



ROCKSOLID
CHRISTIAN ACADEMY

Parent & Student Handbook

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

1 Timothy 4:12

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Rock Solid Christian Academy Mission Statement

Partnering with parents to equip students for a lifetime of learning and glorifying God through community, discipleship, and a Christ-centered, hybrid homeschool model of education.

Academic Excellence	We believe in preparing students for God's purpose in their lives through the pursuit of academic excellence. Our Christ-centered hybrid homeschool model curriculum aims to provide a strong educational foundation that integrates faith and learning. We strive to challenge and equip our students with the knowledge, skills, and critical thinking abilities needed to excel academically and make a positive impact in their future endeavors.
Community	Fostering a Christ-centered community is at the heart of who we are. We aim to create a nurturing, supportive, and loving environment where families, teachers, and staff come together to glorify God and serve one another.
Discipleship	Central to our educational philosophy is the principle of discipleship. We strive to mentor and guide our students in building a secure identity in Christ, instilling in them self-discipline and self-responsibility. Through a highly accountable environment, we emphasize a high standard of moral attitude, integrity, and respect toward peers and authority figures.
Parent Partnership	We believe that a strong partnership with parents is essential for the holistic development of our students. We work collaboratively with like-minded parents, valuing their active involvement in their child's character development and spiritual growth.
Service	We believe that service is an essential expression of our faith and a key component of Christian character. We seek to instill in our students a heart for serving others, following the example set by Jesus Christ, who came not to be served but to serve.
Continuous Learning	We believe in lifelong learning, inspiring both staff and students to pursue knowledge and personal growth. We prioritize professional development for our staff and foster a culture of curiosity and critical thinking in our students. By modeling lifelong learning, we empower our students to become self-directed learners, ready to embrace any future pursuit.

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Rock Solid Christian Academy retains the discretion to amend, discontinue, or vary the policies and standards contained in the parent/student handbook with or without prior notice.

This handbook does not create contractual rights or give rise to an irrevocable contractual commitment; it only expresses the status of the policies and standards at the time of writing.

SECTION 1: GENERAL

1-1 Statement of Purpose

Rock Solid Christian Academy is a Christian school providing a Christ-centered education in an atmosphere conducive to spiritual, personal, and academic growth. Rock Solid combines the best attributes of home with the best attributes of traditional education by integrating on-campus instruction with parent-guided learning at home. Students attend class on Mondays, Tuesdays, and Thursdays, where they receive intensive instruction in each course of study.

The primary purpose of the Rock Solid Christian Academy program is to disciple character witnesses of Christ for the next generation by providing a strong, comprehensive education taught from a Christian worldview and specifically designed to meet the academic needs of Christian students and their parents.

Rock Solid Christian Academy is based on the principle of a “cooperative partnership” between the families of Rock Solid Christian Academy students and the Rock Solid Christian Academy teachers and administrative staff.

Rock Solid Christian Academy recognizes that the parent(s) is/are the primary person(s) responsible for their children's education.

Rock Solid Christian Academy desires that each student reach his full potential spiritually, emotionally, socially, physically, and academically. Rock Solid Christian Academy is for those who know the Way of the Lord and have purposed to walk in it.

1-2 Statement of Faith

WE BELIEVE that there is ONE LIVING AND TRUE GOD, eternally existing in three persons – the Father, the Son, and the Holy Spirit–equal in power and glory: that this triune God created all, upholds all, and governs all. (Deuteronomy 6:4, 2 Corinthians 13:14)

WE BELIEVE in GOD, THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and spiritual death all who come to Him through Jesus Christ. (1 Corinthians 8:6, 1 Peter 1:3, James 1:17)

WE BELIEVE in JESUS CHRIST, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teaching, atoning death, bodily resurrection, ascension into heaven, and future return to earth. (John 1:1-2, 14; Luke 1:35, Romans 3:24, 1 Peter 2:24, Ephesians 1:7, 1 Peter 1:3-5, Acts 1:9-10, Hebrews 7:25, Hebrews 9:24, Romans 8:34, 1 John 2:1-2, 1 Peter 4:5, Romans 14:9, 2 Timothy 4:1)

WE BELIEVE in the HOLY SPIRIT who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Jesus Christ; we believe that the Holy Spirit indwells every believer in Jesus Christ and

that He is an abiding Helper, Teacher, and Guide. (2 Corinthians 3:6, 1 Corinthians 12:12-14, Romans 8:9, Ephesians 5:18)

WE BELIEVE that all MANKIND are sinners and are therefore under condemnation, that God regenerates by the Holy Spirit those who confess Jesus Christ as Lord and Savior, according to the Bible, and that humans are created male and female, in God's image. (Romans 3:22-23, Romans 5:12, Ephesians 2:1-3, 12, Ephesians 2:8-10, John 1:12, Ephesians 1:7, 1 Peter 1:18-19, Romans 10:9)

WE BELIEVE that the SCRIPTURES of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts and the infallible rule of faith and practice. (2 Timothy 3:16-17, 2 Peter 1:20-21, Matthew 5:18)

WE BELIEVE in the LORD'S SECOND COMING and that Christ has given each individual believer the talents and gifts to be a vital part of the body of Christ, for the building up of that body, and the spread of the Gospel to a lost world. (1 Peter 4:5, Romans 14:9, 2 Timothy 4:1, Romans 12:1-8, 1 Peter 4:10-11)

1-3 Definition of Family

We are committed to the home and family as outlined in Holy Scripture. We believe God has ordained and created marriage between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long standing principles of scriptural truth.

Rock Solid Christian Academy defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1: 27-28, Genesis 2: 18-24, Matthew 19: 4-9, Mark 10: 5-9, Ephesians 5:31-33)

1-4 General Policy Statement

Rock Solid Christian Academy is made up of families with a wide variety of backgrounds, and we therefore do not attempt to favor any particular views about numerous issues faced by Christian families today in such areas as music, dating, clothing styles, movies, politics, etc. We feel it is up to the families to decide for themselves regarding these issues. However, since these issues can become controversial within the Christian community, Rock Solid Christian Academy takes a somewhat conservative approach to most issues and, in most cases, will choose to err on the conservative side of such issues. (Romans 14:19-23).

Rock Solid Christian Academy does not take these positions as an attempt to force a certain value system on the families attending Rock Solid Christian Academy, nor are we placing judgment on anyone who may have differing views. Our purpose in establishing these policies is to create an environment that allows for the participation of Christian families with differing backgrounds and lifestyles.

Rock Solid Christian Academy is seen by the school board, administrators, teachers, supporting staff, students, and their families as a MINISTRY unto God, allowed by God, and provided for by God. The Lord Jesus Christ is Lord over Rock Solid Christian Academy. The teaching and administrative staff must be committed believers in Jesus Christ and the principles and purposes of Rock Solid Christian Academy and must be able to effectively communicate them.

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be implemented during the school year. We encourage parents and students to be familiar with the regulations and procedures of the school listed in this Handbook.

1-5 School Leadership and Decision-Making

The Rock Solid Christian Academy Principal, under the direction of the Board of Directors, has the right to exercise all managerial functions, including, but not limited to, the right:

1. To dismiss, assign, supervise, and discipline employees.
2. To determine the class day, time, schedule, and size to accommodate the student body.
3. To define or change the methods of operation of the school and how they are carried out.

To create an orderly and effective learning environment that reflects the Policies, Procedures, and Mission Statement of the school, the Board of Rock Solid Christian Academy has established the following managerial model:

- **Rock Solid Board of Directors** – establishes policy and purpose for Rock Solid Christian Academy, and supervises the principal
- **Principal** – translates policy and purpose from the Board in the day-to-day school environment. This role currently also serves as Head of School.
- **Dean of Academics** – in conjunction with the principal, maintains the quality of the academic program, including teaching and learning, and oversees standardized testing.
- **Dean of Student Life** – in conjunction with the principal, works to strategically support the development, operation, communication and evaluation of the overall school experience.
- **Administration Assistant** – assists the Administration in communication between the school and parents, prospective families and the student body.
- **Teachers** – Teachers are responsible for classroom instruction, classroom management, student learning, assignment and grade communication, and direct communication with parents regarding ordinary classroom matters.

How Questions and Concerns Are Normally Handled

To promote clarity, order, and direct communication, Rock Solid Christian Academy asks families to address questions and concerns through the appropriate level first.

- Questions about classroom instruction, assignments, grades, and routine student concerns should first be directed to the teacher.
- Questions about academic program matters, course placement, transfer credit, ILPs or academic review may be directed to the Dean of Academics, usually after communication with the teacher when appropriate.

- Questions involving significant student discipline, schoolwide concerns, or unresolved administrative matters may be directed to the Principal.

Final Administrative Authority

The Principal serves as the final administrative authority in the day-to-day operation of the school, including the interpretation and enforcement of handbook policies, unless a matter is specifically reserved to the Board of Directors.

1-6 Roles and Responsibilities

An understanding of the roles and responsibilities of parents, teachers, and administration is imperative to the success of the Rock Solid Christian Academy program. Our school model requires a partnership between parents, students, and staff: the parents need to be involved in the spiritual, academic, social, and physical development of their students, and support the administration and faculty. The student will attend three days of formal classes a week for instruction, guidance, and assignments provided by their RSCA teachers, and then will be responsible for studying outside the classroom to complete assignments, research, and practice.

Overview of Parent Roles

In general, parents have a primary role to play in support of the professional educator's lead role. The nature of the parent's role varies depending on the student's grade level and the subject matter. The primary parental roles fall into three categories:

- At the Elementary level, parents act as **co-teachers** and will receive instructions from the classroom teacher regularly, via the classroom Taxi, outlining homework assignments, follow-up study, and the preparation or review needed for their students' next class.
- In Middle School, parents are **supervisors** and have fewer academic tasks assigned to them as students begin to shoulder responsibility. The parents' supervisory presence is integral to their children's success, especially in areas of personal discipline, including building personal structure, organizational skills, and task strategy.
- For High Schoolers, parents are primarily **mentors** who look for opportunities to mentor their sons and daughters spiritually, academically, morally, and socially.

Parent Responsibilities

The parents are the PRIMARY SUPPORT for Rock Solid Christian Academy, with prayers, ideas, time, and finances, as well as CO-EDUCATORS of their children. Parents are responsible for:

- Assuring that their children are present, punctual, and prepared for formal class time.
- Administering and overseeing assigned home study lessons.
- Motivating the student to continue in his studies.
- Minor grading as assigned by the RSCA teacher.
- Administering and overseeing tests sent home in the student folder.
- Communicating with the student and teacher.
- Mandatory attendance at Fall and Spring E3 Parent Training Events and other meetings.

- **Reading and responding promptly** to all school communications, including communications in the Family Communication Folder, Taxi and/or Command Center.

Teacher Responsibilities

The teachers are the TEACHING PARTNERS with parents of the students, and are responsible for:

- Creating the course outline/schedule for their class based on course objectives provided by the administration.
- Introducing lesson precepts and classroom instruction.
- Assigning home lessons and assignments.
- Reviewing and reinforcing home and classroom assignments.
- Monitoring, evaluating, and grading students' work.
- Providing differentiated instruction and/or additional support to students.
- Communicating with the students and parents.
- Being the responsible representative for the parents while the students are on campus and at school supervised activities.

Administration/Board Responsibilities

The administration and the board are the COOPERATIVE PARTNERSHIP between the family and the teaching staff, providing:

- Qualified Christian teachers.
- A core curriculum.
- A selection of elective courses.
- Finalizing selection of course materials and curriculum.
- Teachers with course objectives.
- Record keeping and progress report, report card, and/or transcript for every enrolled student.
- A formal classroom atmosphere that is conducive to learning.
- Appropriate testing (teacher-devised and standardized).
- Quarterly grade updates.

