



# **THE ROCK SCHOOL**

*A Foundation for Flourishing*

## **STUDENT & PARENT HANDBOOK 2025-2026**

*Revised January 2026*

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# SCHOOL LEADERSHIP

## LEADERSHIP TEAM (GOVERNING BODY)

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

## ADMINISTRATIVE LEAD TEAM

Arica Heise, Head of School & Acting Lower School Principal  
Hector Gonzalez, Pastor of School  
Erica Littauer, Upper School Principal  
Jolyn Caddell, Lower School Principal  
Justin Harden, Director of Student Life  
Kayla Pollard, Director of Operations  
Jennifer Colón, Preschool Director

## IB COORDINATORS

Brandon Bowlin, DP Coordinator & EE Coordinator  
Madeline Iyer, MYP Coordinator  
Lindsay Rodriguez, PYP Coordinator  
Gary Lundy, DP CAS Coordinator & PP Coordinator

## ADMINISTRATIVE STAFF

Sandra Gonzalez, Finance Director & Human Resources  
Sally McConn, Director of Marketing & Communications  
Walt Darty, Athletic Director  
Rachel Leightman, Fine Arts Director  
Gan Beck, IT Director  
Ty Roy, Office Manager  
Lacy Basford, Academic Advisor  
Louis Acevedo, Director of Campus Safety  
Brett Sandlin, Safety Officer/Collaboratory Manager  
Oscar Candelaria, Facilities Manager  
Amanda Moore, Director of Academic Support

# 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](http://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.

### **IB DIPLOMA PROGRAM EXAMS**

The Rock School does not charge parents for IB Diploma Program exam fees. However, exam fees will be assessed if a student withdraws from an IB DP course and/or does not complete the exams. The deadline for withdrawal is the end of semester 1 senior year.

# 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

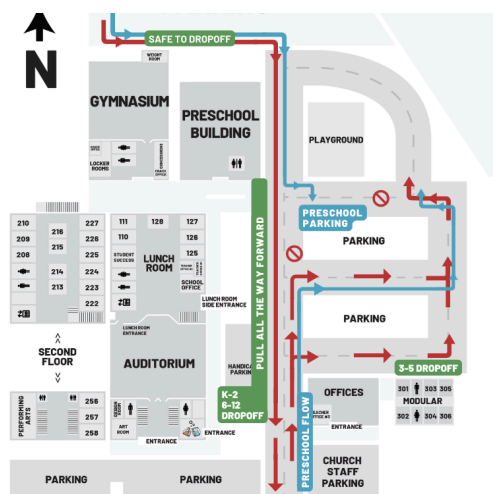
## MONDAY CHAPEL

Monday morning chapel attendance is required of all students in all grades, K - 12.

## 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:

- Grades K-2
  - Before 8:10a - Auditorium for complimentary Morning Care
  - 8:10a-8:30a - Drop in front of the main building; they can go to classroom
- Grades 3-5
  - Before 8:10a - Auditorium for complimentary Morning Care
  - 8:10a-8:30a - Drop in front of the modular building; they can go to classroom
- Grades 6-12
  - Before 8:20a - Any outdoor areas, or the Collaboratory
  - After 8:20a - Drop in front of the main building; they go to first period



The entire front of the main building is used for drop off, from the end of the Collaboratory patio all the way to where the sidewalk begins in front of the preschool building. Pull all the way forward before unloading. Do not stop until you have reached the end of the patio or the nearest car in front of you. 7-8 cars can unload at a time when following this pattern. Students do not need to be at the awning in order to exit your vehicle (unless it's raining).

Parents are not permitted to park and walk their children to classrooms, outside of the first three days of school or unless they have an appointment.

Students are not permitted to exit their vehicle anywhere except the designated dropoff zones. (Walking in from the middle aisle is not allowed.)

Vehicles have the right of way on The Rock School's campus, and pedestrians will be asked to wait for breaks in traffic to avoid disrupting the flow of vehicles leaving campus.

