



THE ROCK SCHOOL

A Foundation for Flourishing

**STUDENT & PARENT HANDBOOK
2026-2027**

TABLE OF CONTENTS

TABLE OF CONTENTS	3
SCHOOL LEADERSHIP	7
INTRODUCTION	8
WHAT WE BELIEVE	8
STATEMENT OF FAITH (The Apostles Creed)	8
MANY CHURCHES. ONE BODY.	8
PHILOSOPHY OF CHRISTIAN EDUCATION	8
VISION, MISSION, VALUES	9
VISION STATEMENT (What does success look like?)	9
MISSION STATEMENT (How are we going to accomplish the vision?)	9
CORE VALUES (What are the defining attributes of the school?)	9
GRADUATE PROFILE (Based on the life of Daniel)	10
IB LEARNER PROFILE (The attributes we want to see in our students)	10
CUSTOMER SERVICE STATEMENT (What is our promise to families?)	11
ADMISSIONS & ENROLLMENT	12
NOTICE OF NON-DISCRIMINATORY POLICY	12
ENROLLMENT CONTRACT	12
RE-ENROLLMENT	12
AGE REQUIREMENT	12
WITHDRAWAL POLICIES	12
FINANCIAL POLICIES	13
TUITION	13
ENROLLMENT FEES	13
CONTRACT CANCELLATION FEES	13
PAYMENT OPTIONS	13
REFUND POLICY	14
RECORDS WITHHELD POLICY	14
COLLECTIONS ATTEMPT	14
FINANCIAL AID	14
IB DIPLOMA PROGRAM EXAMS	14
ATTENDANCE POLICIES	15
SCHOOL DAY	15
MONDAY CHAPEL	15
MORNING ARRIVAL	15

AFTERNOON DISMISSAL	16
DISMISSAL CARLINE OPENING TIMES	16
AFTER SCHOOL CARE (Play Club)	17
EARLY DISMISSAL	18
SCHOOL TARDINESS	18
ABSENCES	18
LOSS OF CLASS CREDIT	19
APPEAL PROCESS	19
ABSENCE COMMUNICATION	19
PREARRANGED EXTENDED ABSENCES	19
ABSENCE DUE TO SCHOOL EVENT	20
MAKE-UP WORK	20
ACADEMIC POLICIES	21
HOMEWORK	21
REPORT CARDS & PROGRESS REPORTS	21
GRADING POLICY, GRADES K-5	21
GRADING POLICY, GRADES 6-12	22
GRADING SCALE	22
GRADE POINT AVERAGE (GPA)	22
ACADEMIC MINIMUM STANDARDS	22
STANDARDIZED TESTING	23
GRADUATION REQUIREMENTS	23
IB DIPLOMA DISTINCTION	24
HIGH SCHOOL SCHEDULING REQUIREMENTS	24
ACADEMIC HONESTY	25
WHAT IS ACADEMIC MISCONDUCT	25
IS ARTIFICIAL INTELLIGENCE (AI) ALLOWED TO BE USED?	26
ACADEMIC HONESTY POLICY	26
DRESS CODE POLICIES	27
GENERAL UNIFORM INFORMATION (GRADES K-12)	27
WHERE TO PURCHASE UNIFORMS	27
SCHOOL LOGO USE POLICY	27
DRESS CODE INFRACTIONS	27
SPIRIT DAY ATTIRE (grades K-12)	27
EXTRA-CURRICULAR APPAREL	28
UNIFORM GUIDELINES	28
ADDITIONAL UNIFORM GUIDELINES	29

DISCIPLINE AND DISCIPLESHP POLICIES	30
DISCIPLINE AND DISCIPLESHP OVERVIEW	30
SUPPORT CASES	31
SHOUT-OUT CASES	31
GENERAL SUPPORT CASES	31
DISCIPLINE CASE GRID	33
CLARIFICATION OF PHYSICAL CONTACT	34
DISCIPLINE AND DISCIPLESHP PROCESS	35
POTENTIAL DISCIPLINE AND DISCIPLESHP CONSEQUENCES BY LEVEL	36
CLASSROOM RULES	36
ADDITIONAL GUIDELINES	37
OFF-CAMPUS CONDUCT	37
PERSONAL PROPERTY	37
SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS	38
SEXUAL HARASSMENT	38
CORPORAL DISCIPLINE	38
SCHOOL VEHICLE RULES	38
PARENT PARTNERSHIP IN DISCIPLESHP	39
NON-ACADEMIC PROGRAMS	40
LUNCH	40
CHAPEL & DISCIPLESHP CLASS	40
FIELD TRIPS	40
EXTRACURRICULAR ACTIVITIES & ATHLETICS	41
PHYSICAL EDUCATION	41
SENIOR POLICIES & PRIVILEGES	41
GENERAL POLICIES	42
CONTACTING STUDENTS AT SCHOOL	42
PARENTS, VISITORS, & DELIVERIES	42
INCLEMENT WEATHER / SCHOOL CLOSINGS	42
HEALTH SERVICES & FIRST AID	42
EPIPENS	43
SICKNESS POLICY	43
TEMPORARY MEDICAL SERVICE PLANS	44
STUDENT VEHICLES	44
LOST AND FOUND	44
HALLWAY BEHAVIOR	44
ELEVATOR USE	45