Please pray continually for the school, the board of directors, the students, the teachers, the office staff, and for God's overall guidance and blessings on Rock Solid Christian Academy. We encourage active participation by the parents of Rock Solid Christian Academy students in the RSCA community.

1-7 The State of Colorado and Rock Solid Christian Academy

Rock Solid Christian Academy is legal under Colorado Education Statutes (which can be found at the [Colorado State website](#)).

By enrolling a student at RSCA, parents/guardians and students agree to abide by the policies and procedures outlined in this handbook.

Mandatory Reporting

Rock Solid is deeply committed to ensuring the safety and well-being of all its students. In accordance with Colorado Revised Statutes §19-3-304, all school personnel (including teachers, administrators, staff, and volunteers) are legally mandated reporters of suspected child abuse or neglect. This means that if any school personnel have reasonable cause to believe that a child has been subjected to abuse or neglect, they are required by law to report their concerns to the appropriate child protective services agency or law enforcement.

This policy applies to all forms of suspected abuse or neglect, including physical abuse, sexual abuse, emotional abuse, and neglect. When a report is made, school personnel are not responsible for investigating the allegations, but for providing the information they have to the authorities. All concerns will be reported promptly to ensure the safety of the child. Reports are confidential as required by law, and the school will cooperate fully with any subsequent investigation by child protective services or law enforcement. Our primary concern is the safety and welfare of our students.

SECTION 2: ADMISSIONS

Rock Solid Christian Academy's admissions process does not discriminate based on any race, color, gender, or national origin. All students admitted enjoy the rights, privileges, programs, and activities of the school.

2-1 Admissions Procedures/Requirements

The following procedures and requirements have been established for admitting students to Rock Solid Christian Academy:

- Parents should agree with [Sections 1-1 through 1-6](#) and should be willing to actively support our educational program.
- The student and parents must have a sincere desire for a Christian education and must be willing to partner with the school to uphold the standards and regulations of RSCA.
- Rock Solid Christian Academy believes that at least one parent or guardian should be a professing “born again” (saved) Christian. Without this, it would be hard for the parents to support the standards and regulations of our school.
- The following forms need to be submitted before a student will be considered fully enrolled.
 - Application for Admission
 - Immunization Form
 - Parent Educational Agreement
 - Student Educational Agreement
 - Recommendation Forms
 - A copy of the most recent Standardized Test, if applicable (within the last two years)
 - Application for Transfer Credits (for grades 6+, per [Section 2-5](#))
- An interview will be scheduled with the prospective student and parents during the course of the admissions process.
- Current application and enrollment fees can be found on the RSCA website.

2-2 Re-Enrollment

It is necessary for students to re-enroll for the upcoming school year. Re-enrollment opens in January for current students. Parents will receive an email from FACTS when re-enrollment is available and will have a limited amount of time to complete the forms and hold their student's spot for the following year, before enrollment is opened to the general public. The school requires the re-enrollment form and fees to be turned in by the date indicated in your FACTS Parent Portal. After this date, students will be accepted on a space-available basis. The administration of the school reserves the right to refuse re-enrollment to any student.

2-3 Course Changes, Withdrawals and Dismissals

Requests for withdrawal from Rock Solid Christian Academy must be sent to the Principal as soon as possible. If you wish to withdraw your student from a particular class, email the Dean of Academics or the Principal.

Student tuition is governed by the RSCA Tuition Agreement signed by parents during enrollment/re-enrollment. If a student withdraws from RSCA, the remaining tuition for the year will still be due. Parents may petition the RSCA Board of Directors for tuition forgiveness in limited cases, such as moving or extreme financial hardship.

If a student is dismissed from Rock Solid Christian Academy, please refer to the Tuition Agreement your family signed for details.

9th Grade and Up

A student may withdraw from a course within the first two full weeks of the semester with no effect on his transcript.

A student may only be permitted to withdraw from a course after the second full week of the semester at the discretion of the school administration. The student's permanent record will show a WDP (Withdrawn Passing) or a WDF (Withdrawn Failing). Tuition for the entire semester will be charged for the course(s).

10th Grade and Up

Withdrawal from a dual-credit or college-credit class is subject to the college's course change and withdrawal policy (see multiple relevant passages in [Section IV](#)).

2-4 Transferring from RSCA to Other Schools

Students who withdraw or transfer to another school will have their records forwarded to the new school.

2-5 Transferring from Other Schools to RSCA

Students who transfer to Rock Solid Christian Academy must be eligible to return to his/her previous school and be in good standing. Placement testing may be required.

Middle School / High School

If current RSCA students wish to receive credit for coursework taken outside of RSCA, they must receive approval from the Dean of Academics. Credits will not be accepted for courses in which the student earned grades lower than a C.

Transfer credits taken at an accredited institution or as an online course from a similar institution will require an official transcript on the completion of that course.

Approval of transfer credits will be at the discretion of the school administration.

Expenses associated with classes taken outside of RSCA are the responsibility of the student's family and are not covered by Rock Solid Christian Academy tuition.

2-6 Pre-Enrollment Placement Tests

All middle school and high school students may be required to take a math placement test and possibly other placement tests before enrollment into Rock Solid Christian Academy. Math placement tests will be sent to parents to be proctored at home and then returned to Rock Solid for evaluation.

SECTION 3: ATTENDANCE POLICY

3-1 General

Students of Rock Solid Christian Academy are expected to attend all of their academic classes regularly. Parents of students are responsible for ensuring regular class attendance.

Standard School Schedule

Elementary (K-5) Monday, Tuesday, Thursday
8:15am - 2:45pm

Middle School (6-8) Monday, Tuesday, Thursday
8:00am - 3:00pm

High School (9+) Monday, Tuesday, Thursday
8:00am - 3:00pm

The importance of regular attendance is essential to students' academic growth and development. Excessive absences have a negative effect upon continuity, even when the work is made up. The Rock Solid administration strongly believes that the classroom experience cannot be duplicated with make-up assignments. The regular contact with other students and their participation in well-planned instructional activities under the supervision of a skilled instructor is vital to our purpose. Therefore, students of Rock Solid Christian Academy are expected to attend all of their classes regularly.

Parents of students are responsible for ensuring regular class attendance. Students are required to **attend a minimum of 85% of on-campus school days**. Students who fail to meet these requirements will be considered chronically absent and may not be recognized as having completed the course/grade level and may be retained. (See [Section 3-3](#))

Exceptions may be granted by the principal if a student is unable to meet the attendance requirements due to extraordinary circumstances beyond the family's control (including, but not limited to extended illness), and if the student has achieved mastery of the course content in the judgment of the teacher.

3-2 Absences

Parents **MUST** notify the RSCA office for any absences. Whether the absence is planned or unplanned, contact the School Office as soon as you know an absence will occur, using one of these methods:

- Send an email to the School Office
- Call the School Office, stating the reason for the student's absence
- Leave a voice message with the School Office that states the absence reason

If your absence is pre-planned, provide as much notice as possible, so that our staff can support your student missing instruction time. During absences, students will have **one day for each missed at-school day to make up the work they missed.** (For more information, see [Section 4-4](#)) **Students/Parents are responsible for securing missed assignments and turning them into the teacher.** Absent students may need to schedule make-up tests after school to prevent further loss of instructional time.

3-3 Chronic Absenteeism

Barring extenuating circumstances that have been pre-approved by the administration, the chronic absenteeism policy is as follows, and covers all absences:

- A total of **4 absences in a semester** will result in the parent being notified in writing. The family may be asked to sign an attendance contract.
- A total of **6 absences in a semester** will require a parent meeting with the principal and may result in student probation and restorative community service.
- A total of **7 absences in a semester** will require a parent meeting with the principal and may result in retention, suspension or dismissal from Rock Solid Christian Academy.
- **For MS/HS** - If a student exceeds the allotted 7 total absences for a given class in a given semester, without a pre-approved exemption from the principal, **the student's grade will be reduced by one full letter grade.**

3-4 Tardies

Parents must notify the school office as to the reason for the student being tardy as soon as possible. The student must be checked in with the school office by the person dropping them off to receive a tardy pass when arriving at school. This tardy pass must be turned in to the student's classroom teacher when entering the classroom.

If a student is tardy 3 times, it will be considered a single day of absence on their student record.

Middle School / High School

Three tardies in any individual class will be considered one absence for that class. Students are expected to attend and participate in Homeroom at the beginning and end of each at-school day. Students may not be absent from Homeroom more than seven times in a semester, or they will fail their Homeroom class.

3-5 Student Pick-Up and Drop-Off Policy

Please try to schedule appointments for your student during non-school hours. However, if it becomes necessary to pick up or drop off your student during the school day, please follow these guidelines:

- Schedule early pick-up in the Pikmykid Parents app. (you must complete this at least 1 hour before pickup time in Pikmykid OR you must call the school office).

- A parent must come to the school office and sign the student out.
- A member of our staff will retrieve your child from their classroom and escort them to the school office.
- If the student returns to school afterward, they must be checked in by a parent or guardian at the office.

Approved Pick-Up Individuals

To ensure the safety and security of all students, RSCA adheres to a strict policy regarding student release. **Only individuals explicitly authorized by the student's legal guardian(s) will be permitted to pick up students from school premises.** Any individual picking up a student, including parents/guardians, may be required to present a valid government-issued photo identification (e.g., driver's license, state ID) to school staff before the student is released. Staff reserve the right to verify identity against school records. If a staff member does not recognize an authorized individual, or if there is any doubt about their identity, a staff member will contact the parent/guardian listed on file for verbal confirmation before releasing the student.

By default, all parents/guardians are considered approved pick-up individuals. If this is not the case, parents/guardians must provide the school with copies of any relevant court orders or legal documents pertaining to child custody, restraining orders, or any other directives that impact student release or access. These documents will be kept on file and strictly adhered to by school staff. Without a valid court order on file, the school is legally obligated to treat both legal guardians equally unless otherwise specified in enrollment forms signed by all legal guardians.

Student Drop-Off Times and Procedures

- Morning drop-off begins at **7:45am** and continues until your student's scheduled class start time (8:15am for Elementary students and 8:00am for High school and Middle school).
- If there are limited, extenuating circumstances that may require you to drop your student(s) off before this time, you must receive written permission from school administration.
- If you arrive before 7:45am, please wait with your student(s) in your vehicle in the designated area until the designated staff member arrives to check in students.
- All parents arriving at school must check in with the designated staff member in the school parking lot before your student(s) may enter the playground or indoor drop off location.
- We will begin our "elementary prayer and pledge time" at 8:00am, so that elementary students can begin their academic day promptly at 8:15am.
- Middle and high school students will begin their homeroom promptly at 8:00am.
- If the start of school is delayed, the school will send an email and/or an SMS Text message with the modified drop-off schedule for your convenience.

Student Pick-Up Times and Procedures

- Afternoon pickup begins at 2:45pm for Elementary students and 3:00pm for High School and Middle School students.
- Afternoon pickup remains open for all grades until 3:15pm
- If you arrive before 2:45pm, please wait in your vehicle in the designated area until the designated staff member arrives to check in students.

- All parents arriving at school must check in with the designated staff member in the school parking lot before parking for Stay and Play, or waiting in the Pickup Line.
- If Pick Up times change, the school will send an email and/or an SMS Text message with the modified pick-up schedule.
- When your student is dismissed into your care, they are no longer under the supervision of the school, even if they are still on school property. Parents/guardians must supervise their children, as the school assumes no responsibility of supervision after school dismissal.