Preschool parents must park and walk their preschoolers to the preschool door every morning. There are 6 parking spots reserved for Preschool Parents to Drop Off/Pickup, as indicated on the map above. These parking spots are intended for short term use (~ 5 minutes) for dropping off or picking up only. If you need to be parked for a longer period of time, please park in a different location so other preschool parents may use these spots as intended. Other parking is available behind the gym and in the middle islands.

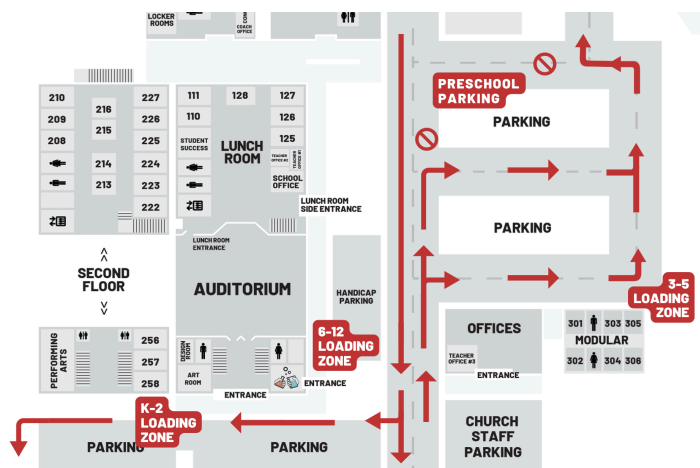
## AFTERNOON DISMISSAL

Wednesdays are early-dismissal days, with school ending for all K-12 students at 12:35p. All other days of the week, school ends at 3:05p.

Carline opens 10 minutes prior to dismissal time each day (5 minutes at the 3rd-5th grade modular building), so please do not arrive any earlier. If the cones/gates are not opened yet when you arrive, you must continue through the parking lot and wait in the back. Our parking lot staff will help you circle back around once carline opens.

Families will receive a carline card at the beginning of the school year to indicate their children's names and grades for pickup. Please place it on your dash during afternoon carline so that we can easily read it as you come through the lot.

Upon entering the campus, follow the cones and the flow of traffic and you'll end up in the right spot. Do not park and exit your vehicle. K-5 students are kept indoors until they are loaded into your car for you. The pick-up locations are as follows:



- K-2: front of the building
  - Circle through the campus following the cones/traffic flow, then turn right at the front prior to exiting and pick up in front of the double doors near the art room; two lanes of exiting traffic here
- 3-5: in front of the modular building
  - Turn right to pass in front of the modular building, then pull all the way forward; students loaded from the rear entrance of the building
  - Pedestrian traffic is not permitted to the modular building during afternoon carline.
- 6-12: along the main building from the Collaboratory patio to the awning
  - Circle the campus, then pull all the way forward to the patio area
  - 6-12 students are expected to listen for their name being called and meet you at your car after pulling all the way forward. We try to load 4-5 cars at a time along this stretch of the lot.
  - Please consider delaying pick-up until 3:10pm or later to allow students enough time to get to the carline.
  - Contact the school office to get permission for any students who will walk or bike home.

## **AFTER SCHOOL CARE**

At 3:25 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.

On Wednesdays for early release, students in K-8 who are not picked up by 1:00p will automatically be moved into Continuous Care until 3:15p at no charge. Students in K-8 who are not picked up by 3:15p will automatically be moved into After Care, open until 6p every day and billed at a daily or monthly rate (whichever is less).

Students in grades 6-8 may not leave campus without permission from a parent/guardian. Contact the school office if your student will walk or bike home.

Students in grades 9-12 who are not participating in a school-sponsored after-school activity, must gather in one of the following locations: 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 he/she is not in class at 8:30 a.m. Students who arrive late should go to the school office for a tardy slip.