PARKING LOT PROCEDURES	45
POSTERS, FLYERS, & HANDBILLS	46
SALES / FUNDRAISERS	46
FIRE DRILLS	46
THE COLLABORATORY (STUDENT CAFE)	46
TECHNOLOGY POLICIES	47
PURPOSE AND SAFETY	47
NETWORK, INTERNET, AND PRIVACY	47
HOTSPOTS AND VPN (VIRTUAL PRIVATE NETWORK) USAGE	47
CONNECTING TO THE TRS NETWORK	47
GOOGLE ACCOUNTS & EMAIL ACCESS	48
ELECTRONIC TECHNOLOGY TOOLS CONSENT (ETT)	48
PERSONAL ELECTRONIC DEVICES GUIDELINES	48
CELLPHONES	48
SMARTWATCHES	48
IPADS	48
LAPTOPS	49
HEADPHONES/EAR BUDS	49
OTHER DEVICES	49
CLASSROOM DEVICES AND PRINTERS	49
DEVICE INFRACTIONS	49
PROHIBITED ACTIVITIES	49
ILLEGAL ACTIVITIES	50
AUDIO, VIDEO, & IMAGE RECORDINGS	50
STANDARDS OF ETHICAL CONDUCT	51
ETHICS POLICY	51
TRAINING REQUIREMENT	52
REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL & ADMINISTRATORS	52
REPORTING CHILD ABUSE, ABANDONMENT OR NEGLECT	52
LIABILITY PROTECTIONS	53
Revised July 2026	2

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
Hector Gonzalez, Pastor of School
Erica Littauer, Upper School Principal
Jolyn Caddell, Lower School Principal
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

ADMINISTRATION

Louis Acevedo, Director of Campus Safety
Lacy Basford, Academic Advisor
Gan Beck, IT Director
John Colon, Facilities Manager
Walt Darty, Athletic Director
Cailin Davison, Play Club Director & Operations/Office Assistant
Sandra Gonzalez, Finance Director & Human Resources
Rachel Leightman, Fine Arts Director
Sally McConn, Director of Marketing & Communications
Amanda Moore, Director of Student Support
deAnna Petruch, Director of Student Life
Ty Roy, Office Manager
Brett Sandlin, Safety Officer/Collaboratory Manager
Brent Smith, Events Coordinator

INTRODUCTION

The purpose of this handbook is to communicate the vision and reinforce the policies and procedures that preserve the culture of The Rock School to staff, students, and parents. This handbook is not exhaustive. Please contact the office for clarification when something is unclear or missing.

WHAT WE BELIEVE

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.

MANY CHURCHES. ONE BODY.

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.

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 and 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.

GRADUATE PROFILE (Based on the life of Daniel)

WELL-EDUCATED: Completed a quality academic program

WISE: Knows how to use the knowledge acquired

BIBLICAL WORLDVIEW: Possesses a thinking that is informed by Scripture

EFFECTIVE LEADER: Has a positive influence on others

STRONG COMMUNICATOR: Articulates thoughts and ideas clearly

HIGHLY CONNECTED TO GOD: Strong in faith and spiritual disciplines

CROSS CULTURAL: Interacts well with different kinds of people

ENGAGES THE WORLD: Committed to serving others

FAITHFUL IN DIFFICULTY: Endures all things with resilience

IB LEARNER PROFILE (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.

We are committed to fostering a positive, Christ-centered partnership with our families as we provide exceptional care and education while making disciples of Jesus through love, grace, and truth.

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, extra-curricular activities, 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.

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

School Hours: 8:30 a.m. – 3:05 p.m., Monday, Tuesday, Thursday, Friday
8:30 a.m. – 12:35 p.m., Wednesday
Office Hours: 8:00 a.m. – 4:00 p.m., Monday through Friday

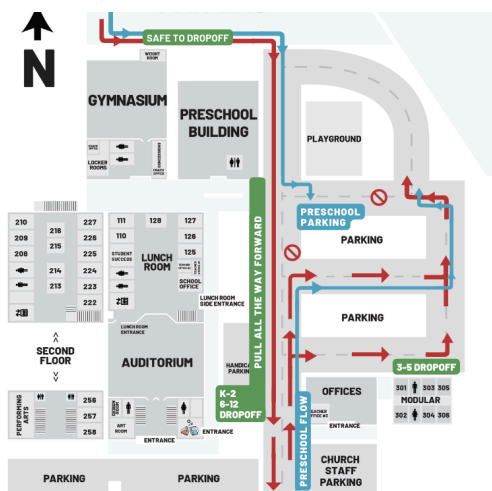
MONDAY CHAPEL

Monday morning chapel attendance is required of all students in all grades K - 12. Attendance in chapel is taken by homeroom or first period teachers.