Late Pick-Up

Arriving after 3:15pm on a standard school day **is defined as a "Late Pick-Up."**

Timely dismissal is essential for the smooth operation of the school day and for the well-being of our students and staff. If you anticipate a delay in picking up your child:

- Contact the school office **by 3:00pm** if you will arrive after 3:15pm to pick up your child.
- While we understand that unexpected delays happen, whenever possible, please make arrangements with another parent or guardian to pick up your child by 3:15pm.
- **Grace will be extended for the first time a family has a late pick-up.** After that, families will be charged **\$25 for each occurrence** in their FACTS incidental account.
- Students who are not picked up by 3:15pm will remain inside under staff supervision until a parent or authorized guardian arrives.

3-6 PikMyKid

PikMyKid is the school's dismissal management system. It allows parents to quickly delegate an alternate individual for pickup, change pickup modes, notify the school of early dismissals and schedule other dismissal changes for the future - all while automatically updating the school on these changes.

Initial Setup

All school families are required to fully **set up at least 1 parent/guardian's PikMyKid profile**, using the same email address and phone number that they use to log into their family FACTS account. The school will connect students with their corresponding parent/guardian accounts. Parents should also take the time to set up a default pickup mode for each of their students - most will be either "Car Line" or "Stay and Play."

It is recommended that people who regularly pick up students download the PikMyKid Parents app to their smartphone, to simplify the pick up process. Alternatively, parents may use the PikMyKid website to manage their student's pick up information.

Designate Approved Pickup Individuals

If a family wants a person who is not the student's parent/guardian to pick up their student, they **MUST** be set up as an approved contact in your PikMyKid account and be identified as an approved

pickup person (per [Section 3-5](#)). Each approved pickup person needs to have a completed contact profile (First/Last Name, Phone #, Relationship to each student).

If a pickup person is not a parent/guardian and does not match the PikMyKid Approved Pickup person for the day, we will follow policies identified in [Section 3-5](#).

Pick-Up Changes

Pick-up changes **MUST** be communicated to the school through PikMyKid, unless there is a valid, last-minute emergency. All scheduled changes must be made **at least 1 hour prior to normal pick-up time** (1:45pm for K-5 students and 2:00pm for MS/HS students).

If there is an unexpected, last-minute pick-up change after this time window closes, please contact the School Office as soon as possible.

Early Dismissal

Any person who is authorized to pick up a child is automatically approved to request an early dismissal, unless otherwise requested by parents/guardians.

All Early Dismissal requests will be communicated through the PikMyKid app, and must be made by 8:30am on the day of the request. If there is a valid, last-minute emergency that requires an early dismissal, please contact the School Office as soon as possible.

3-7 Closed Campus Policy

Students may not leave the school grounds during school hours without prior written permission from parents and approval by the administration.

SECTION 4: ACADEMICS

4-1 Curriculum

The curriculum of Rock Solid Christian Academy is based on the following three tenets:

1. Curriculum will glorify God with the Holy Scripture as its foundation.
2. Curriculum is intended to prepare the student for entrance into and success at the next level of academics.
3. Curriculum will be suited for home study with guidance from the RSCA teaching staff.

At the elementary level, students will study reading, writing, spelling, handwriting, math, science, social studies, and various electives.

At the secondary level, students will study reading, writing, math, science, social studies, Bible, and various electives.

4-2 Student Organization and Communication Systems

Communication between the school and home is crucial for the Rock Solid student to be successful. Elementary and MS/HS both utilize a work organization system that facilitates smooth connection between the at-school days and the at-home days.

Family Communication Folder

RSCA is piloting a Family Communication Folder to send home office communications, forms, flyers, and other schoolwide materials that require parent review or response. This folder will be **sent home each Thursday** with the oldest student in the family (as they are dismissed at the end of the day) and **must be returned on Monday**, or on the student's first day back after an absence.

Materials that are specific to an individual class will ordinarily remain in the student's Taxi or Command Center.

Elementary Taxi System

Each student in grades K-5 will have a student Taxi. The Taxi is a 3-ring enclosed binder that contains all the students' assignments and instructions needed for the at-home school days. This should go back and forth between school and home each day.

- In the front of the Taxi will be a Weekly Overview Sheet for the week's activities and assignments.
- Specific instructions, worksheets and materials are organized by subject in different, color-coded folders.
- All work completed at home should be placed in the appropriate pocket of the Taxi and returned on the designated due date (often the next at-school day).

MS/HS Command Center System

The Command Center System is an organizational system for MS/HS students, that is comprised of the following components:

- An open-sided 3-ring binder that is at least 2.5" thick (i.e. not "Trapper Keeper" style like the Elementary Taxis)
- Durable, 3-hole folder - 1 for each class, including homeroom and electives
- A 5-subject lined notebook (preferably college-ruled)
- A paper student planner
- An expandable file folder, to be kept at home

Examples of these components can be found on the MS/HS school supply list.

A key goal of the MS/HS Command Center is that students will not be carrying around a massive stack of papers with them at all times, but still have homework assignments organized and accessible for future review.

Every Friday, students will be assigned to transfer all returned work from their binder to their expandable file folder at home and return to school on Monday with their binder empty of all returned work - this will be checked by the student's homeroom teacher every Monday morning as a grade for the gradebook.

MS / HS Google Classroom

Middle School and High School teachers will utilize Google Classroom as a key tool for communicating academic assignments and basic progress with students and parents. Teachers may utilize Google Classroom's grading tools as a way to communicate academic information with students, however the **official class grades will ONLY be kept in FACTS.**

In addition to Google Classroom, teachers will communicate homework assignments to students during the class period, giving students a chance to write them down in their student planner. Student planners will be regularly checked by their homeroom teacher at the end of the day.

Grades for classwork will be updated in FACTS weekly.

4-3 Homework Philosophy

We consider homework essential to your student's education as well as success at Rock Solid. Homework is regarded as an opportunity to integrate educational responsibilities of parents with those of teachers, providing the preparation and review necessary for material covered in the classroom. The key to success is professional classroom instruction partnered with involved Christian parenting and teaching at home.

The importance of parental involvement in the at-home classroom cannot be understated.

Please reference [Section 1-6](#) for more details on parental roles and responsibilities.

4-4 Homework Policy:

Elementary (K-5)

- In grades K-2, students should expect to have 2-3 hours of homework per at-home school day.
- In grades 3-5, students should expect to have 3-4 hours of homework per at-home school day. These are estimates only and exceptions may occur.
- Unless special arrangements have been made, homework assignments and tests are always due on the day(s) determined by teachers.
- All homework is due at the start of the school day. Should there be an occasional missing assignment, teachers will work with the student to complete the work. Should missing assignments become a chronic issue, a conference with parents will be scheduled and the student will be required to complete missing assignments during recess.
- **In the case of all absences, students will have one day for each day absent to make up the work they missed.** For example, if a student is absent for three school days, he/she will have three at-school days from the day he/she returns to school to turn in work assigned during the absence. If a student is sick on an at-home day, this policy still applies.
- Students are responsible for securing missed assignments and submitting them to their teacher by the due date.
- If you know your student will be missing school for an extended period, we strongly recommend you contact each teacher for assignments and have your students work ahead. This is particularly important when students will miss school at the end of a quarter.
- Teachers are responsible for posting graded assignments and tests weekly. Please check FACTS regularly to determine if your student has any missing work.
- We recommend students keep all work that has been graded and returned to them. If there is a question about grades or assignments, the student will have documentation for reference.
- Unless there are extenuating circumstances, **no late work will be accepted for a quarter that has already ended.**

MS/HS

- Students should expect at-home assignments for all classes offered at Rock Solid. The amount of time spent on homework varies with each class, but will often fit within a **60-90 minute time frame per class**. However, there may be times when additional time may be required to complete assignments. Students can expect several hours of at-home work on Wednesdays and Fridays.
- While homework should be expected on Wednesdays and Fridays during the school year, this does not preclude students from working on their assignments on other days of the week. Examples include projects, novel readings, test reviews, late assignments or regular math practice. This is especially true when assignments are regularly-repeating (i.e. novel reading) or assigned over an extended time-frame (i.e. projects).
- Unless special arrangements have been made in advance, all work assigned for at-home days is always due **at the beginning of class on the day(s) determined by teachers**. An assignment will be deemed "late" if it is not turned in when the instructor collects the assignment. If a student is unsure about due dates, parents should encourage their

student to check their written planner, Google Classroom and/or ask a classmate before they contact the teacher.

- **In the case of all absences, students will have one day for each day absent to make up the work they missed.** For example, if a student is absent for three school days, he/she will have three at-school days from the day he/she returns to school to turn in work assigned during the absence. If a student is sick on an at-home day, this policy still applies.
- If a parent wants to pick up the absent student's work on the day of the absence, he/she may request that the teacher leave the work in the office to be picked up after school. All assignments that were due while the student was away, that the student was aware of, will be due upon the return of the student unless other arrangements have been made with the teacher.
- Students are responsible for securing missed assignments and submitting them to their teacher by the due date.
- If you know your student will be missing school for an extended period, contact the teacher for assignments and have your student work ahead. This is particularly important when students will miss school at the end of a quarter. Keep in mind that teachers are not required to provide homework in advance and will do their best to fulfill this request.
- Teachers are responsible for posting graded assignments and tests weekly. Please check FACTS regularly to determine if your student has any missing work. Google Classroom does have a "Grades" section (which can be useful), but official grades are ONLY recorded in FACTS.
- If you have a question or concern regarding homework, after first working with your student, empower your student to contact their instructor. If the concern continues, you as parent/guardian may then contact your student's teacher to facilitate understanding. If concerns are still unresolved, then contact the administration to determine what additional academic support may be appropriate for your student (including a possible Individualized Learning Plan).
- We recommend students keep all work that has been graded and returned to them. If there is a question about grades or assignments, students will have copies for reference.
- Unless there are extenuating circumstances, **no late work will be accepted for a quarter that has already ended.**

All homework assignments are due at the beginning of the class period. **The penalty for late assignments is a 5% (middle school) or 10% (high school) mark-down for each regularly-scheduled, at-school day the homework is not received.** Individual teachers will determine the deadline after which the late assignment will no longer be accepted (end of the unit, chapter, etc.).

This late penalty does NOT apply to Dual Credit coursework.

4-5 Report Cards/Progress Reports and Grades

Report cards/progress reports will be provided at the end of each quarter. Depending on grade level, a system of letter grades or numerical grades is used to inform both students and parents of the student's progress.

Lower Elementary (Grades K-2) Elementary Grading System

Each lower elementary teacher has benchmarks that each student will need to reach to succeed at their grade level. At the beginning of the year, teachers will communicate their academic standards with parents and students, which will be measured using a variety of assessments. Progress will be communicated using the following 4-point scale"

Number	Definition
4	Exceeding standard
3	Meeting standard
2	Approaching standard
1	Not meeting standard

Upper Elementary (Grades 3-5) Grading System

Starting in Grades 3-5, students transition to a standard 10-point grading system, using the following scale:

Letter Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

MS / HS Grading System

Percentage grades will be recorded on official report cards and transcripts, along with GPA (using a standard 4-point system). The final report card letter grade equivalents and grade point averages are based on the following:

Letter Grade	Percentage Range	GPA
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
D	60% - 69%	1.0
F	0% - 59%	0.0

4-6 Promotion and Retention Policy

Promotion to the next grade level is a celebration of academic mastery, spiritual maturity, and faithful stewardship of the learning environment. RSCA rejects "social promotion" (advancing a

student simply based on age or time spent in a seat). We believe that placing a child in a grade they are not academically or developmentally prepared for is unloving and sets them up for future frustration. Retention, when necessary, is a compassionate tool used to give a student the time they need to build a firm foundation for future success.

Middle School Criteria for Promotion

Promotion decisions are based on the following factors, all of which must be considered together:

1. Academic Mastery (70% Minimum)

The student must earn a minimum grade of 70% (a C average) in all core academic subjects (Bible, Language Arts, Mathematics, Science, and History). Failure to meet this standard in one or more core subjects will trigger a retention review.