We expect all students to experience occasional tardies, for a myriad of acceptable reasons, such as appointments, traffic, car trouble, a missed alarm, etc. We do not distinguish between excused and unexcused tardies in our system, and will only be concerned if a pattern of tardiness appears. **Individual occurrences of tardies are not cause for concern.** Habitual tardiness is grounds for dismissal.

## **CLASSROOM TARDINESS**

Students in grades 6 – 12 who are **not in their seats when the tardy bell finishes ringing will be marked tardy.** We do not distinguish between excused and unexcused tardies, unless the student was held by another teacher/staff member. 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. A student who is more than 10 minutes late to class will be marked absent.

## **ABSENCES**

At The Rock School, we value consistent attendance as it is crucial for academic success. Our attendance policy allows for a **maximum of 9 absences per semester**, regardless of the reason. (We do not distinguish between excused and unexcused absences.) This includes, but is not limited to, illnesses, family emergencies, and personal days. We kindly request that parents and guardians carefully manage these absences, understanding that this limit applies to all situations, including health-related absences. Regular attendance is essential for maintaining academic progress and fostering a strong learning community.

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. Then at the conclusion of the school day, Day Attendance is calculated based on the number of absences recorded in that day's classes. As of the 2024-2025 school year, all periods hold the same weight for attendance. (Block periods are no longer counted as 2 periods missed.)

**A student who is absent for more than 9 days in a semester will not receive credit for that semester.**

## **APPEAL PROCESS**

If a student exceeds the 9 allowed absences, the parent may appeal to the administration to receive credit. Valid reasons for appeal include extended illness or injury or unexpected family circumstances. Personal extracurricular activities will not be considered for appeal.

The appeal process allows for consideration of extenuating circumstances while maintaining the importance of regular attendance. Each case will be reviewed individually by the administration.

## **ABSENCE COMMUNICATION**

Parents are encouraged to email the school office at [office@therock.school](mailto:office@therock.school) for any instances their child is absent to school, with or without a doctor's note. The office staff will communicate relevant information to the student's teachers.

## **PREARRANGED EXTENDED ABSENCES**

Students who plan to miss 4 or more consecutive school days for a prearranged event must have the days approved by administration prior to the absences. The school office will then communicate the details with all of the student's teachers.

## **ABSENCE DUE TO SCHOOL EVENT**

Absences resulting from school-related events, such as 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.

## **MAKE-UP WORK**

All absences are deemed excused and students are granted permission to make up missed work. Students are permitted to 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 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 in grades K-12 at the end of the fall and spring semesters (2 times per year).

Progress Reports for grades K-5 are provided at the conclusion of each classroom unit.

Progress Reports for grades 6-12 are provided 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, GRADES K-5

Grades K-5 use **standards-based grading**. Unlike traditional grading, which often combines various aspects of performance into one grade, standards-based grading evaluates students based on their understanding and application of specific learning standards. This method provides a clearer and more objective measure of your child's progress and performance, and aligns with the PYP goal of teaching students HOW to learn.

1. **Engagement and Responsibility**- Approaches to Learning
  - a. Evaluate student's engagement, adherence to expectations, and personal responsibility in the classroom.
2. **Knowledge**- Subject Standards/Concepts
  - a. Assess student's understanding and application of academic concepts.
3. **Process**- PSPE, Music, and Art
  - a. Evaluate student's ability in applying learned skills in each activity area.

## **GRADING POLICY, GRADES 6-12**

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

## **GRADING SCALE**

Semester grades are posted to transcripts for grades 9-12 with converted A, B, C, D, F grades.

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

All high school IB courses (MYP, DP SL & HL) carry an additional weight of 1.0 for each semester. An A in one of these courses would therefore equal a 5.0 GPA. 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 IB course.

## **ENGAGEMENT & RESPONSIBILITY (GRADES 6-12)**

Students will be given a weekly mark for Engagement & Responsibility 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 Toddle 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 Toddle.

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 or PSAT/NMSQT, a practice exam for the SAT college entrance exam.