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; students 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.

DISMISSAL CARLINE OPENING TIMES

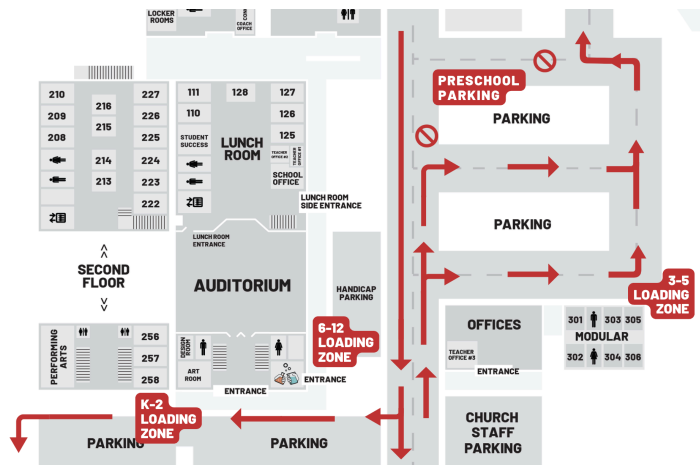
To help ensure a safe and efficient dismissal process, the carline opens at the following times. **Please do not arrive before these times.**

- **Monday, Tuesday, Thursday, Friday:**
 - Main Line: 2:55 p.m.
 - Modular Line: 3:00 p.m.
- **Wednesday (Early Dismissal):** 12:30 p.m.

If you arrive before the carline has opened and the cones or gates are still closed, please continue through the parking lot to the designated waiting area at the back of campus. Our parking lot staff will direct you when it is time to re-enter the carline.

Families will receive a carline placard at the beginning of the school year to indicate their children's names and grades for pickup. Please place it on your mirror during the 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 (Play Club)

At 3:30 p.m., any student in grades K-8 that has not been picked up will be placed under the supervision of our Play Club staff. Attendance is recorded and families are billed for Play Club at a daily or monthly rate (whichever is less). Play Club 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 Play Club.

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

Students arriving late to school must go to the office to receive a tardy slip. Students will not be admitted to class late without a tardy slip from the office. The teacher will mark the student tardy in our attendance system.

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. The accumulation of tardies may carry disciplinary action including dismissal.

- **GRADES K-5 TARDINESS:** K-5 students are tardy if they are not in class at 8:30 a.m.
- **GRADES 6-12 TARDINESS:** Students in grades 6 – 12 who are **not in their seats and ready to learn 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 repeatedly tardy to the same class may receive disciplinary action. 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.

Excessive absences may result in a student not being offered reenrollment for the following school year.

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.)

LOSS OF CLASS CREDIT

There are two scenarios in which a student may fail to receive credit due to excessive absences.

1. If a student misses more than nine periods in a specific class.
2. If a student misses more than nine days in the 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 asked to email the school office at 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 four 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 count equally toward attendance limits. However, students are permitted to make up missed work regardless of the reason for the absence. Students are permitted one day to make-up work 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 (i.e. illness, bereavement, etc.) should communicate with teachers upon returning. Our Student Support Team will assist in developing a plan to complete missed assignments and assessments.

ACADEMIC POLICIES

HOMEWORK

Students in grades K-5 should plan to spend 20 minutes per night reading or listening to a parent read aloud and practicing math fluency and automaticity. 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-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 each semester..)

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.

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 as well as participate in athletics, the arts, or clubs. 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 credits	4	Language Acquisition credits	2
Individuals & Societies credits	4	Theory of Knowledge credit	1
Mathematics	4 credits	Philosophy	1 credit
Science	4 credits	Arts/PHE	3 credits
Discipleship	3 credits		

11th-12th grade students in either Pathway in the Diploma Programme must complete the Extended Essay and CAS Portfolio in order to graduate with a high school diploma.

For 10th Grade	Personal Project Complete (Class of 2027 and beyond)	
For 11th & 12th Grades	DIPLOMA PATHWAY	COURSE CANDIDATE PATHWAY
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)	4000 word maximum (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 on 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.

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, even if a parent is chaperoning.

CHAPEL & DISCIPLESHIP CLASS

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

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.

ACADEMIC HONESTY

All work submitted is expected to be the genuine and authentic work of the student.

It is a student's responsibility to **refrain from the appearance of academic misconduct**. 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 redo the assessment under supervision or 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 Student Life Director. 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.**

WHAT IS ACADEMIC MISCONDUCT

According to the IBO (Diploma Programme Assessment Procedures, 2020), academic misconduct includes but is not limited to:

- **Plagiarism:** representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. This includes the representation of the ideas or work of another person as one's own. Also copying a passage of text, translating this passage into another language, then using the translated text in their work without acknowledging its source constitutes plagiarism.
- **Collusion:** supporting academic misconduct by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- **Duplication of Work:** the presentation of the same work for different assessment components. This can include self-plagiarism where one does not give credit for earlier work completed by that same student.
- **Fabrication of Data:** the manufacturing of data for an experiment or mathematical exploration or project.
- **Inappropriately Disclosing Information:** the sharing or receiving of information from another student about the content of an exam or assessment.