2. Teacher Expert Assessment

Promotion is not determined by grades alone. The classroom teacher's professional judgment—grounded in daily observation of the student's understanding, effort, participation, and readiness for the next grade's rigor—is a critical component of the promotion decision. A teacher may recommend retention even for a student who has achieved a 70% average if, in their expert assessment, the student lacks the foundational skills, maturity, or work habits necessary to succeed at the next level.

3. Attendance

RSCA operates on a Hybrid Model in which campus days provide the direct instruction that students must then apply during at-home days. Missing campus days means missing that instruction, and frequent absence undermines a student's ability to master the material.

Per the Attendance Policy ([Section 3-2](#) and following), a student with **7 or more absences in a single semester may be subject to retention**. Extraordinary circumstances (medical leave, family hardship, etc.) may be considered, but only when discussed with and cleared by the administration in advance or as soon as possible thereafter. Retroactive exceptions will not be granted without prior communication.

4. Completion of At-Home Work

At-home days are not optional study halls—they are an integral part of the instructional model. RSCA expects students to complete all at-home assignments within the timelines and standards set by their teachers. Failure to complete at-home work will be reflected in the student's academic grades and will directly impact promotion eligibility under the Academic Mastery standard. Parents and students should understand that at-home work is not supplementary; it is foundational to the learning that takes place on campus days.

5. Science Fair Participation

Successful participation in the Annual RSCA Science Fair is a **mandatory** requirement for all middle school students. A student must submit a completed project and present at the science

fair in order to be promoted to the next grade level. Failure to participate will result in retention. Students and parents should plan accordingly to ensure this requirement is met.

6. Alternative Learning Track Students

Students enrolled in the Alternative Learning Track are held to modified promotion standards that reflect their individualized learning goals. Promotion and retention for these students will be determined by the administration in consultation with the student's teacher(s) and based on the specific, measurable goals outlined in the student's Individualized Learning Plan (ILP), rather than the standard grade-level academic metrics outlined above. The ILP will specify which standard criteria are modified and what constitutes successful progress for that student.

The Retention Review Process

To ensure fairness and to give families ample opportunity to course-correct, RSCA follows a defined process for promotion and retention decisions:

1. Mid-Year Notification

If, by the end of the first semester, a student is failing one or more core classes and/or has accumulated 4 or more absences, the administration will send a formal written notice to the parents. This notice will clearly state that the student is at risk of retention and outline the specific areas of concern.

2. End-of-Year Review

At the conclusion of the school year, the classroom teacher, academic administration, and principal will convene to review each student's progress against the criteria above. The decision to promote or retain is made by the administration in light of the full picture: grades, teacher assessment, attendance, at-home work completion, science fair participation, and the student's overall readiness for the next grade.

Parent Communication and Appeals

Families will be notified of the promotion or retention decision in writing before the end of the school year. If parents disagree with a retention decision, they may submit a written appeal to the administration within five school days of receiving the decision. The administration will review the appeal and provide a final determination in writing.

High School Criteria for Promotion

At RSCA, promotion through the high school and eventual graduation represent the culmination of a student's academic mastery, spiritual formation, and readiness for their next calling—whether that is a four-year university, a trade school, an apprenticeship, or direct entry into the workforce. We reject social promotion. Advancing a student who has not demonstrated competency is dishonest and sets that young person up for failure beyond our walls.

Annual promotion and graduation eligibility are based on the following factors:

1. Credit Accumulation – The 5.5 Credit Rule

Students must earn a minimum of 5.5 high school credits per academic year to be promoted to the next grade level. Students who do not meet this minimum by the end of the regular academic year—including approved summer credit recovery windows—will be required to repeat their current grade.

Grade Advancement	10	11	12	Graduation
Total Credits Required	5.5	11.0	16.5	26.0

2. Cumulative GPA – 2.0 Minimum

Students must maintain a minimum cumulative GPA of 2.0 to remain in good academic standing and to be eligible for graduation.

3. Teacher Expert Assessment

Grades alone do not tell the full story. The classroom teacher's professional judgment regarding a student's understanding, effort, maturity, and readiness for upper-level or college-level coursework is factored into promotion and academic standing decisions.

4. Attendance

RSCA's Hybrid Homeschool Model depends on students being present for direct instruction on campus days. A student with 7 or more absences (per [Section 3-2](#) and following) in a single semester may be subject to retention. Only extraordinary circumstances—discussed with and cleared by the administration in advance—may be considered as exceptions. Retroactive exceptions will not be granted without prior communication.

Full Attendance Policy details are located in [Section 3](#) of this handbook.

5. Completion of At-Home Work

At-home days require disciplined, independent work. Failure to complete at-home assignments will be reflected in the student's academic grades and will directly impact credit earning and promotion eligibility.

6. Dual Enrollment Academic Standards

Students participating in dual enrollment are held to additional standards:

A minimum cumulative high school GPA of 3.0 is required for standard university transfer pathways, or 2.5 for approved career/technical pathways.

Students must maintain a passing grade and good standing in their Foundations (Bible) course each semester to remain eligible for dual enrollment.

A grade of D (60–69%) earns local high school credit only—no college credit is awarded—and the student is placed on immediate academic probation.

A grade of F or withdrawal (W) earns no credit, and dual enrollment privileges are suspended.

7. Science Fair Participation

Successful participation in the Annual RSCA Science Fair is a **mandatory** requirement for high school students. A student must submit a completed project and present at the science fair to be promoted to the next grade level. Failure to participate will result in retention.

8. Alternative Learning Track Students

Students enrolled in the Alternative Learning Track are held to modified promotion standards based on the specific, measurable goals outlined in their Individualized Learning Plan (ILP). Promotion and retention decisions for these students are determined by the administration in consultation with the student's teacher(s).

The Retention Review Process

1. Mid-Year Notification

If, by the end of the first semester, a student has earned fewer than 2.5 credits on track or has accumulated 4 or more absences, the administration will send a formal written notice to the parents stating the student is at risk of retention.

2. End-of-Year Review

The classroom teacher(s), academic administration, and principal will convene to review each student's progress against all criteria above. The decision to promote or retain is made holistically.

3. Parent Communication & Appeals

Families will be notified in writing before the end of the school year. Parents may submit a written appeal within five school days of receiving the decision.

4-7 High School Academic and Graduation Policies

Total Credit Matrix & Graduation Requirements

Students must earn a minimum of **26.0 cumulative credits**, maintain a minimum cumulative GPA of **2.0**, and complete all non-credit institutional benchmarks to receive a high school diploma.

- 14.0 Core Academic Credits
- 4.0 Foundations Credits
- 1.5 Wellness & Rhetoric (PE, Health, Public Speaking)
- 6.5 Flexible Elective Credits (Foreign Language, Arts, Dual Enrollment)
- Total Required for 4-Year Graduation: 26.0 Credits

Annual Grade Promotion & Academic Standing

To maintain enrollment and progress through the high school sequence, students are held to annual credit accumulation benchmarks:

- **The 5.5 Credit Rule:** Students must actively earn a minimum of **5.5 high school credits during each academic year** to be eligible for promotion to the next grade level.
- **Mandatory Grade Retention:** Students who do not meet the 5.5 credit minimum by the conclusion of the regular academic year (including approved summer credit recovery windows) **will be required to repeat their current grade level**. They will not be permitted to advance to the next cohort or register for upper-level courses until the credit deficiency is resolved.

Credit-Level Standings Blueprint:

- **To Advance to 10th Grade:** Must have accumulated at least **5.5 total credits**.
- **To Advance to 11th Grade:** Must have accumulated at least **11.0 total credits**.
- **To Advance to 12th Grade:** Must have accumulated at least **16.5 total credits**.
- **To Graduate (4-Year Track):** Must have accumulated at least **26.0 total credits**.

Departmental Course Mapping

Subject Area	Required Credits	Specific Enrollment Rules
Foundations	4.0	Mandatory Bible & Spiritual Formation class for every semester on campus. <i>5th-year seniors must take a 5th year of Foundations to qualify for subsidized college tuition.</i>
English	4.5	English 9, 10, 11, and 12 (4.0) + Public Speaking/Communications (0.5).
Social Sciences	3.0	US History (1.0, <i>infused with local CO history</i>), World History (1.0), Civics (0.5), and Personal Financial Literacy (0.5).
Mathematics	3.0	Algebra I, Geometry, and Algebra II minimum.
Science	3.0	Must include at least 2.0 credits of laboratory sciences (Biology required).

PE & Health	1.0	0.5 Credit of Physical Education / 0.5 Credit of Health. *Students can log hours outside of school for sports as a waiver for this. Requires 60 logged hours.
Flexible Electives	7.0	Open block for World Languages, Fine Arts, or Dual Enrollment.

Non-Credit Graduation Benchmarks

Community Service: Students must log a minimum of **10 hours of documented community service per school year** enrolled ($10 \times \text{hours times } 4 \text{ years} = 40 \text{ hours total}$).

Concurrent & Dual Enrollment Academic Policy

Dual enrollment courses carry weighted high school status (+1.0 GPA bump for grades A–C) and permanent college transcript placement.

Academic Eligibility Prerequisites:

- **GPA Floor:** Minimum cumulative high school GPA of **3.00** for standard university transfer paths; **2.50** for approved Career and Technical Education (CTE) or trade pathways.
- **Spiritual Standing:** Must hold a passing grade and be in good standing within the current **Foundations (Bible)** block.

Grade Thresholds & Credit Portability:

- **Grades A, B, C (73% – 100%):** Earns 0.5 High School Credits and college credit.
- **Grade C- (70% – 72%):** Earns 0.5 High School Credits, but carries a **high transfer risk** (postsecondary institutions may reject the college credit).
- **Grade D (60% – 69%):** Earns local high school credit only; **no college credit awarded.** Student is placed on immediate academic probation.
- **Grade F (Below 60%) / Withdrawal (W):** No high school or college credit earned. Dual enrollment privileges are suspended.

Financial Tuition Reimbursement Policy:

Because Rock Solid pays college tuition directly on behalf of the student, Rock Solid is unable to issue refunds or recover tuition costs for any dual enrollment course from which a student withdraws after the official postsecondary drop/add deadline (resulting in a 'W') or fails to achieve a passing standard (receiving a final grade of 'D' or 'F')

The 5th-Year Subsidized Dual Enrollment Track

Students who have completed their standard secondary requirements but require an extended timeline to clear final graduation tracks or maximize college credits can access the **5th-Year Extended Enrollment Program**.

- **The Foundations Covenant:** To remain on campus and access the school's discounted dual enrollment tuition, 5th-year seniors **must register for and pass the Year 5 Foundations course**. Failing or skipping Foundations results in the inability to register for dual enrollment classes the following semester and may affect the student's graduation eligibility.
- **Performance Baseline:** 5th-year students must maintain a minimum semester GPA of **2.50 across all collegiate coursework** to protect their extended program standing.
- **Leadership Role:** 5th-year seniors are integrated into the campus culture as peer leaders, expected to actively model spiritual maturity and mentorship to underclassmen during chapel hours and community life events.

Transfer Student Admissions & Credit Adjustments

Transfer Enrollment

To preserve the spiritual community, academic rigor, and cohort discipleship of the upper classes, Rock Solid rarely accepts transfer students after 10th grade. New student transfers are permitted at the start of the 9th or 10th-grade academic years. Transfer students for 11th and 12th grade will be considered on a case by case basis and may involve testing to determine readiness for college level coursework.