Standardized testing is legally required of all students utilizing a state-funded scholarship (from Step Up for Students or AAA). If a student is absent on the day of testing, a makeup session must be attended, which may be given after school hours.

## GRADUATION REQUIREMENTS

To graduate with a high school diploma, students must have a cumulative grade point average of 2.0, and complete at minimum 25 credit hours, including these required credits:

Language & Literature	4 credits	Language Acquisition	2 credits
Individuals & Societies	4 credits	Theory of Knowledge	1 credit
Mathematics	4 credits	Philosophy	1 credit
Science	4 credits	Arts/PHE	3 credits
Discipleship	3 credits		

11th-12th grade students at The Rock School must also complete the Extended Essay and CAS Portfolio in order to graduate with a high school diploma.

<b>For 10th Grade</b>	Personal Project Complete (Class of 2027 and beyond)	
<b>For 11th &amp; 12th Grades</b>	<b>DIPLOMA PATHWAY</b>	<b>COURSE CANDIDATE PATHWAY</b>
Courses (span 2 years)	3 IB standard-level (SL) 3 IB higher-level (HL)	Minimum of 3 IB standard-level (SL)
Discipleship Class	Yes	Yes
Theory of Knowledge (TOK)	Yes	Yes
Extended Essay (EE)	3800-4000 words (IB)	1500-2000 words (TRS)
Creativity, Activity, Service (CAS) Portfolio	Yes	Yes
Possibility to Earn College Credits	Yes	Yes

**All TRS students can graduate with a standard high school diploma regardless of performance of end of course IB assessments.** The IB diploma is a separate distinction awarded by the International Baccalaureate and is not required to graduate.

### IB DIPLOMA DISTINCTION

A full description of the requirements to earn an IB Diploma Distinction can be found in the [Assessment Policy](#).

## HIGH SCHOOL SCHEDULING REQUIREMENTS

High school students must be enrolled in one course from each of The Rock School's core curricula (Language & Literature, Individuals & Societies, Sciences, Math, Discipleship) during each semester, even if they have already met the minimum requirements for graduation.

## ACADEMIC HONESTY

### 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 multiple detentions 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 all learning experiences (ungraded work, graded work, formative assessments, summative assessments, projects, papers, homework, classwork, etc.) in regards to Artificial Intelligence (AI) usage; anything outside of these permissions are not acceptable. It must be assumed that the use of generative AI is not permitted unless the teacher gives explicit permission for that particular assignment or portion of the assignment.

## **ACADEMIC HONESTY POLICY**

Review the full [Academic Honesty Policy](#) here.

# 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 embroidered polo shirt, button-up, sweater, or TRS hoodie. (Polo dresses are also available for girls in grades K-5.)
  - All shirts must be worn loose-fitting.
  - Purchasing Options: our Land's End online store or in the Collaboratory
- BOTTOMS
  - Students may wear shorts, skirts, or pants in one of the following colors: solid khaki, black, or gray.
    - Skirts may also be worn in a red/black plaid, in addition to the above colors.
    - Navy shorts, skirts, or pants are **not acceptable**
  - Shorts and skirts may be no shorter than 3" above the knee.
    - The best method to measure this is using the width of a phone.
  - Students may also wear denim pants.
    - Denim shorts and skirts are **not acceptable**
  - All bottoms must have a traditional style and classic fit, should be worn loose-fitting, and be free of any holes, tears, rips, or fraying.
    - Traditional-style uniform bottoms are made of chino or twill fabric.
      - Joggers (pants with an elastic cuff at the ankle) made in these fabrics are acceptable.