- **Paraphrasing Without Citation:** taking another person's ideas or words and writing them in your own words but not providing a proper citation.
- **Misconduct:** any other behavior that gains an unfair advantage for a student or that affects the results of another student. Examples of misconduct are:
 - taking unauthorized material into an examination room (such as cell/mobile phone, other electronic devices, written notes).
 - leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
 - any attempt to disrupt the examination or distract another student.
 - exchanging information or in any way supporting the passing on of information to another student about the content of an examination.
 - failing to comply with the instructions of the invigilator (proctor) or other members of the school's staff responsible for the conduct of the examination.
 - impersonating another student.
 - stealing examination papers.
 - using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
 - disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
 - falsifying a record, e.g. CAS.

IS ARTIFICIAL INTELLIGENCE (AI) ALLOWED TO BE USED?

- The use of Artificial Intelligence (AI) and generative AI tools is not to be used on student work unless teachers explicitly state what is permissible on formative and summative assessments.
- When given explicit permission to use AI by the teacher, it must be understood that AI is to be used to help learn or better understand information. It must never be used to create or do the work for the student.
 - Proper citation is required to validate and prove the correct use of AI.
- When a teacher grants explicit permission to use AI for a portion or the entirety of an assignment, proper guidance will be given with parameters and proper citation examples.

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.

GENERAL UNIFORM INFORMATION (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. We do not allow unauthorized use of our logo on apparel. All logoed-items must be purchased from a TRS provider.

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.

SCHOOL LOGO USE POLICY

To protect the integrity of The Rock School's brand, the reproduction of school logos on apparel is prohibited. Only officially approved and school-produced apparel displaying The Rock School logo may be worn on campus.

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.

SPIRIT DAY ATTIRE (grades K-12)

On Fridays, students may wear a TRS school tee in lieu of a uniform polo. Please see the below table for specific guidelines.

EXTRA-CURRICULAR APPAREL

Students participating in school athletics, arts programs, or other extracurricular activities may wear their team jersey or official activity, club, or program t-shirt with approved uniform bottoms on designated game, performance, or competition days.

UNIFORM GUIDELINES

	TOPS			BOTTOMS		
	Polos	Hoodies, Jackets, Sweaters	Spirit Shirts	Jeans, Pants, Joggers	Shorts	Skirts, Dresses, Jumpers
Color	Officially logoed/produced red, black, white, or gray	Officially logoed/produced red, black, white, or gray	Officially logoed/produced	Denim blue, black, gray, khaki only	Solid black, gray, khaki only	Solid black, gray, khaki, red/black plaid only
Fabric	Cotton; dry fit/performance	Cotton; dry fit/performance	Cotton; dry fit/performance	Denim, chino, twill, dry fit/performance	Chino, twill, cotton, dry fit/performance (that are not athletic shorts)	Chino, twill, cotton, dry fit/performance
Fit	Loose-fitting	Loose-fitting	Loose-fitting	Traditional style and classic fit; loose fitting, free of holes, tears, rips, or fraying	Traditional style and classic fit; loose fitting, free of holes, tears, rips, or fraying	Traditional style and classic fit; loose fitting, free of holes, tears, rips, or fraying
Length	Beyond your waistband	Beyond your waistband	Beyond your waistband	Beyond the knee	No shorter than 3" above the knee in the front and back; the best method to measure this is using the width of a standard cell phone or an index card	No shorter than 3" above the knee in the front and back; the best method to measure this is using the width of a standard cell phone or an index card
Additional Information	Must be purchased from Land's End, the Collaboratory, uniform thrift sale	Must be purchased from Land's End, the Collaboratory, uniform thrift sale; zip-up jackets and cardigans must be worn with a polo shirt underneath	Must be purchased from the Collaboratory, uniform thrift sale, TRS athletics, or official TRS clubs	Athletic pants, sweatpants, and warm-up pants are never permitted; dry fit/performance material pants are only permitted in a classic style i.e. golf pants	Athletic shorts or warm-up shorts are never permitted; dry fit/performance material shorts are only permitted in a classic style i.e. golf shorts	Denim skirts are not permitted; plaid skirts, and jumpers must be purchased from Land's End; all dresses and jumpers must be logoed and purchased from Land's End; solid-colored skirts may be purchased from anywhere

ADDITIONAL UNIFORM GUIDELINES

Footwear	Students must wear sneakers or casual dress shoes with a back. No slippers, high heels, flip-flops, Crocs, slides, Heelies, or light-up shoes.
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
Accessories	No hats or beanies may be worn inside the building. Accessories must also meet or exceed the TRS standard.
PE Dress	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.

