DISCIPLINE POLICIES

The best discipline is self-discipline. The policies of the school are designed to help students and faculty work with each other in a pleasant atmosphere. We expect the student to know the rules and obey them.

CLASSROOM RULES

Each teacher is given the liberty of making and enforcing classroom expectations in a manner that they feel is in accordance with school policies and administrative directives. Each classroom teacher will provide students with instruction on specific classroom rules and procedures. Once learned, students will be expected to follow these with occasional reminders. Repeated misbehavior will result in warnings, and finally, consequences.

SCHOOL VEHICLE RULES

The Rock School provides transportation to students for various activities, including transport for field trips and travel to athletic events.

The following rules apply to all school vehicles (buses and vans):

- Students must remain seated at all times.
- Students must face forward at all times.
- Students must keep hands inside the windows at all times.
- Cell phones and other electronic devices are prohibited.
- Students should not throw objects inside the vehicle or out of the window.
- Eating and drinking is prohibited on all school vehicles.
- Students should fill in at the back first, with two to a seat when loading.

SCHOOL DISCIPLINE

To establish reasonable consistency in the school, a uniform Discipline Policy has been developed. The school administrators and teachers are responsible for discipline and will determine the level of the behavior and its appropriate consequence. Consequences may include detention, suspension, and expulsion.

DEMERIT SYSTEM

A demerit system will be used for grades 6-12. Students receive demerits for Level I, II, & III infractions. The number of demerits is based upon the severity of the infraction and the number of previous infractions. For every 3 demerits earned, a student is assigned to a Detention.

A student who accumulates **30 demerits** during the school year may be dismissed at that time.

LEVEL I DISCIPLINE

Level I Discipline: Level I offenses are minor acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular activities, or a student's own learning process.

Examples of infractions of a Level I offense include:

- disrupting class
- disrespectful conduct
- horseplay without injury
- horseplay with injury
- prohibited items in school (non-educational items)
- not following classroom rules
- throwing objects
- hurtful or harmful language or gestures
- misuse of technology
- uniform violations
- tardiness

Actions taken for a Level I offense may include:

- 1 demerit
- temporary loss of privileges

LEVEL II DISCIPLINE

Level II Discipline: Level II offenses are intermediate acts of misconduct that require more serious intervention, including repeated misconduct of Level I offenses, and inappropriate acts against persons or property but without seriously endangering the health or safety of others.

Examples of infractions of a Level II offense include:

- repeated level I offenses
- 3 tardies to the same class over a 4 week period
- missing detention
- blatant disobedience
- vandalism
- leaving the campus without permission (1st Infraction)
- lying
- stealing
- bullying (verbal or physical threat of harm)
- language infractions (vulgarity, gossip, slander, offensive slang, etc.)

- public displays of affection (holding hands, kissing, sitting on lap, etc.)
- Student parking violations
- inappropriate reading materials, music, pictures, etc. at school
- cell phone violation (first offense)
- physical assault without injury

Action taken for Level II offense:

- 3 Demerits
- Detention OR Suspension (for 1 – 3 days)

LEVEL III DISCIPLINE

Level III Discipline: Level III offenses are serious acts of misconduct, including repeated acts of Level II offenses, serious disruptions of the orderly conduct of the school, and threats to health, safety, or property.

Examples of infractions of a Level III offense include:

- repeated Level II offenses
- missing detention two or more times
- Fighting (punching, kicking, pushing)
- Academic integrity violation (cheating, plagiarism, etc.)
- malicious vandalism
- drinking or possession of alcoholic beverages at any time
- use or possession of tobacco products/e-cigs/vaping at any time
- use or possession of illegal or unprescribed drugs at any time
- sexual harassment
- sexual immorality
- sexual assault
- gambling
- involvement in witchcraft, the occult, or astrology
- skipping school or class
- cell phone violation (repeated offense)
- student driving violations
- viewing of, or distribution of, pornographic content
- possession of fireworks, matches or lighters on school grounds
- possession of any weapon (whether real or fake) on school grounds

Actions taken for Level III offense:

- 5 Demerits per day suspended
- Suspension (from 1 to 10 days) or Expulsion or Dismissal

RELATIONSHIPS

Public displays of affection or sexual comments or actions are not permitted at school or school-related functions (athletic events, field trips, etc.).