Foundations Waiver & Credit Adjustment

Because transfer students do not have the opportunity to participate in the Foundations program, their credit matrix is automatically adjusted upon admission:

- **The Waiver:** The yearly 1.0 credit requirement for Foundations is formally waived. It does *not* need to be recovered via electives.
- **Adjusted Graduation Baseline:** The minimum cumulative requirement to receive a high school diploma is adjusted for transfer students accordingly.

Maintenance of the 5.5 Credit Promotion Rule

Transfer students are fully bound by the annual promotion criteria from the moment of their enrollment. They must earn a minimum of 5.5 credits during their 10th, 11th, and 12th-grade years to advance with their cohort.

4-8 Academic Eligibility for Clubs, Organizations and Extracurricular Activities

At Rock Solid, we seek to foster a culture of academic excellence and spiritual growth. Participation in extracurricular clubs, organizations, leadership positions, and other extracurricular activities is a privilege that requires students to maintain satisfactory academic performance.

To participate in or hold leadership positions in school clubs or organizations, students must maintain a **grade of C or above in all classes**. A student will be deemed **academically ineligible** if their grade in any class (including Homeroom) falls below a C. If a student is found to be academically ineligible, a formal notice will be sent to the student and their parent(s)/guardian(s).

Grades are updated and reviewed weekly. A student regains eligibility when their average in every class meets or exceeds the required C level. Students are encouraged to seek help from teachers, tutors, or academic support staff if needed. The school is committed to partnering with families and students to support academic growth and to enable students to fully participate in all areas of school life.

4-9 MS/HS Academic Review

Rock Solid is committed to supporting students in achieving academic success. This policy is designed to identify students who may benefit from additional support when a final quarter grade below a C is earned and to help them develop a concrete improvement plan.

Students who earn a **final quarter grade below a C (70%)** in any class at the end of the **1st, 2nd, or 3rd quarter** will be placed on **Academic Review**.

At the end of each quarter, the Dean of Academics will review student grades. If a student has earned one or more grades below a C, their parent(s)/guardian(s) will be notified, and a meeting will be scheduled to discuss an Academic Action Plan.

The Academic Action Plan may include:

- A conference with the teacher, parent(s)/guardian(s), and Dean of Academics
- Weekly or biweekly academic check-ins
- Tutoring or academic support services
- Goal setting and progress monitoring
- Other individualized supports as determined by the review team

Student performance will be monitored throughout the following quarter. The student, parent(s)/guardian(s), teachers, and Dean of Academics will review progress periodically to assess improvements and adjust the Action Plan as needed.

The goal of the Academic Review Policy is to:

- Identify students in need of academic support early

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- Develop actionable, individualized plans for academic improvement
- Foster accountability and resilience in students
- Maintain open communication between school and home

4-10 Parent / Teacher Communications

Please respect the following "Chain of Authority" should there be a problem or question concerning your child or their class:

- First, contact the teacher face-to-face or by phone.
- If the issue is not resolved satisfactorily, then parents and the teacher may make an appointment to meet with the Principal.
- If the issue is not resolved satisfactorily after this meeting, parents may request a meeting with members of the Board of Directors.

4-11 Standardized Tests

Each year, all students will be required to take standardized testing at RSCA. Students take the Measure of Academic Progress (MAP) test three times during the school year. The purpose of MAP testing is to measure where students are in their learning journey and what they are ready to learn next. This information helps teachers, administration and parents develop strategies to maximize each student's potential.

4-12 Textbooks

RSCA provides textbooks as a tool for each student's learning journey. These resources can be costly, and God calls us to be faithful stewards of what He has generously provided. We ask students and families to care for these materials with gratitude and integrity, knowing that honest stewardship protects a blessing for the next student who will use them.

Care Standards

Students are entrusted with the daily care of their textbooks. Small habits of stewardship make a great difference:

- Keep textbooks in a protective cover or a clean, dedicated section of the backpack
- Keep books away from food and drink
- Preserve the pages for the next reader — do not write, highlight, or draw in textbooks unless a teacher specifically instructs the class to do so in a consumable workbook
- Use a proper bookmark rather than folding pages, wedging pens inside, or forcing the spine open flat

Books That Travel Home

At Rock Solid, textbooks travel between campus and home several times each week. This rhythm of coming and going requires extra attentiveness from students:

- Store books in a protected portion of the backpack, separate from gym clothes, lunch, and art supplies
- Keep a designated study space at home where books live safely – away from younger siblings, pets, and the outdoors
- Avoid leaving textbooks in vehicles, where heat can soften bindings and moisture can warp pages

Classroom Set Books

Some books are shared from a classroom set and stay on campus. These are a shared heritage – passed from student to student, year after year. Handle them with the same care you would want the next reader to extend to you.

Reporting Loss or Damage

We value honesty above all. If a textbook is lost, stolen, or damaged, please report it promptly to your teacher and the Dean of Academics. We understand that accidents happen – a spilled drink, a lost backpack, a curious pet. These things are forgivable when handled with integrity. What breaks trust is concealment. A student who quietly hides damage or waits until the end of the year to mention a lost book is choosing self-protection over honesty, and that pattern – not the accident itself – is what concerns us most.

Assessment of Condition

Returned textbooks are evaluated against the following standards. Our aim is not to penalize normal use, but to address genuine loss or neglect:

Normal Wear and Tear – No Charge

Minor scuffing on the cover, slight softening of corners from regular backpack use, and light erasable pencil marks in consumable workbooks are all expected and are not charged.

Significant Damage – Partial or Full Replacement Cost

- Water or liquid damage (warped pages, stained cover, mold) – full replacement cost
- Torn pages, broken binding, or detached cover – full replacement cost
- Unauthorized ink, marker, or heavy highlighting – 50–100% of replacement cost, depending on severity
- Pet, fire, or environmental damage – full replacement cost

Not Returned – Full Replacement Cost

Any textbook not returned by the collection deadline is considered lost and charged at full current replacement cost plus a processing fee. If a book thought lost is later found and returned in good condition, the school is glad to refund the book cost, minus the processing fee.

Financial Restitution

When restitution is necessary, charges are added to the family's tuition account. Official documents – report cards, transcripts, and diplomas – will be held until all outstanding textbook

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fees are resolved. We do not take pleasure in this step; we simply wish to maintain a system that remains fair to every family and sustainable for the school.

4-13 Accreditation

Rock Solid Christian Academy is accredited through Christian Schools International and COGNIA.

SECTION 5: STUDENT BEHAVIOR EXPECTATIONS

5-1 Philosophy and Principles

Gospel Partnership

It is our desire to reflect the restorative work of the gospel in all things. Therefore, our first priority when dealing with disciplinary matters is to get to the heart of the matter and seek to restore relationships with God and each other.

Rock Solid Christian Academy is in partnership with the parents of the students. Therefore, parents will be notified and involved in disciplinary measures and are asked to be supportive of the school's staff and administration.

Rock Solid Christian Academy has jurisdiction over its students during any school related activity, regardless of time and location, and expects full cooperation from both students and parents in the adherence to all school policies and regulations.

Students requiring disciplinary intervention will be counseled, prayed with, warned, and dealt with according to the seriousness of their actions or attitudes. The consequences imposed will be according to the nature of the offense. Parents will be advised of the consequences.

Off-Campus Incidents

Because RSCA represents Christ and the Kingdom of God, we do reserve the right to discipline students for proven inappropriate/illegal off-campus behavior that dishonors Christ and our school.

Classroom Agreements

At the beginning of each school year, students in each grade level will collaborate with their teachers and each other to create a classroom agreement that defines and explains general guidelines and expectations. Teachers have been given the responsibility of enforcing the classroom agreement, and will use developmentally-appropriate management techniques to ensure that students honor their agreement. The administrative staff will be available to assist as needed.

5-2 Student Behavior Guidelines

Rock Solid Christian Academy has established school guidelines and expectations for each student to follow. The goal of these guidelines is to create an environment where staff and students are shown respect and the Lord is honored.

While the following guidelines do not aim to be complete, they do call attention to some of those areas that should be considered in daily behavior.

1. Students are encouraged to become **lifelong learners**, to **edify one another**, and to **rejoice in the Lord**.
2. Students are expected to **respect** others' rights and property and the authority of the teachers and school staff.
3. Students are encouraged to conduct themselves in a **safe, courteous**, and **friendly** manner and be considerate of others in their attitudes, words, and actions. Courtesy is the rule in all relationships.
4. Students are to **refrain from any behavior that implies a dating relationship**. Practically applied, this means "hands off" (no holding hands, no embracing, etc.) during school or at any school activity, on campus or off.
5. Students are expected to refrain from being involved in immoral activities that are contrary to the philosophy and objectives of Rock Solid Christian Academy, and/or violate state and federal law. These include (but are not limited to) engaging in premarital sex, gambling, lying, stealing, cheating (academic or otherwise), plagiarism, vandalism, smoking, vaping, use of illegal drugs, alcohol, or tobacco, participation in gangs, and the wearing of anti-Christian symbols.
6. Students are allowed to be out of the class for a visit to the office or restroom with permission from a staff member.
7. Students are expected to enter the school and classroom in an orderly and respectable manner, to be prepared for class, and to take their seats before class starts.
8. Fighting or pretend fighting, physically or verbally, discriminatory remarks, racist statements, 'put-downs', profane language, obscene body language, and sexual harassment will not be tolerated.
9. Students are expected to respect school property: Students/parents will have the responsibility of paying for damages to school property caused by the student or their guests.
10. Severe offenses include the possession, use, display, or threat of use of any weapon, knife, gun, fireworks, explosives, matches, lighter, smoke bomb, stink bomb, or other item that the school administration determines poses a significant safety risk or is used to threaten, injure, intimidate, or seriously disrupt the school environment. The administration also reserves the discretion to classify other conduct as a severe offense when the nature of the conduct presents a serious risk to the safety, order, or well-being of students, staff, or school operations. Severe offenses will ordinarily result in immediate removal from class or activity, parent contact, and suspension pending administrative review, and may result in expulsion.

A student observing questionable activities or over-hearing conversations that are contradictory to the policies of Rock Solid Christian Academy should immediately discuss the matter with a teacher, parent, and/or the school administration.

5-3 Abuse Prevention & Harassment

Definitions

To ensure clarity and understanding, Rock Solid Christian Academy adopts the following definitions, consistent with Colorado Revised Statutes (C.R.S.):

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Abuse (Child Abuse or Neglect): As defined by C.R.S. § 19-1-103, this includes, but is not limited to:

- Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death, and such condition or death is not justifiably explained, or the history given is at variance with the degree or type of such condition, or circumstances indicate it may not be accidental.
- Any case in which a child's parents, legal guardian, or custodian fails to take actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.
- Emotional abuse, meaning identifiable and substantial impairment of the child's intellectual or psychological functioning or development, or a substantial risk of such impairment.
- Any case in which, in the presence of a child, or on the premises where a child is found or resides, a controlled substance is manufactured or attempted to be manufactured.
- Any case in which a child tests positive at birth for certain controlled substances.
- Sexual abuse, including any sexual act, contact, or exploitation as defined by Colorado law.

Harassment: Unwelcome physical or verbal conduct, or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class (e.g., disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, ancestry, religion).

- Conduct constitutes harassment if:
 - Submission to the conduct is explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
 - Submission to, objection to, or rejection of the conduct is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual; or
 - The conduct or communication has the purpose or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment.
 - Petty slights, minor annoyances, and lack of good manners do not constitute harassment unless, when taken in combination and under the totality of the circumstances, they meet the standard above.