DISCIPLINE AND DISCIPLESHIP POLICIES

Because the vision of The Rock School is to make disciples of Jesus, our discipline policies and procedures are rooted in Scripture and address “the attitudes” portion of our vision statement. Both discipline and disciple come from the same word *discipulus*, meaning “pupil” or “learner.” Discipleship is the life-long journey of learning to become more like Christ. Therefore, to have true discipleship, we need discipline. Paul writes in Hebrews 12 that “God’s discipline is always good for us, so that we might share in his holiness.” He goes on to say, “No discipline is enjoyable while it is happening... But afterward there will be a peaceful harvest of right living for those who are trained in this way.” The harvest that comes from a life shaped by discipline is the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23). Therefore, discipline at The Rock School is a partnership between faculty, students, and parents to shape our lives to become more like Jesus.

DISCIPLINE AND DISCIPLESHIP OVERVIEW

The Rock School is committed to maintaining a safe, respectful, and Christ-centered learning environment through a consistent and cohesive approach to student discipline across all grade levels, Kindergarten through 12th grade. While our behavioral expectations and core disciplinary philosophy remain consistent schoolwide, the application of specific procedures and consequences may be developmentally appropriate and differ by division. When necessary, policies are adapted to reflect the unique needs and maturity of elementary, middle, and high school students while upholding the same standards of character, accountability, and respect.

Jesus balanced both grace and truth. We desire that discipline at The Rock School looks the same. Jesus did not condemn people for their sin, but he did discipline them through grace while calling them up to righteousness in truth. This means that sometimes consequences will be necessary to disciple our students and protect the culture of our school.

The Rock School uses several methods to discipline and disciple students:

- **Support Cases** – Support Cases are entered in Toddle. Parents will receive notifications when Support Cases have been entered for their children in the categories of Shout-Outs, Discipline, and General Updates. These records provide ongoing communication between school and home, help identify patterns of behavior, and guide staff in providing effective support, discipline and discipleship.
- **Accountability Conversations** – Accountability Conversations are restorative discussions used to help students reflect on their challenges and choices,

understand how their behavior affects others, and take responsibility for their actions. These conversations are intended to promote growth in the areas of academic support, behavioral support, and emotional/spiritual support.

- **Short-Term Intervention Plans** – Short-Term Intervention Plans (STIPs) are implemented when a student demonstrates repeated patterns of behavior that require additional support and accountability. These individualized plans are designed to encourage growth through consistent and ongoing guidance and may include detention, regular meetings with the administrative team or Student Support Team, discipleship groups, or other interventions.
- **Immediate Intervention** – Immediate Intervention is used when a student's behavior poses an immediate risk to the safety, well-being, or learning environment of others or themselves. Depending on the circumstances, students may be removed from the classroom, school activities, or campus until the situation can be safely and appropriately addressed.

SUPPORT CASES

SHOUT-OUT CASES

To serve our desire of making sure students are seen, known, and loved, TRS celebrates students who demonstrate our Learner Profile attributes through positive recognition and encouragement. Teachers and staff may issue **Shout-Out Cases** when they observe students making choices that reflect our core values.

Shout-Outs are designed to recognize meaningful moments when students exemplify the qualities we strive to develop in every learner. Whether through academic effort, acts of service, leadership, integrity, kindness, or perseverance, these acknowledgments celebrate students who are actively living out The Rock School's values.

Through intentional recognition, we seek to encourage continued growth, strengthen our school culture, and remind students that their choices and contributions are seen, valued, and appreciated.

GENERAL SUPPORT CASES

General Support Cases are used to maintain consistent communication between our staff and parents regarding student needs, concerns, questions, or important updates that do not fall under Discipline, or Shout-Outs. These cases allow teachers and staff to share information with parents, provide context, and collaborate in supporting each student's growth and success.

DISCIPLINE SUPPORT CASES

Discipline Support Cases are qualified in the following ways:

- **Minor: Correction is needed** - actions where correction is required, but actions have a limited negative impact on social or community settings.
- **Moderate: Accountability is needed** - actions that are disruptive and/or repetitive in social and community settings.
- **Serious: Coaching is needed** - actions that negatively impact safety, relationships, and/or school culture.
- **Critical: Immediate intervention needed** - actions that create major safety, legal, and/or core value concerns.

The school administration reserves the right to assign a different qualification and disciplinary consequence to each case based on the totality of the circumstances and prior disciplinary history. This is especially true in regard to physical contact, including but not limited to the student's actions before, during, and after the incident; the vulnerability of the victim; disparity in size or strength; evidence of planning or retaliation; continued aggression after intervention; and the actual or potential for injury.