OFF-CAMPUS CONDUCT

While we understand that student behavior off-campus is the responsibility of individuals and families, behavior that jeopardizes the testimony of the school will not be ignored. Conduct in violation of our expectations, whether it occurs inside or outside of school may be grounds for disciplinary action and/or expulsion. This conduct includes alcohol consumption, use of illegal drugs and misuse of legal drugs, viewing or distributing pornography, fornication, bullying or cyberbullying, and criminal activity.

PERSONAL PROPERTY

Students are expected to come to school prepared each day for the learning activities in which they will participate. This includes textbooks, paper, pencil or pen, homework assignments, project materials, student devices, etc. Items that are not relevant to the educational process are prohibited. This includes but is not limited to: toys, electronic games & players, cellular phones, photos, sporting equipment, weapons, drugs, tobacco products, and alcohol. Any prohibited items found in a student's possession or on the school campus (backpacks, purses, vehicles) will be confiscated by the school and held by the administration. A parent will be required to come to the school and retrieve the item. It will not be returned to the student.

SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS

The school reserves the right to search a student's person and belongings (including automobile, desk, purse, backpack, cubbies, gym bag, or electronic devices) in the event the school suspects the student possesses an unapproved item or is engaged in an activity that violates a school rule or policy. The search may be conducted without the student's or the parents' permission, and the registration of the child in the school constitutes parental consent to such searches.

CELL PHONES & ELECTRONIC DEVICES (GRADES 9-12)

While appreciating the usefulness of these devices (laptops, tablets, iPads, headphones, AirPods, etc.), our community also recognizes that they can become a distraction. Therefore, the use of these devices will not be permitted during school hours when they are not required by staff for students' learning, including classrooms, breaks, lunch, and assemblies. Cell phones may never be used on campus from 8:30a-3:05p without expressed verbal consent of the teacher for a specific task.

CELL PHONES & ELECTRONIC DEVICES (GRADES K-8)

Please note that all electronic devices, including, but not limited to cell phones, laptops, tablets, iPads, headphones, AirPods, and portable gaming devices are prohibited at The Rock School at all times for students in grades K-8. This includes before and after school, lunch, study halls, PE, assemblies, on school vehicles/buses, and on field trips. For students in 6-12, watches with cellular capabilities are discouraged, but must be placed on "School Hours." Students in K-5 are not allowed to have a SmartWatch. Middle School Aftercare prohibits students from using their cell phones other than to communicate directly with their parents under direct supervision of staff.

CELL PHONE & ELECTRONIC DEVICE INFRACTIONS

A student using a cell phone or other electronic device in violation of the established guidelines will receive detention on the first offense. The student will have the device confiscated and it will be taken to the office where it can be retrieved at the end of the day by the student. A second offense will result in a one-day suspension. The student will have the device confiscated and it will be taken to the office where it can be retrieved at the end of the day by the parent. Continued repeated offenses will result in a multi-day suspension or expulsion.

A student suspected of using a cell phone or electronic device to aid in cheating, to send, request, or access inappropriate material, or to engage in online bullying, will be suspended or expelled. If a teacher suspects a student has a cell phone or other prohibited device, the teacher will require the student to turn it over. If the student refuses, or denies having the device, he will be sent to the school office where he will be searched. If he refuses or is found to be lying, he may be expelled.

SEXUAL HARASSMENT

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. TRS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Sexual harassment includes comments deemed as sexual innuendos or suggestions. TRS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to and including termination or expulsion.

CORPORAL DISCIPLINE

The Rock School does not employ the use of corporal discipline (i.e. paddling).

PARENT SUPPORT

We appreciate the support of parents in the discipline process. When parents support teachers, staff, and administration, students find success quickly. Please err on the side of support whenever a teacher or administrator contacts you via phone or email in regards to discipline as it gives us confidence to know that we are working in collaboration with the parents in the process.