Bullying: Any written or verbal expression, or physical or electronic act or gesture, or any combination thereof, that is intended to cause distress, fear, or harm to a student, or that has the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of such harm or damage. Bullying includes, but is not limited to, cyberbullying (bullying through electronic means). ([See Section 5-4 for more](#))

Prohibited Conduct

Rock Solid Christian Academy strictly prohibits any form of abuse, neglect, harassment, or bullying, whether perpetrated by students, staff, volunteers, or any other member of the school community. This includes, but is not limited to:

- Physical abuse (e.g., hitting, kicking, pushing, inappropriate physical restraint).
- Sexual abuse or exploitation (e.g., inappropriate touching, sexual remarks, exposure to pornography).
- Emotional abuse (e.g., constant belittling, threats, extreme isolation).
- Neglect (e.g., failure to provide adequate supervision, food, clothing, medical care).
- Verbal harassment (e.g., taunting, insults, slurs, name-calling, threats, spreading rumors).
- Physical harassment (e.g., unwanted touching, assault, blocking passage).
- Cyberbullying (e.g., sending hurtful texts, posting embarrassing photos/videos, spreading rumors online).
- Social/Relational bullying (e.g., exclusion, spreading rumors, manipulating friendships).
- Discrimination based on protected characteristics.
- Retaliation against any individual for reporting concerns or participating in an investigation.

Reporting Procedures

Rock Solid Christian Academy encourages all students, parents, and guardians to report any concerns about abuse, neglect, harassment, or bullying immediately. Prompt reporting is crucial for effective intervention.

1. Internal Reporting:

- **Who to Report To:** Concerns should be reported to the Principal, Dean of Academics, Dean of Program Support, or any trusted staff member (teacher, chaplain, aide).
- **How to Report:** Reports can be made verbally, in writing, via email, or through any designated online form provided by RSCA. While written reports are preferred for documentation, verbal reports will be taken seriously and documented by the recipient. RSCA also partners with Safe2Tell, an anonymous reporting site.
- **Information to Include:** Provide as much detail as possible, including:
 - Names of those involved (victim, alleged perpetrator, witnesses).
 - Description of the incident(s), including dates, times, and locations.
 - Any physical evidence or documentation.
 - Any previous incidents or concerns.
- **Confidentiality:** All reports will be handled with the utmost discretion and confidentiality to the extent practicable, consistent with the need to conduct a thorough investigation and ensure the safety of all parties.

2. External Reporting (Mandatory Reporting for Child Abuse/Neglect):

- **Colorado Law Requirement:** All Rock Solid Christian Academy employees are mandatory reporters under Colorado law (C.R.S. § 19-3-304). This means they are legally required to immediately report any reasonable suspicion of child abuse or neglect to the Colorado Child Abuse and Neglect Hotline (844-CO-4-KIDS) or local law enforcement.
- **Parental Responsibility:** Parents/guardians are strongly encouraged to also report suspected child abuse or neglect directly to the authorities if they have concerns, in addition to reporting to the school.
- **Reporting to Authorities:**
 - **Emergency:** If a child is in immediate danger, call 911.
 - **Non-Emergency:** Call the Colorado Child Abuse and Neglect Hotline at **844-CO-4-KIDS** or contact local law enforcement.
- **Immunity:** Individuals who report suspected child abuse or neglect in good faith are immune from civil or criminal liability.
- **Anonymity:** The identity of a person making a report to the hotline is protected by Colorado law.

Investigation Process

Upon receiving a report of abuse, neglect, harassment, or bullying, Rock Solid Christian Academy will:

1. **Prompt Response:** Respond promptly and take all reports seriously.
2. **Assessment:** Immediately assess the situation to ensure the safety and well-being of the student(s) involved. Interim measures may be implemented to prevent further incidents while the investigation is pending.
3. **Investigation:** Conduct a thorough, impartial, and timely investigation. This may include interviewing the complainant, alleged perpetrator, witnesses, and reviewing any relevant evidence.
4. **Confidentiality:** Maintain confidentiality to the extent possible, consistent with the need to conduct a thorough investigation and protect the safety of the school community.
5. **Due Process:** Provide appropriate due process to all parties involved, ensuring fairness and the opportunity to present information.
6. **Findings:** Make findings based on the evidence collected. The school will make a good faith effort to complete investigations within sixty (60) days, though this timeline may be extended for complex cases.
7. **Communication:** Communicate the outcome of the investigation and any disciplinary actions to the appropriate parties, consistent with privacy laws.

Support and Resources

Rock Solid Christian Academy is committed to supporting students who have experienced abuse, neglect, harassment, or bullying. Support and resources may include, but are not limited to:

- Counseling services (internal or referral to external professionals). RSCA has a relationship with Douglas County Counseling Services to provide counseling support for students and staff.
- Academic accommodations (e.g., extensions, extra time, make-up work).
- Changes in class schedules or seating arrangements, if appropriate.
- Safety planning and monitoring.
- Pastoral care and spiritual support.

Disciplinary Actions

Any student found to have engaged in abuse, neglect, harassment, or bullying will be subject to disciplinary action, which may include, but is not limited to:

- Verbal warning.
- Parent/guardian conference.
- Restitution or restorative justice practices.
- Behavioral contracts.
- Suspension (in-school or out-of-school).
- Expulsion.
- Referral to law enforcement, if the conduct constitutes a crime.

Disciplinary actions will be determined based on the severity and nature of the offense, the student's disciplinary history, and other relevant factors, in alignment with biblical principles of accountability, repentance, and restoration where possible.

Non-Retaliation

Rock Solid Christian Academy strictly prohibits retaliation against any individual who, in good faith, reports suspected abuse, neglect, harassment, or bullying, or who participates in an investigation. Any act of retaliation will be subject to immediate and severe disciplinary action, up to and including expulsion for students.

Prevention and Education

Rock Solid Christian Academy is committed to proactive prevention through:

- **Curriculum Integration:** Age-appropriate instruction on healthy relationships, personal safety, respect, and conflict resolution, incorporating biblical teachings.
- **Staff Training:** Regular training for all staff on identifying and reporting abuse and neglect, as well as recognizing and responding to harassment and bullying.
- **Parent Education:** Providing resources and information to parents on these topics.
- **Positive School Culture:** Fostering a school culture that emphasizes kindness, empathy, forgiveness, and Christ-like character, where all students feel safe and valued.

Compliance with Law

This policy is designed to comply with all applicable Colorado state laws, including but not limited to C.R.S. Title 19 (Children's Code) regarding child abuse and neglect, C.R.S. Title 22 (Education) regarding bullying and harassment, and the Colorado Anti-Discrimination Act (C.R.S. § 24-34-601 et seq.). RSCA reserves the right to amend this policy to reflect changes in state or federal law.

5-4 Anti-Bullying Policy

Our overall goal for our school community is to disciple our students, in partnership with parents and staff, in how to live in a nurturing, safe and vibrant Christian community, guided by 1 Corinthians 13 and the example of the early church.

Bullying, as defined by Colorado Revised Statutes §22-32-109.1, means any written or verbal expression, or physical or electronic act or gesture, or any pattern of these acts, that is **intended to harm** or **cause intentional distress** to another student, and that either:

- Substantially interferes with a student's ability to participate in or benefit from the school's educational programs or activities; or
- Creates a hostile educational environment for a student; or
- Substantially disrupts the orderly operation of the school.

Bullying can take many forms, including, but not limited to:

- **Physical Bullying:** Hitting, kicking, pushing, tripping, spitting, or damaging property.
- **Verbal Bullying:** Name-calling, insults, teasing, threats, taunting, or spreading rumors.
- **Social/Relational Bullying:** Excluding others, spreading rumors, manipulating social relationships, or damaging a person's reputation.
- **Cyberbullying:** Bullying through electronic means, such as social media, text messages, email, or instant messaging. This includes malicious rumors, humiliating photos or videos, or threatening messages sent online.

Prohibition: Bullying is strictly prohibited on school grounds, at school-sponsored events, and through electronic means (including personal devices) if it substantially disrupts the school environment or impacts a student's safety or well-being at school.

Reporting Procedures

- Any student who believes they are being bullied, or who witnesses bullying, is strongly encouraged to report it immediately to a trusted adult, such as a teacher, administrator, or staff member.
- Parents/guardians who have concerns about bullying should contact the school administration promptly.
- Reports can be made verbally or in writing. Anonymous reports may be submitted to Safe2Tell ([online](#) or by calling 877-542-7233), but may limit the school's ability to investigate thoroughly.

Investigation and Intervention

- Upon receiving a report of bullying, the school administration will initiate a prompt and thorough investigation.
- The investigation will include interviewing the alleged victim, alleged aggressor, witnesses, and other relevant parties, looking at the facts of the situation, as well as the intent of the people involved in the situation, in alignment with [Section 5-1](#).
- The school will take appropriate steps to protect the student who reported the bullying from retaliation.
- Intervention strategies will be implemented based on the findings of the internal investigation, which may include:
 - Counseling for all parties involved.
 - Mediation (if appropriate and agreed upon by all parties).
 - Restorative practices to repair harm and restore relationships.
 - Increased supervision.
 - Changes in seating arrangements.
 - In severe situations, Law Enforcement may need to be consulted

Consequences for Violations

- Consequences for students who engage in bullying will be progressive and may range from warnings, parent conferences, suspension, to expulsion, depending on the severity and frequency of the bullying behavior.
- The school will also provide support for students who have been victims of bullying, including counseling and resources to ensure their safety and well-being.

5-5 Lunchroom and Playground Guidelines

The following guidelines govern student behavior when they are not in a classroom setting, but are instead in the lunchroom or playground.

- Be safe!
- Be kind and share at recess, but do not share food with other students.
- Be respectful of each other, the adult(s) on duty, and the equipment on the playground.
- Obey the adult(s) on duty.
- Keep your hands and feet to yourself.
- Use playground equipment as it is supposed to be used. Don't climb on, or jump off anything that isn't intended for that purpose.
- Move around the playground at safe speeds.
- Wait your turn.
- Tell an adult on duty if you are hurt.
- When it's time to transition to the next activity, line up quickly and quietly at the gate or door (as instructed) and wait for the adult(s) on duty to lead your class to your next activity.

5-6 Parent Partnership Guidelines

Parental Response to a Student's Complaint

If a child comes home with a complaint about a policy or discipline, please follow these procedures:

- Give the staff the benefit of the doubt, and in a spirit of love, contact the school for complete facts.
- Realize that the child's reporting may be emotionally biased and may not include all the information.
- Refrain from discussing the issue with others not directly involved with the incident until the issue is resolved. Sharing misinformation results in strife within the Body of Christ.

Parental Interactions with Teachers and Staff Members

Our goal is to promote an open, honest, and kind relationship between the Board, staff, teachers, students, and parents. In promoting these values, we feel we are doing Christ's work. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness...". With this in mind, we are asking our parents to agree to the following communication expectations:

1. **Tone:** As parents, we are all naturally protective of our children. When we feel they are not being treated fairly, or if they have somehow been slighted, we can become emotional in our response. We request that you be patient with the school employees and volunteers and approach them as your brothers and sisters in Christ, with love and kindness.
2. **Teacher/Class Material Issues:** Our teachers need your feedback. If you or your student has an issue with a teacher or with the material that is being taught, we request that you take the following steps:
 - a. Call or visit the teacher and have a kind but frank discussion.
 - b. If the issue cannot be resolved with the teacher, bring the issue to the Principal.
 - c. If the issue cannot be resolved with the help of the Principal, bring the issue to the Board.
3. **Email:** We ask that complaints and sensitive concerns be addressed through direct communication, preferably by phone or in person, rather than through extended email exchanges. Because tone and intent are often difficult to interpret in email, families are expected to communicate with charity and respect. If an email contains hostile, accusatory, or inflammatory language, the school may decline to continue the discussion by email and may require that the matter be addressed by phone or in a meeting instead. The school reserves the right to document, review, and respond to any communication as appropriate to the nature of the concern.
4. **Proactive:** Please communicate your issues. As a school, we are trying to continually improve, and we need your positive and negative feedback to know what needs to be addressed. We will initiate surveys during the year to allow for a formal time of communication for non-urgent feedback.