DISCIPLINE CASE GRID

Minor (correction needed)	Moderate (accountability needed)	Serious (coaching needed)	Critical (immediate intervention needed)
Crude humor	Gossip	Academic misconduct (cheating/plagiarism)	Blackmail
Listening to music that violates our core values	Lying	Blatant defiance	Critical physical contact*
Minor physical contact*	Moderate public display of affection	Cell phone violation	Dangerous vehicular actions (speeding, using your cell phone while driving)
Not following classroom norms (MYP/DP)	Misuse of technology	Cursing	Destructive vandalism
Not following essential agreements (PYP)	Moderate physical contact*	Leaving campus without permission	Drugs
Parking violation	Negative language toward a classmate/put-downs	Leaving class for more than 10 minutes	Gambling
Minor prohibited items (non-educational, such as toys)	Reading or viewing materials that violate our core values	Serious display of affection	Involvement in witchcraft, the occult, or astrology
Shows disregard for the cleanliness of shared spaces (small mess)	Refusal to comply with teacher requests	Offensive gestures	Sexual misconduct (pantsing, harassment, immorality, assault)
Talking in class	Repetitive talking or disrupting class	Racial Slurs	Stealing
Tardies	Shows disregard for the cleanliness of shared spaces (large mess)	Serious physical contact*	Taking and sharing pictures of others without permission
Uniform violations (a change of clothes will be required)	Talking back/arguing with authority	Skipping class, detention, Play Club, or chapel	Viewing or distributing pornography
Wearing smart glasses		Slander	
		Throwing things	
		Verbal or physical threat of harm (not acted upon)	
		Vulgar or profane language	

CLARIFICATION OF PHYSICAL CONTACT

	Definition	Examples
*Minor physical contact	Placing hands on another student in a way that is not aggressive; failure to keep hands, feet, or other objects to oneself through physical contact that is not intended to cause harm and does not escalate into physical aggression.	Poking or tapping another student after being told to stop; unwanted hugging or other non-aggressive physical contact; pushing past another student without causing injury; flicking, nudging, or playfully hitting another student; invading another student's personal space through repeated physical contact; minor classroom behaviors such as tapping, kicking, or touching another student's chair or desk; touching another student's clothing, backpack, or personal belongings.
*Moderate physical contact	Physical contact that is isolated, causes little or no injury, and does not demonstrate an intent to cause significant harm.	Pushing, shoving, tripping, shoulder-checking, slapping, throwing an object at someone that does not cause injury, mutual horseplay that becomes physical, grabbing or pulling another student's clothing, backpack, or personal belongings.
*Serious physical contact	Physical aggression involving repeated strikes, force likely to cause injury, or behavior that requires adults to intervene to stop the incident.	Punching, kicking, repeated slapping, tackling, hair pulling, choking attempts without loss of consciousness, pinning someone down, intentionally throwing objects likely to injure, pantsing, continuing to fight after staff directives to stop.
*Critical physical contact	Violent behavior that creates a substantial risk of serious bodily injury, involves a weapon, targets vulnerable areas of the body, or demonstrates an intent to inflict significant harm.	Assault either causing significant injury or the potential for injury or requiring emergency medical treatment, assault on staff, behavior that could result in hospitalization or permanent injury, stomping on a person, choking/strangulation, repeated blows to the head after a person is down, use or threatened use of a weapon, attacking multiple individuals.

DISCIPLINE AND DISCIPLESHIP PROCESS

Minor (correction needed)	Moderate (accountability needed)	Serious (coaching needed)	Critical (immediate intervention needed)
The teacher enters Support Cases in Toddle	The teacher enters Support Cases in Toddle	The teacher enters Support Cases in Toddle or initiates an SOS* to Administration	The teacher initiates an immediate SOS*
Teacher communicates Support Case to student	Teacher communicates Support Case to student	Teacher communicates Support Case to student	Teacher communicates Support Case to student
Disciplinary action might be administered based on the number of Support Cases entered	Relevant administration (Principals, Athletic Director, Fine Arts Director, Director of Student Life, Director of Student Support) is notified of Support Cases	Relevant administration (Principals, Athletic Director, Fine Arts Director, Director of Student Life, Director of Student Support) is notified of Support Cases	The teacher removes the student from the situation
Student makes amends	Administration initiates a timely accountability conversation or ASUP with all parties involved	Administration initiates a timely accountability conversation or ASUP with all parties involved	Administration initiates timely accountability conversations with all parties involved
	Accountability and discipleship is discussed	Administration initiates parent conversations or meetings if necessary	Admin reviews video footage if necessary
	Disciplinary action is administered at the discretion of Administration	Accountability and discipleship is discussed	Admin initiates parent meetings
	Student makes amends	Disciplinary action is administered at the discretion of Administration	Accountability and discipleship is discussed
		The student is put on a Discipline Short-Term Intervention Plan	Disciplinary action is administered at the discretion of Administration
		Student makes amends	Administration enters the Support Case
			The student is put on a Discipline Short-Term Intervention Plan
			Student makes amends

POTENTIAL DISCIPLINE AND DISCIPLESHIP CONSEQUENCES BY LEVEL

Minor (correction needed)	Moderate (accountability needed)	Serious (coaching needed)	Critical (immediate intervention needed)
Accountability conversations/meetings	Accountability conversations/meetings	Accountability conversations/meetings	Accountability conversations/meetings
Alternative disciplinary action	Alternative disciplinary action	Alternative disciplinary action	Alternative disciplinary action
ASUP	ASUP	ASUP	Confiscation of belongings
Confiscation of belongings	Confiscation of belongings	Confiscation of belongings	Dismissal
Lunch detention	Lunch detention	Dismissal	Parent conversations
Removal from class	Removal from class	Lunch detention	Parent meetings
		Parent conversations and/or meetings	Removal from class
		Removal from class	Short-Term Intervention Plans (STIP)
		Short-Term Intervention Plans (STIP)	Suspension
		Suspension	

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.