NON-ACADEMIC PROGRAMS

LUNCH

Parents are welcome to join their child for lunch, but should sign-in in the office. Other visitors are not permitted. Students may not leave campus at lunchtime. Students may eat in the lunchroom or in provided places outdoors. Food should not be consumed in any classrooms. Students may bring lunch to school each day. Microwaves are provided for student use in Grades 6-12. The Collaboratory and a drink and snack machine are also available for students in Grades 6-12. Additionally, the school, in coordination with local businesses, offers the option of ordering a lunch with different menu options each day of the week. For instructions on how to order lunches online, contact the school office.

CHAPEL & DISCIPLESHIP CLASS

All students attend daily Discipleship classes and weekly chapel services. Discipleship and Chapel are a mandatory part of the school program.

FIELD TRIPS

Throughout the year, trips are planned for the enrichment of the educational experience. These trips constitute part of the school day. Parents must submit the digital permission slip in order to attend. We cannot accept handwritten notes, emails or verbal permission by phone. All field trip fees are billed through your FACTS account. Financial aid is available for field trip fees by contacting the Head of School, arica.heise@therock.school

When space permits, parents are invited to serve as chaperones on field trips. Only parents and/or legal guardians may serve as chaperones. Friends, other family members, or adult siblings may not serve as chaperones. Students' siblings may not attend field trips with a parent that is chaperoning.

EXTRACURRICULAR ACTIVITIES & ATHLETICS

The Rock School offers a variety of academic and non-academic clubs for students to participate in. Participation in these groups is optional, and students must be in good standing to be eligible.

All TRS students receive free admission to all regular home athletic events. For information on our athletic programs for grades K-12, contact our Athletic Director.

PHYSICAL EDUCATION

Elementary students must wear athletic shoes and socks on PE days. Students will not be allowed to participate in these classes without the proper clothes and shoes. Failure to dress out will affect the daily participation grade. Students will only be excused from P.E. when a note is sent from the parent stating a valid reason. A note from the doctor will be required to excuse a child for more than three consecutive days.

Conduct at recess and PE should reflect attitudes and principles of Christian living and behavior. Unnecessarily rough play and unkind actions toward others will not be permitted.

SENIOR POLICIES & PRIVILEGES

Seniors, regardless of age, are still the responsibility of their parents. Seniors may not sign permission slips, check themselves out of school, etc.

Senior privileges are privileges, and not rights, and they can be suspended if it is deemed to be in the best interest of the student by the parents or school administration.

Seniors may plan a Senior Skip Day during the second semester. Senior Skip Day is intended as an opportunity for the Senior Class to plan a day's activities away from school together as a class. (Not to stay home and sleep.) The date must be approved by the school administration at least one week in advance.

Seniors are exempt from second-semester exams in any course that they:

- Have a 90 average or higher for the 2nd semester OR
- Have all assignments in, on time, for the entire 2nd semester.

GENERAL POLICIES

CONTACTING STUDENTS AT SCHOOL

In the event that you must communicate something to your child, please call the office to leave a message. Every effort will be made to get the message to your child before the end of the school day. Office staff will not interrupt a class to deliver a message unless it is deemed an emergency. It is best that parents communicate any important information and make any arrangements for after-school plans before the student arrives at school.

PARENTS, VISITORS, & DELIVERIES

The Rock School is a closed campus during school hours. No visitors are permitted on campus unless here on official school business. Parents are always welcome to visit the school to eat lunch with their child. All parents and visitors must sign-in at the office and wear a visitor's badge while on campus. Once the school day has begun, parents are expected to vacate campus and not linger outside classrooms, in hallways, or at the office.

If a student forgets his lunch, backpack, or other item at home, and a parent wants to bring it to the child after the start of the school day, the parent should take it to the office. The office staff will be glad to deliver it to the classroom for you. Parents should not go directly to the classroom.

INCLEMENT WEATHER / SCHOOL CLOSINGS

School closing and re-opening decisions due to inclement weather (hurricanes, etc.) will be made independently of the local public schools and will be announced through official communications channels (email, text, Schoology).

HEALTH SERVICES & FIRST AID

The school will offer basic first aid for external injuries such as cuts, scratches, or bruises, by providing first aid ointment, bandages, and ice. No nonprescription/over-the-counter medications (i.e. aspirin or Tylenol) will be administered at school. Prescription medications will only be administered if it is in the prescription container that includes the original instructions from the doctor or pharmacist and if the parent has given the necessary documentation to the office. (Pills in baggies or generic pill boxes are not permitted.)