5-7 Lower Elementary (Grades K-2) Disciplinary Guidelines

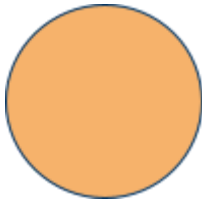
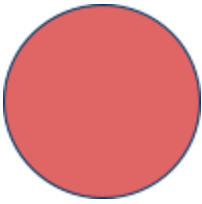
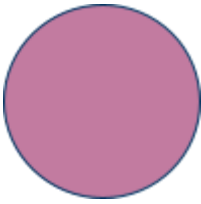
In K-2, we understand that our young learners are still developing, and their growth is often non-linear. Learning how to "do school," including following directions and managing emotions, is a significant part of their developmental journey. Our teachers are committed to providing a safe and nurturing environment with clear, loving boundaries. When addressing student behavior, our approach focuses on understanding and addressing the root cause of the behavior. Our primary goal is to gently guide students back on task and re-engage them in their learning as quickly and effectively as possible.

To ensure a supportive learning environment, our classroom teachers are often assisted by elementary aides. These aides work collaboratively with the teacher, providing an extra layer of support in classroom management. They come alongside students to offer gentle redirection and assistance, helping to keep all students engaged and on task.

If a student's behavior continues to disrupt the learning environment despite the combined efforts of the teacher and elementary aide, school administration will step in to provide additional support and guidance. At this point, parents will be contacted to discuss the concerns and collaborate on a plan to best support their child's success.

5-8 Upper Elementary (Grades 3-5) Disciplinary Guidelines

Classroom Consequence Circles System

Cautious	Change	Consequence	Contact
			

The diagram above represents a standard Consequence Circle Chart

- The teacher will hold students accountable for honoring their Classroom Agreement.
- To assist in visualizing how students are doing on a particular day, each child will receive a Consequence Circle chart (usually attached to their desk).
- Every student will begin each day with a fresh start.
- If a student does not honor the Classroom Agreement, the teacher will give a verbal warning and mark the yellow "Caution" circle on their chart.
- If the behavior continues or a new behavior that does not honor the Classroom Agreement occurs, the teacher will mark the orange "Change" circle, reminding the student to change the behavior to one which honors the Classroom Agreement.
- If unacceptable behavior continues, the teacher will mark the red "Consequence" circle and issue an appropriate consequence.

- If behavior does not improve following a consequence, the teacher will mark the purple “Contact” circle and contact the student’s parent about the student’s behavior.

In all disciplinary situations, the first step will be to deal with the student’s heart. Most often, a one-on-one conversation with the student will get to the heart of the conduct issue and resolve it.

For students who do not respond to our Elementary Classroom Consequence Circles system or who commit a more serious offense, the following steps will be taken:

1. **First offense:** A written warning will be issued which must be signed by the student and parents. Parents will also receive a phone call from the RSCA staff member who witnessed the behavior.
2. **Second offense:** A conference will be scheduled between parents, teachers, administration, and any other staff member involved in the incident. Behavior modifications will be discussed as well as the possibility of suspension if the behavior does not stop.
3. **Third offense or severe offenses:** Suspension or in-school suspension may take place, as determined by the administration.

5-9 Middle School and High School Disciplinary Guidelines

Our approach to discipline is rooted in a biblical understanding of the heart. We seek to guide students toward **repentance, restoration, and growth** when behavior falls short of the standards set forth by the school and Classroom Agreements.

Guiding Principles

- We **address the heart** first, seeking understanding and genuine repentance.
- Our goal is **restoration of relationships** and the student’s character.
- Students are **accountable** to the Class Agreement and to the school’s behavioral expectations.

Classroom Management

- Teachers will handle **initial infractions** within the classroom, addressing behavior through conversation and correction.
- Students are expected to respond to teacher correction in a respectful and constructive manner.
- If a student does not respond to a teacher’s correction, or if a **major infraction** occurs, the student will be **referred to an administrator**.

Consequences for behavior may include, but are not limited to

- Verbal warning
- Written warning
- Verbal or written apologies
- Community service

- Contacting the parent(s)/guardian(s)
- Temporary separation from or removal from participating in class or activity
- Suspension or expulsion (in the case of serious or repeated infractions)

Major infractions (such as cheating, plagiarism, fighting, bullying, vandalism, or other serious violations) may result in suspension or expulsion. In these instances, the school administration will work closely with the student and their family to assess the situation, provide due process, and determine an appropriate and restorative response.

The goal of this behavior policy is to cultivate a **safe, respectful, and Christ-centered environment** where every student can learn, grow, and thrive academically, relationally, and spiritually.

5-10 Addressing Staff

Every student is required – at all times – to address all members of the administration, faculty, or staff and their spouses by the appropriate title: Dr., Mr., Mrs., Miss, or Coach. This courtesy is to be extended on-campus as well as off-campus.

5-11 Dress Code

We believe that a prescribed Dress Code policy promotes neatness, helps improve self-image and behavior, ensures modesty, helps to promote community, and decreases distractions in the learning environment.

Dress Code Philosophy

The purpose of the Dress Code is to clarify a standard of appearance that will encourage our students to bring glory to God and to minimize the outside appearance as a focus or emphasis at school.

The Dress code is not intended to measure spirituality but to serve as a tool to accomplish these specific goals:

- Create an atmosphere free from distractions.
- Build a character that exhibits neatness, modesty, self-discipline, cleanliness, and a respect for authority.
- Inspire students to make responsible choices.
- Focus on the inside character and heart of a person versus the outside appearance.
- Strive for a balanced approach in this area, not extremes.

A student's compliance with the Dress Code policy is a shared responsibility. Self-policing by parents and students will prevent the Dress Code from becoming an issue of significance. Therefore, we ask for your cooperation in helping your child maintain these standards.

The administration is responsible for enforcing and therefore interpreting any subjective areas of the Dress Code and will serve as the final authority in matters related to dress.

Dress Code Policy

The RSCA Dress Code will apply to all RSCA functions. This includes but is not limited to School Days, Field Trips, picnics, etc.

- Hats/caps are permitted. Teachers may restrict its wear within the classroom.
- All clothes should be neat, clean, and in good repair.
- No undergarments should be seen at any time.
- Appropriate slogans or illustrations are allowed on t-shirts and hoodies.
- Hoods are not to be worn over the head.
- Footwear is to be worn at all times, even on the playground.
- No sunglasses are to be worn indoors.
- Any manner of grooming or apparel, which, by color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, is prohibited.
- Any manner of grooming or apparel which promotes participation in an illegal activity is prohibited.
- Decisions related to tattoos and piercings are in the hands of parents, however, we reserve the right to ask a student to cover tattoos or remove piercings if they are contrary to the school and its mission.

Because RSCA seeks to maintain a Christ-centered, orderly, and academically-focused environment, students may not wear clothing or accessories bearing messages, slogans, images, or symbols that the school determines are divisive, inflammatory, vulgar, threatening, or otherwise inconsistent with its mission, standards, or educational purpose.

The administration reserves the right to make decisions on items not specifically mentioned.

Dress Code Violation Consequences

As with all of RSCA's discipline, a Dress Code violation is an opportunity to discover more about a student's heart condition.

1. A RSCA staff member will communicate privately with the student that his/her attire does not comply with the RSCA Dress Code guidelines.
2. If the violation is deemed a distraction, the student will be instructed to comply with the Dress Code before attending class. Students will not be allowed to attend class until they have complied with the Dress Code.
3. To comply with the Dress Code students may:
 - a. Correct the violation.
 - b. Call home for a change of clothing.
 - c. Be sent home (with the parent's permission) for a Dress Code appropriate outfit.
4. Any assignments that are due during an absence that results from a Dress Code violation will still be due, and any homework turned in late will follow the policies outlined in [Section 4-4](#).

5-12 After School

Stay and Play (Unsupervised After School Playground Time)

At Rock Solid Christian Academy, we value community and understand that many families enjoy connecting on the playground after school. Our Stay and Play time is an informal opportunity for parents and children to spend time together on the playground following dismissal.

To ensure clarity and safety during this time, the following guidelines apply:

- **Parental Responsibility:** Once a student has been signed out through PikMyKid, Rock Solid is no longer responsible for the student's supervision or behavior. Parents assume full responsibility for the care, conduct, and safety of their children at that point.
- **Supervision Requirement:** Parents must remain on the playground or surrounding sidewalk and **actively supervise** all of their children during Stay and Play. Unsupervised children will be escorted back into the building, and parents will be contacted.
- **Alternate Pick-Up Arrangements:** If a parent is running late and would like another parent to supervise their child on the playground until they arrive, this must be arranged in advance through the PikMyKid system, or via a phone call to the school office. Students will not be released to another adult without prior written authorization. If no arrangement has been made, the student will remain inside the school under staff supervision. If an emergency arises after the 1:45pm PikMyKid change cutoff, please call the office to update staff on alternate pick-up arrangements.
- **Liability:** Rock Solid Christian Academy is not legally responsible for any incidents, injuries, or behavioral concerns that occur during Stay and Play once a student has been signed out.

School Facility Rules for Off-Hours

We encourage families to stay and play after school, but we have limited staff to manage the security doors during after school hours. We ask that parents limit the number of times students enter the building. **Students will NOT be allowed to enter the building unsupervised by a parent, guardian, or designated adult.**

5-13 Clubs and Organizations

Clubs and other student organizations are important, but extracurricular parts of the Rock Solid educational program. If a student is registered for a club or organization, they are still considered under the care of the school, and subject to all relevant rules and regulations during club activities.

Eligibility

Students must maintain academic eligibility to remain an active participant in clubs and organizations (see [Section 4-6](#)). Each club may have its own additional eligibility requirements (including but not limited to try-outs, applications, interviews, etc.) that will be communicated to interested students before they can join.

Fees

Clubs and organizations may have an additional, non-refundable charge assessed for a student to join each club or organization. These charges will be communicated via electronic communication or in writing ahead of time. When the student officially joins the club, the fee is due and an invoice will be sent to the students' parent(s)/guardian(s).

Process for Club and Organization Formation

Clubs and organizations on school property or associated in any way with the school must be approved by the administration. Anyone wishing to start a club or organization should submit a request to the Dean of Student Life **in writing** with the following information:

- Purpose of organization.
- How this organization will enhance school goals or Christian character development.
- Which adult(s) will take responsibility for sponsoring and supervising club activities.
- Any other information on the organization, as requested by the administration.

5-14 Field Trips and Off-Campus Activities

All students who participate in field trips or off-campus activities associated with Rock Solid Christian Academy must have a signed Parent Permission Form and Emergency Medical Release Form on file in the school office. Unless otherwise stated, the Dress Code (see [Section 5-11](#)) will be enforced on all field trips. There may be additional costs for these field trips or off-campus activities, which will be communicated ahead of time.

Due to Colorado state requirements to complete 172 days of school, if a student chooses not to participate, attendance at school or additional assignments on those days may be required.

5-15 Search and Seizure

The Rock Solid Christian Academy Administration reserves the right to search a student's backpack, cubby, bag, purse, technology devices, or person with reasonable suspicion of inappropriate activity. Questionable or illegal items discovered during a search may be seized and the student subjected to disciplinary action. Any item brought to Rock Solid Christian Academy is subject to search and seizure.

5-16 Building and Grounds

Students are expected to respect school and church property. Anything accidentally harmed or broken should be reported to the school office immediately. The students and parents will be held financially liable for damages.

5-17 Students Driving on Campus

Driving to school and parking on campus is a privilege, not a right. All student drivers are expected to operate their vehicles safely, carefully, and in full compliance with school rules and state law.