- Performance fabric is acceptable, so long as the style is traditional (slacks)
    - Athletic or athleisure pants/joggers, shorts, and sweatpants are not considered traditional, and thus are **not acceptable**
  - If you have questions about bottoms, it is better to ask for clarification than to assume it is accepted.
- OUTERWEAR
  - Jackets, sweaters, hoodies, or sweatshirts worn inside the building must be TRS apparel.
    - Long Sleeve Shirts are considered Spirit wear and are not acceptable 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.
- ITEMS WORN UNDER UNIFORMS
  - Leggings, long sleeve shirts, etc. worn underneath uniforms need to be coordinating school colors (black, red, gray or white)
  - Students should be able to wear the uniform and participate in typical school activities without undergarments being shown.
    - Ex: Boys underwear sticking out from the bottom of shorts, girls doing monkey bars in skirts
- FOOTWEAR
  - Students should wear sneakers or casual dress shoes.
  - No slippers, high heels, flip-flops, "Crocs", slides, "heelies," or light-up shoes.
- ACCESSORIES
  - No hats or beanies may be worn inside the building
  - Accessories must also meet or exceed the TRS standard.
- PE DRESS (Grades 6-12)
  - Shirt - any TRS t-shirt that isn't white (black, gray, red, or learner profile shirts)
  - Shorts - must be authorized style, purchased from the Collaboratory or Lands' End
  - PE is required in grades 6-8; class meets 3 days per week for one semester
  - PE is optional in grades 9-12; class meets 3 days per week for full school year

## **SPIRIT DAY ATTIRE (Grades K-12)**

On Fridays, students may wear a TRS school tee in lieu of a uniform polo.

## **WHERE TO PURCHASE UNIFORMS**

Branded apparel is available for sale on campus at the [Collaboratory](#) and online through our [TRS Lands' End school store](#).

Bottoms, footwear, and accessories may be purchased from any retailer of your choice.

## **DRESS CODE INFRACTIONS**

Students may 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). If a student does not change/remedy the dress code infraction, he/she is eligible to receive additional demerits (that day).

For example: A student wearing the wrong jacket may receive a demerit from a teacher and be asked to take the jacket off. If that student decides to wear the jacket again that day, he/she can receive another demerit for the same dress code infraction.

If a staff member decides that a student's uniform does not meet or exceed the dress code guidelines for fit, the student may be asked to go to the office and contact a parent to help remedy the situation by bringing a change of clothes.

# 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, teachers and staff 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 3-12. 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 (in 1 month) in grades 6-12, a student is assigned to a Detention.

A student who accumulates **30 demerits** during the school year may be under review for possible dismissal 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
  - *Physical interaction between students in a playful/friendly manner where both students are willing participants and there is no injury or possible injury to participants and/or bystanders or property damage. This behavior disrupts school.*
- prohibited items in school (non-educational items)
- not following classroom or school 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
- lying
- stealing
- vandalism

- dangerous physical conduct
  - *Physical interaction (playful or not) that creates a substantial risk of injury to participants or bystanders or property. Intent might be friendly but the behavior is unsafe.*
- leaving the campus without permission (1st Infraction)
- 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
- Academic misconduct violation (cheating, plagiarism, etc.)\*

Action taken for Level II offense:

- 3 Demerits
- Detention OR Suspension (for 1 – 3 days)
- \*Multiple Detentions (Thursday morning and Friday lunch)

### **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
  - *Physical aggression between students with intent to harm and dominate. Both students may or may not be willing participants.*
- 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, class, or Chapel
- 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.

## **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 must 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, without express permission of the teacher. 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, visit the Current Families page of the school website.

## CHAPEL & DISCIPLESHIP CLASS

All students attend 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](mailto: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, even if a parent 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, [walt.darty@therock.school](mailto:walt.darty@therock.school).

## **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 PE 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.

Other senior information will be shared to the class throughout the year.

# 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 communication channels (email, text, Toddle).

## **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 enrollment file.

## EPIPENS

EpiPens are available around campus in the event of an allergic reaction emergency. Dosages are available for anyone over 66 pounds and anyone between 33-66 pounds. Locations are as follows:

- Front Office - students' personally provided EpiPens, in labeled bags behind the front desk
- Lunch Room - in a locked box designed to have cover broken with the provided handle
- Modular Building - in a locked box designed to have cover broken with the provided handle
- Gym - in a pouch labeled inside the AED box
- Safety Officer's supply bag

The school safety officer will monitor and restock these supplies.