In the event that a student becomes ill, the school will notify the parent. In the event a parent cannot be reached, we will contact those designated in your file.

SICKNESS POLICY

When your child exhibits symptoms of an illness, he/she will be isolated from the other children. You will be called to come and pick up your child as quickly as possible. We realize this is an imposition and may disrupt your routine; however, out of consideration for the other children and staff, it is imperative that you pick up your child to minimize the exposure to others.

Most Common Reasons A Child Is Sent Home

Diarrhea
Vomiting
Fever over 100.4 degrees
Croupy Cough
Persistent Cough
Impetigo
Head Lice
Any symptoms of a communicable disease

Reasons To Keep Your Child Home

Diarrhea within 24 hours
Vomited within 24 hours
Fever or had a fever w/in 24 hours
Croupy Cough
Green Nasal Discharge / Pink Eye
Impetigo
Lice or Nits
Pinworm

If your child was sent home from school for one or more of the above symptoms, he/she may not return to school if any of the symptoms persist until we receive a note from the child's doctor stating your child is no longer contagious.

Your Child May Return to School When:

- Free from a fever for 24 hours without the aid of medication and exhibits no other symptoms
- Incubation period for any communicable disease has passed
- On the required antibiotics for at least 24 hours
- No nits or lice in hair/scalp are found
- No open sores
- Has not vomited or had diarrhea in the past 24 hours
- When we receive a note from your child's doctor specifying that your child's continued symptoms are not contagious to others

STUDENT VEHICLES

Students driving vehicles to The Rock School must have a valid driver's license and register their vehicle with the school office. Once a student parks his vehicle on campus, it must remain parked throughout the school day unless the student has expressed permission to leave. Students are to stay out of cars and off of motorcycles during the school day, including lunchtime. Reckless or careless driving, including excessive speed, will result in a loss of driving privileges. A student's vehicle may be parked only in the student's assigned parking space. Students may not park on the islands near the entrance of the school.

LOST AND FOUND

Articles will be kept in Lost and Found until claimed by a student or parent. Periodically throughout the year, unclaimed items are disposed of. As soon as an item is noticed to be missing, please contact the office to check the lost and found. **Please write your child's name on all personal items, including jackets, lunch boxes, water bottles, backpacks, and books.**

PARKING LOT PROCEDURES

Parking lot protocols are in place to ensure the safety of everyone on campus and maintain an effective and efficient flow of traffic.

At all times:

- Keep to the 5-mph speed limit.
- Follow the instructions of the parking attendants.
- Do not text or be on your phone while driving on campus.
- Stay on the roadway. Do not cut through parking aisles or between cones.
- Be patient. You're sitting in air-conditioning - our staff are facing the elements.

Morning Drop-off:

- Have student's belongings readily accessible to reduce time exiting the vehicle.
- Pull all the way forward (near Collaboratory or to the end of 3rd through 5th grade building).
- Only park if you need to walk a preschool student in or if you have an appointment.
- Do not park in parking aisles to let students out. Designated drop off zones are the safest area to exit a vehicle. A tardy is always preferred to an accident.
- Put your car in park when unloading / dropping off student(s).
- Only drop off 3rd-5th grade students at the 3-5 building. All other students (K-2 & 6-12) should be dropped off along the main building.

After School Pick-Up:

- 3rd through 5th grade building pick-up opens at 3p - if you arrive earlier, you will have to cycle through the loop.
- MS/HS pick-up should wait until at least 3:10p to arrive.
- Please pull forward as much as possible while in line. This helps keep traffic off of 24th Ave.
- Please do not park along the sides of 24th Ave. to await your pickup time.

- Put your car in park when your student(s) are loading.
- Have your Name Card visible on the dashboard. You may have to switch it from right to left.

Pedestrians:

- Always use the crosswalks.
- Please prefer the cars moving through the parking lot.
- Wait for traffic to stop before crossing.

POSTERS, FLYERS, & HANDBILLS

Any printed items to be distributed or displayed on school grounds must be approved by the school administration.