REENROLLMENT AND STUDENT SUPPORT CASE CONSIDERATIONS

The Rock School is committed to partnering with students and families to support growth, accountability, and positive decision-making. We recognize that students may occasionally make mistakes and require additional support, guidance, and/or correction. However, continued enrollment at The Rock School is dependent upon a student's ability to demonstrate a commitment to our community expectations and maintain a safe, respectful, and productive learning environment.

A student's reenrollment eligibility may be impacted by the frequency, severity, and pattern of Support Cases throughout the school year. While individual incidents are considered within the full context of a student's behavior and growth, students who demonstrate a continued pattern of challenges requiring significant intervention—including repeated **Serious** or **Critical** Discipline Support Cases—may be subject to review and may not be invited to reenroll for the following school year.

The school reserves the right to consider factors including, but not limited to:

- The number and frequency of Support Cases;
- The severity level of incidents;
- Patterns of repeated challenges and/or behaviors despite interventions and support;
- The student's response to correction, accountability, and restorative efforts;
- The impact of the student's choices on the safety, learning, and well-being of others and themselves;
- The student's overall alignment with the values and expectations of The Rock School community.

The goal of Support Cases is not simply to document mistakes, but to provide opportunities for reflection, growth, and restoration. When a student's ongoing choices demonstrate that they are unable or unwilling to meet community expectations, the school may determine that continued enrollment is not the best fit for the student or the school community.

ADDITIONAL GUIDELINES

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 dismissal. 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 and 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 dismissal.

CORPORAL DISCIPLINE

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

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.

PARENT PARTNERSHIP IN DISCIPLESHIP

The Rock School values and appreciates the partnership of parents in supporting the growth and development of our students. Effective discipline requires a collaborative approach between home and school, and students experience the greatest success when parents, teachers, and administrators work together with a shared commitment to their growth and discipleship.

When a teacher or administrator reaches out regarding a student concern, we ask parents to approach the conversation with a spirit of partnership, support, and trust. By working collaboratively, communicating openly, and reinforcing expectations at home, we can provide students with the consistency, accountability, and encouragement they need to learn from their choices and continue to grow.

NON-ACADEMIC PROGRAMS

LUNCH

To ensure a safe, organized, and enjoyable lunch environment, the following expectations are in place:

- Parent Visits: Parents are welcome to join their child for lunch but must sign in through the front office upon arrival. Other visitors are not permitted during lunch.
- Leaving Campus: Students may not leave campus during lunchtime.
- Lunch Locations: Students may eat in the lunchroom or in designated outdoor areas. Food may not be consumed in classrooms unless given explicit permission by a teacher.
- Bringing Lunch: Students may bring lunch from home each day.
- Microwave Use: Microwaves are available for student use in grades 6–12.
- Additional Food Options: Students in grades 6–12 may purchase items from The Collaboratory before and after school and during lunch.
- School Lunch Program: The Rock School partners with local businesses to provide optional lunch ordering with a variety of menu choices available throughout the week. Instructions for ordering lunches online can be found on the Current Families page of the school website.

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 compliance with the Discipline and Discipleship policies as well as good academic 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.

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

TEMPORARY MEDICAL SERVICE PLANS

Families are responsible for notifying the school office when a student experiences an injury or medical circumstance outside of school that may impact the student's ability to safely participate in school activities, move throughout campus, or fully engage in academic responsibilities. This includes injuries or conditions that require temporary accommodations, such as limitations with mobility, participation in physical activities, or classroom expectations.

Upon receiving notification, the Student Support Team will work with the family to understand the student's needs and determine appropriate accommodations. When necessary, the Student Support Team may issue a temporary Medical Support Plan outlining specific adjustments and supports to help the student remain successful and safe while at school.

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 permission to leave and 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. Students may only park in designated student parking. 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. This is especially important during class time. During class time, students are expected to keep volume at a whisper in the hallway and avoid looking through doors to classrooms that are currently in use.

ELEVATOR USE

The elevator is not for student use without approval. Parents should contact the office if a student has a mobility issue requiring use of the elevator.

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 3:25p

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

PURPOSE AND SAFETY

TRS introduces technology gradually – limited in the lower grades and expanding as students mature – so students learn to use it responsibly. Technology resources include campus Wi-Fi, internet and email, Google Apps and other software, Apple iPads, laptops, and copiers. Access is a privilege, not a right, and depends on following the rules below. Student safety is our first priority.