## 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 & has properly signed out in the office. 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.**

## **HALLWAY BEHAVIOR**

Students are expected to walk quietly through hallways. Use stairs as intended (i.e. no sliding).

## **ELEVATOR USE**

The elevator is not for student use without approval. Contact the office if needed.

## **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.
- Do not let your student out of the vehicle on 24th Ave.

#### 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.
- No pedestrian pickup at the 3rd through 5th grade building until 3:25p.
- 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.
- 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.
- Cars have the right of way on The Rock School's campus.
- Wait for traffic to stop before crossing.
- Picking up students from the Modular after school is not permitted until 325p

### **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

## INTRODUCTION

We believe the use of technology should support a child's education in a balanced manner. As such, we introduce technology in limited capacities starting in the lower grades and increase its use at the middle and higher grades. This allows students to learn to moderate their use of technology as they mature. This document explains how we implement our approach, outlines the limitations, restrictions, and sets expectations for students. Technology resources at TRS include (but are not limited to) campus Wi-Fi, internet & email access, Google Apps and other software services, Apple iPads, laptops, and copiers. Use of these resources is contingent upon the student's adherence to the guidelines and restrictions in this document. Above all, the safety of TRS students when using technology is our number one priority and guides our policies.

## SAFETY PROTOCOLS

TRS employs multiple safeguards to protect and monitor students when using technology. We apply redundant filtering technologies to our campus network to block access to inappropriate content. Additionally, all TRS iPads have content filtering and restrictions to help protect those devices when connected to other networks, as when 9/10 grade students take home school issued devices. No single protocol is 100% effective in blocking access to inappropriate content and strangers online, but our methods, when combined with students' adherence to the restrictions and guidelines in this document, provide a robust level of protection. One of our core safeguards is Bark Technologies, which alerts TRS administrators to questionable, offensive, or dangerous content and activities which may violate the TRS policies in this document.

Our safeguards & policies combined with the support of parents in following healthy technology use and limited screen time provide a solid foundation for safe and productive technology use.

## NETWORK USE

The TRS network is provided for students to conduct research, complete assignments, and communicate with other TRS students and TRS staff about school matters. Access to network services is given to students who agree to act in a considerate and responsible manner and who adhere to the restrictions in this document. Students are responsible for good behavior on school 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 policies in this document.

iPads, email, and cloud storage areas will be treated like school lockers in that they are not private. School administrators may review files and communications to maintain system integrity and ensure that students are using the systems responsibly. Students should not expect that emails, documents & files stored in cloud storage or data accessed on TRS devices are private.

The TRS Wi-Fi network is only to be used by school-issued devices and personal laptops brought by 11th and 12th grade students. No other personal devices are authorized to connect to the Wi-Fi network.

## **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. As mentioned above, we use filtering, 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.

## **HOTSPOT & VPN (VIRTUAL PRIVATE NETWORK) USAGE**

The usage of hotspot devices or services (including Wi-Fi hotspot features of cellphones or tablets) is prohibited while on campus. Students must disable this feature on their personal mobile device. If our routine scanning and detection of hotspots identifies an active hotspot, it will be confiscated and returned to parents. Use of VPN on TRS networks is always prohibited.

## **DEVICE & CELL PHONE POLICIES**

While appreciating the usefulness of personal devices, our community also recognizes they can become a distraction. The policies below are designed to minimize those distractions while still allowing for educational and safety purposes. The term “devices” includes (but is not limited to): Cell phones, tablets, laptops, smart watches, gaming devices, headphones, and digital glasses. No student devices should ever be connected to the TRS campus Wi-Fi except for the following:

- 9th & 10th grade TRS iPads
- Students with technology access requirements
- 11th & 12th grade personal laptops

### **Smartwatches**

Students in grades 6-12 may wear smartwatches on campus if they are set for “school time” (no disruption) during school hours. Students should not engage in texting or calling during

class, and if the smartwatch becomes disruptive, the student may be required to leave it at home. Middle School Aftercare prohibits students from using their smart watches other than to communicate directly with their parents under direct supervision of staff.