SALES / FUNDRAISERS

All fundraising sales must be pre-approved by the school administration. In general, the school does not engage in fundraising activities unless it is a specific effort to benefit an organization outside of our school that we are supporting.

FIRE DRILLS

To ensure the safety of our students in the event of an actual emergency, fire drills are conducted monthly during the school year in accordance with state law. These drills are meant to prepare students to respond properly if a real threat should ever arise. During a fire drill, everyone on campus must participate by vacating the building.

THE COLLABORATORY (STUDENT CAFE)

The Collaboratory is available to students in Grades 6-12 to make purchases before and after school. Middle and high school students may also visit and make purchases during their lunch period. Elementary Students may only visit the Collaboratory with a parent before or after school.

TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY AGREEMENT

We are pleased to offer students of The Rock School access to the school's computer network resources, electronic mail, and the Internet. To use these resources, all students must accept this agreement.

GENERAL NETWORK USE

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with school standards and honor the agreements they have agreed to. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

School provided devices and network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored or accessed on school-issued devices or school servers will always be private.

INTERNET ACCESS

Access to the Internet will enable students to use thousands of libraries and databases. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

PERMITTED USE / PROHIBITED USE

While appreciating the usefulness of electronic devices our community also recognizes that they can become a distraction. Therefore, the use of these devices will not be permitted during school hours when they are not required by staff for students' learning, including classrooms, breaks, lunch, and assemblies.

EMAIL ACCESS

Each student will be assigned an official school e-mail address (firstname.lastname@therock.school). This account is for school-related use only. It should not be used to correspond on a personal level with other students or friends. It should not be given to third-party websites not related to the educational objectives of the school. E-mail accounts are not private and can be monitored by the school's administration.

AUDIO, VIDEO, & IMAGE RECORDINGS

Students are not permitted to make any audio or video recordings, or take any still image photos, while attending school or school-related functions, without the express permission of a faculty member for a specific educational objective. This prohibits the use of digital cameras, camera phones, and video cameras on campus, and restricts the use of the iPad's built-in camera or other recording devices while at school or school functions. Violation of this policy is not only unacceptable to the terms in this agreement, it may also be deemed unlawful, and students could face legal ramifications for a violation of privacy.

UNAUTHORIZED ACTIVITIES

The activities listed below are not permitted. Use of a school-issued device or school network resources (including school e-mail or internet access) to perform such activities will result in disciplinary action, loss of technology privileges, and possible legal action.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords or accounts or revealing that information to others
- Trespassing in others' network folders, work, or files
- Employing the network for commercial purposes, financial gain, or fraud.
- Using the school device or internet resources to engage in "hacking," piracy, or other unlawful activities.

STUDENT AGREEMENT

I have read and understand the statements contained in this agreement and will abide by them. I acknowledge that failure to abide by this policy may result in disciplinary action (up to and including expulsion), loss of technology privileges, and possible legal action.

I understand that the school has the right to monitor activities while I am using the school's network resources.

PARENT/GUARDIAN PERMISSION

By enrolling my child at The Rock School, I grant permission for the student named below to access the Internet and e-mail systems.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. In addition, I agree to indemnify The Rock School for any fees, expenses, or damages incurred as a result of my child's use or misuse of the technology or network resources.

I understand that the school has the right to monitor the activities of my child on his/her device while using the school's network resources.

STANDARDS OF ETHICAL CONDUCT

ETHICS POLICY

Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Concern for the student requires that our instructional personnel:

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.

TRAINING REQUIREMENT

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Head of School Arica Heise (Arica.Heise@TheRock.School, 352-331-7625). Reports of misconduct committed by administrators should be made to Board Chair Tad Miller (tad@therockonline.org, 352-331-7625). Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the bulletin board in the teacher copy room in the main office, as well as in the Student Handbook and on our website at www.therocklions.com/ethicspolicy.

REPORTING CHILD ABUSE, ABANDONMENT OR NEGLECT

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

- Signs of Physical Abuse
 - The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.
- Signs of Sexual Abuse
 - The child may have torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A

child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

- Signs of Neglect
 - The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.
- Patterns of Abuse
 - Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

LIABILITY PROTECTIONS

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)