We protect students with redundant network filtering, content filtering and other restrictions on all TRS iPads and Bark Technologies monitoring, which alerts administrators to questionable or prohibited activity. However, no filter is 100% effective, so these safeguards work alongside student compliance and parental support for healthy, limited screen time.

NETWORK, INTERNET, AND PRIVACY

The TRS network is for research, coursework, and school communication with TRS students and staff. Students must behave in accordance with school policies when online as they must on campus.

No privacy: iPads, email, and cloud storage are treated like school lockers. Administrators may review files and communications at any time to maintain the integrity of our systems and ensure responsible use. Students should not expect that anything stored on or accessed through TRS accounts or devices is private.

HOTSPOTS AND VPN (VIRTUAL PRIVATE NETWORK) USAGE

Personal hotspots (including phone/tablet hotspot features) must be turned off on campus. Any active hotspot found during routine scanning will be confiscated and returned to a parent. VPN use on TRS networks or devices is always prohibited.

CONNECTING TO THE TRS NETWORK

Only the following devices may connect to TRS Wi-Fi:

- School-issued iPads
 - 9th and 10th grade TRS iPads
 - Students with technology access requirement iPads
 - Shared PYP/MYP classroom iPads
- Personal laptops brought by 11th and 12th grade students

No other personal device may connect to TRS Wi-Fi at any time, with the exception of Play Club student workers who have been issued school Wi-Fi accounts.

GOOGLE ACCOUNTS & EMAIL ACCESS

TRS students receive a TRS-managed Google account for school use, required for iPads, Google apps, and other educational systems. Accounts are for school-related use only – not personal correspondence or unrelated third-party sites – and are monitored and accessible by staff without notice. For safety, email is disabled until 6th grade. Withdrawn or graduated students keep email and Drive access for 60 days, after which the account is deactivated.

ELECTRONIC TECHNOLOGY TOOLS CONSENT (ETT)

Federal and state regulations require parents of TRS students using technology to complete our required [Consent Form](#) before students will be given access to these tools.

PERSONAL ELECTRONIC DEVICES GUIDELINES

CELLPHONES

- Students who need to communicate with their parents should use the phone in the school office.
- Grades K-8: Students are not permitted to use cell phones while on campus at any time.
- Grades 9-12: Students are not permitted to use their cell phones from when they arrive on campus until 3:05p.

SMARTWATCHES

- Students in grades 6-12 may wear smartwatches on campus if they are set to function as only a timepiece during school hours.
- Students should not engage in texting or calling from their smart watches.
- If a smartwatch becomes disruptive, the student may be required to leave it at home.

IPADS

- TRS issues an iPad to 9th and 10th grade students (and to some students with academic accommodations).
- Classroom iPads may be used by students under the supervision of teachers and staff.
- Students in grades 6-8 may use school iPads during IAP and after-school study hall only for completing school work.
- iPads must be brought to campus fully charged every day.

LAPTOPS

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

HEADPHONES/EAR BUDS

Headphones and ear buds are only permitted during independent work in IAP or for classwork as directed by teachers.

OTHER DEVICES

Personal tablets, gaming devices, digital glasses, and personal laptops outside grades 11-12) may not be brought to campus, used, or connected to Wi-Fi.

CLASSROOM DEVICES AND PRINTERS

- Some PYP and MYP grades use shared iPads as directed by teachers.
- Students are liable for damage from careless or intentional misuse.
- Middle and 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.

DEVICE INFRACTIONS

A student using an unsanctioned device will be issued a disciplinary action aligned to our Discipline and Discipleship Policy. The device will be confiscated and taken to the office, where it can be retrieved at the end of the day by the student or parent, depending on the disciplinary action necessary.

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, may be dismissed.

PROHIBITED ACTIVITIES

The following activities will be strictly prohibited using TRS technology. This applies both on and off campus, including but not limited to:

- Gaming
- Using obscene language or behavior on social media sites
- Personal email accounts
- Social media, including, but not limited to Facebook, Instagram, Snapchat, TikTok, X, etc.
- Video streaming sites, such as YouTube, Netflix, Hulu, etc. unless specifically directed to a video by a teacher.

- Other sites deemed inappropriate or not for educational purposes.
- Inappropriate messaging or chatting using TRS technology.
 - Students may not use Google Docs/Slides/Sheets, Notability, Apple Notes, Canva, etc. as a way to chat or communicate with others about personal matters or topics not related to school assignments.

ILLEGAL ACTIVITIES

The following are illegal and will bring disciplinary action, loss of technology privileges, and possible legal action:

- Employing the TRS network for commercial purposes, financial gain, or fraud.
- 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.

TRS is a mandatory reporting organization. As such, appropriate authorities will be notified if illegal activity is discovered on campus or with TRS technology.

AUDIO, VIDEO, & IMAGE RECORDINGS

Students may not make audio or video recordings or take photos during school or school functions without a faculty member's permission for a specific educational purpose. This covers cameras, camera phones, video cameras, and the iPad camera. Violations may be unlawful and could carry legal consequences for invasion 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, 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)