### **Cell Phones**

Cell phones may not be used by students on campus from 8:00a-3:05p. Aftercare (Grades K-8) prohibits students from using their cell phones other than to communicate directly with their parents under direct supervision of staff.

### **iPads**

TRS issues an iPad to 9th & 10th grade students (*and to some students with academic accommodations*) which must be brought to campus fully charged every day. Students should bring their iPad chargers for use during the day. Parents must complete the TRS iPad consent form at [therock.school/techconsent](http://therock.school/techconsent)

### **Laptops**

Students in grades 11 and 12 are required to bring their own laptop to campus daily to use for coursework.

### **Headphones**

Headphones/ear pods are only permitted for classwork as directed by teachers.

### **Other Devices**

No other devices should be brought to campus, used, or connected to campus Wi-Fi at any time, including personal laptops, tablets, gaming devices, or digital glasses.

## **DEVICE INFRACTIONS**

A student using an unsanctioned device will be issued a detention. The device will be confiscated and 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 device will be confiscated and taken to the office, where it can be retrieved by the parent at the end of the day. 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.

## **CLASSROOM DEVICES**

Some PYP & MYP grade levels have a set of shared iPads for coursework as needed and are available when directed by teachers. Students must handle the devices responsibly and will be liable for any damage due to careless or intentional misuse.

## **PRINTING**

Middle & High School Students will be provided access to campus printers to print school related materials and coursework. Personal use of printer/copier resources is not allowed.

## **PROHIBITED & ILLEGAL ACTIVITIES**

Certain activities will be strictly prohibited using TRS technology. This applies both on and off campus.

This list includes (but is not limited to):

- Gaming
- Using obscene language
- Social media sites, including, but not limited to Facebook, Instagram, TikTok, X/Twitter, etc.
- Personal email accounts
- Messaging sites & programs, such as Facebook or AIM.
- Video streaming sites, such as YouTube, Netflix, Hulu, etc. unless specifically directed to a video by a teacher.
- Other sites deemed inappropriate or not of an educational purpose.

NOTE: Inappropriate messaging/chat using TRS technology is not permitted. Students may not use Google Docs/Slides/Sheets, Notability, Apple Notes, etc. as a way to chat or communicate with others about personal matters or topics not related to school assignments.

Employing the TRS network for commercial purposes, financial gain, or fraud is not permitted at any time. The activities listed below are illegal:

- Sending or displaying offensive messages or pictures
- 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
- Using the iPad or internet resources to engage in "hacking," piracy, or other unlawful activities.

Use of a school-issued device or school network resources (including school email or internet access) to perform such activities will result in disciplinary action, loss of technology privileges, and possible legal action. TRS is a mandatory reporting organization. As such, appropriate authorities will be notified if illegal activity is discovered on campus or with TRS technology.

## **GOOGLE ACCOUNTS & EMAIL ACCESS**

All K-12 TRS students will be assigned a TRS-owned/managed Google account, which will be theirs while at TRS for school-related activities. Google accounts are necessary for access to TRS iPads, Google applications (Docs/Slides/Sheets), and other educational systems. Google accounts are for school-related use only and should not be used to correspond on a personal level with other students or friends. Google accounts should not be used for third-party websites unrelated to the educational objectives of the school. Google accounts are not private, are monitored by the school's administration and may be accessed by TRS staff without notice. **IMPORTANT: For their safety, the email capability of TRS Google accounts is disabled until students reach 6th grade.**

Students who have withdrawn or graduated TRS will have access to their email and Google drive for 60 days, after which their account will be deactivated.

## **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, but it may also be deemed unlawful, and students could face legal ramifications for a violation of privacy.

# 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 & 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](mailto: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](http://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)