The campus speed limit is **9 ½ mph** at all times.

Students who wish to drive to school and park on campus must first **register with the school** and receive a school-issued parking placard. The placard must be displayed as directed by the school. Lost or replacement placards may result in a fee charged to the student's family.

Student drivers may not transport students from other families in their personal vehicles to or from school or school activities unless specifically **approved in advance** by the school administration.

Once a student has arrived on campus, parked, and entered the building, the student may not return to his or her vehicle during regular school hours without permission from the school office or administration.

Reckless, unsafe, or disruptive driving or parking behavior is prohibited. This includes, but is not limited to, speeding, careless driving, horseplay with a vehicle, distracted driving, loud or disruptive conduct, parking outside approved areas, or any other conduct that creates an unnecessary risk to persons or property.

Students must follow all staff directions regarding traffic flow, parking, arrival, and dismissal procedures.

In addition to standard consequences for violating school rules (see [Section 5-2](#) and [Section 5-9](#) for more information), **parking privileges may be limited, suspended, or revoked** for violation of this policy or for other unsafe or inappropriate conduct involving a vehicle. If on-campus parking privileges are revoked, the school may require the student to park in an alternate location approved by the school.

Rock Solid Christian Academy is not responsible for theft, loss, or damage involving student vehicles or personal property left in vehicles.

5-18 Lost and Found

The school is not responsible for personal property left in the building. A lost and found bin is located near the school office. At the end of each semester, all items which have not been claimed will become the property of the school.

Section 6: Electronics Use Policy

6-1 Student Device Usage

Cell Phone / Smart Watch / Personal Communication Devices

Personal cell phones and smart devices - including cellular-capable smart watches, laptops, tablets and similar devices - are not permitted to be visible or used anywhere by students on school grounds, during school hours (8:15am - 2:45pm for grades K-5 and 8:00am - 3:00pm for grades 6+) except in case of an emergency, and with staff approval.

To facilitate compliance, students will be required to utilize school-owned Yondr pouches to store their personal smart devices and headphones during the school day.

- Each student will be assigned their own Yondr device pouch, which is required to be kept at school at all times.
- When students begin their homeroom class, they will put every phone, smart device, wireless headphones (Airpods), etc. that they brought with them into their assigned Yondr storage pouch. If a device is too large to fit in the pouch, the student will turn it into the front office when they enter the building or leave it at home.
- Pouches will be stored in the student's homeroom classroom during the school day.
- At the end of the school day, students can retrieve and unlock their pouch with their homeroom teacher or other designated staff member.
- If a Yondr pouch is damaged, a \$30 charge will be added to the student's FACTS incidental account to replace this pouch.

Headphones / Airpods / etc.

Students are not permitted to use their own Airpods, bluetooth earpieces, or other headphones (whether wired or wireless) anywhere on school grounds, during school hours. If headphones are required for a teacher-approved academic activity, students will be loaned a set of compatible headphones to use for the activity.

Consequences of Misuse

Students caught using a cell phone, smartwatch, personal headphones, or other designated device in violation of this policy:

- Will immediately surrender the device to their teacher or other staff member. A confiscated device will be kept by the teacher or staff member in a safe and secured location and the student will be responsible for retrieving it at the end of the school day.
- If caught using a device during the school day a second time, the device will be confiscated and given to the principal. A parent may pick up the device at the end of the day.
- If the student continues to disregard this policy, a conference with a parent will be scheduled to discuss further action.

6-2 School-owned Device Usage

School-owned devices are provided for academic learning, research, and school-related projects. Personal use (e.g., gaming, social media, non-school-related streaming) is strictly prohibited unless explicitly permitted by a teacher for a specific educational activity.

Responsible and Ethical Conduct

- Users must adhere to all school rules, local, state, and federal laws, and copyright laws.
- No illegal, unethical, or inappropriate activities are permitted, including but not limited to:
 - Accessing, creating, or distributing sexually explicit, violent, or hateful content.
 - Engaging in cyberbullying, harassment, threats, or any form of intimidation.
 - Plagiarism or academic dishonesty.
 - Unauthorized access to other users' accounts or data.
 - Spreading malware, viruses, or engaging in hacking attempts.
- Users must not modify, damage, or attempt to bypass security measures on any school device or network.
- Users must not install unauthorized software or applications on school devices.
- Users must not share their passwords or allow others (other than parents or guardians) to use their accounts.

Privacy and Personal Information

- Users should exercise caution when sharing personal information online.
- Students are prohibited from taking photos or videos of other students or staff without explicit permission, and such media should never be shared online without consent and school approval.

Network Etiquette and Resource Management

- Users should avoid excessive use of bandwidth that could hinder network performance for others.
- Printing should be limited to school-related materials.
- Users must log off or shut down devices properly at the end of use.
- School Devices should be kept charged enough to be used for required work.

Reporting Issues

Any technical problems, security concerns, or instances of misuse should be reported immediately to a teacher or school administration.

Monitoring and Privacy

Users of school-owned electronic devices and the school's network should have **no expectation of privacy** regarding their activities. Rock Solid Christian Academy reserves the right to:

- Monitor, review, and record all network traffic, internet usage, email communications, and files stored on school-owned devices or school-controlled cloud servers.
- Require that the screens of school-owned devices are visible to staff at all times.
- Access and inspect any school-owned device at any time.
- Filter internet content to block access to inappropriate or non-educational websites, in compliance with the Children's Internet Protection Act (CIPA).
- Utilize monitoring software to ensure compliance with this policy and to protect students.

This monitoring is conducted to ensure the safety of students, maintain the integrity of the school's network, and ensure devices are used for their intended educational purpose.

Consequences of Misuse

Violation of this policy may result in disciplinary action, which may include, but is not limited to:

- Loss of technology privileges (temporary or permanent).
- Meeting with parent(s)/guardian(s).
- Suspension
- Referral to law enforcement if illegal activities are involved.
- Expulsion from school.

The severity of the consequence will depend on the nature and frequency of the violation, as determined by the school administration.

Damage or Loss of Devices

Students are responsible for the careful handling and security of any school-owned device (including Yondr pouches) assigned to them.

- Students will be held financially responsible for any damage to or loss of school-owned devices due to negligence, misuse, or intentional acts.
- Parents/guardians will be billed for the repair or replacement cost of damaged or lost devices.
- Any damage or loss must be reported to school staff immediately.

High School Chromebook Check In / Check Out Procedures

High School students who are assigned a school-owned Chromebook will utilize the following procedures, as they use their Chromebooks:

- Each at-school day, students will check out their assigned Chromebook from their Homeroom teacher.
- Students will keep the Chromebook in the school building at all times, unless given specific permission for a limited amount of time.
- At the end of each day, students will be required to check their assigned Chromebook back into the assigned staff member.

- Chromebooks are designed to be used at school and may never go home with students at the end of a school day. Consequences for violating this policy are outlined above.
- Unless given specific permission (i.e. from an ILP), Chromebooks are NOT to be used for taking notes during normal class activities.

6-3 Policy on AI Usage

Rock Solid Christian Academy believes that students learn best when they practice attentive reading, careful thinking, honest writing, and original work. Because our goal is to help students grow in wisdom, skill, and personal responsibility, students may not use generative artificial intelligence tools for schoolwork unless a teacher has given clear advance permission for a specific assignment.

Generative artificial intelligence tools include, but are not limited to, programs or websites that can produce written responses, images, summaries, answers, translations, outlines, or other content in response to a prompt. Examples may include AI chatbots, AI writing tools, AI image generators, and similar technologies.

Unless specifically approved by the teacher, students may not use generative artificial intelligence to:

- write or revise assignments
- answer questions or complete homework
- create outlines, summaries, or study responses
- generate images, presentations, or other class materials
- paraphrase source material
- assist with quizzes, tests, or other assessments

Any student use of generative artificial intelligence without teacher or administration permission may be treated as academic dishonesty (per [Section 5-2](#)) and may also be treated as misuse of school-owned devices or school communication tools, where applicable (per [Section 6-2](#)).

Violations of this policy will be addressed in a manner consistent with the school's overall discipline philosophy and academic policies. Depending on the nature, severity, and frequency of the conduct, consequences may include loss of credit, redo of the assignment, parent contact, disciplinary conference, loss of technology privileges, or additional disciplinary action.

If a teacher or administrator approves the use of generative artificial intelligence for a specific assignment, students must follow instructions exactly and may use it only in the manner expressly permitted.

Administration reserves the right, in consultation with parents / guardians, to allow additional AI usage as a part of an ILP.

6-4 School Communications

Rock Solid Christian Academy provides digital communication tools, including Google Gmail, Google Classroom, Google Meet, Google Chat, and class message boards, to support instruction and school-related communication. These tools are part of the school environment and must be used in a manner that honors Christ, respects others, and supports learning. (See also [Section 6-1](#) and [Section 6-2](#))

School communication tools may be used ONLY for appropriate academic and school-related purposes. Students are expected to communicate truthfully, respectfully, and with self-control. All messages, posts, comments, and replies must be appropriate for a classroom setting and consistent with the standards of Rock Solid Christian Academy.

Improper use of school communication tools is prohibited. This includes, but is not limited to, off-topic or excessive messaging, gossip, teasing, ridicule, bullying, harassment, threats, disrespectful or disruptive communication, inappropriate images or content, academic dishonesty, impersonation, sharing personal information without permission, or using school communication tools to support misconduct on or off campus. (See also [Section 5-3](#) and [Section 5-4](#))

Students should have **no expectation of privacy** in messages, posts, comments, or other activity conducted through school accounts or school-approved platforms. Rock Solid Christian Academy reserves the right to review and respond to student communications in order to protect student safety, support school order, and enforce school policies.

Misuse of school communication tools will be addressed in a manner consistent with the school's overall discipline philosophy (per [Section 5-2](#)). Depending on the nature, severity, and frequency of the conduct, consequences may include correction, loss of communication privileges, parent contact, disciplinary conference, behavior contract, suspension, or expulsion.

Any student who receives or observes inappropriate, threatening, or harmful communication through a school communication tool must report it promptly to a teacher, administrator, or other staff member. If communication is deemed to be abusive, bullying or harassing, the school staff may be legally obligated to report this behavior to the appropriate authorities.

6-5 Telephone Usage

Any communications with your student(s), during school hours, must be facilitated by the school front office. Please only reach out to your student(s) with vital messages or emergencies, as we aim to disrupt students' academics as little as possible.

If a parent calls the school office with a message for their student, we will communicate that message to the student as soon as possible, without unnecessarily disrupting academic activities. If a parent needs to have an urgent and important conversation with their student, we will make every effort to pull the student to the office, with minimal academic disruption.

SECTION 7: MISCELLANEOUS

7-1 Financial Charges and Information

Registration Fees

There is a registration fee for new students and re-enrolling students. The registration fee is non-refundable and due with the returned Application for Admission form or Re-Enrollment Form.

Tuition

Tuition is paid over a 12 or 10-month (July to May) period and is collected through FACTS. All families are expected to enroll in the FACTS program. Late fees do apply. (Please see the current Fee Schedule for more details.)

Materials Fee, Class Fee, and Special Fees

An annual materials fee is due, per the current Fee Schedule. Students will be required to replace lost or damaged books. Some classes that have labs or require special equipment or books may have an additional fee. Students and their parents will receive information about these fees in writing before they are due.

Additional Fees and Penalties

Rock Solid Christian Academy reserves the right to assess penalties and fees for various reasons, including but not limited to, late payments, damage to school property, unreturned or lost school resources (for more details see [Section 4-12](#)), and non-compliance with established school regulations. The purpose of such charges is to ensure the responsible use of school resources, maintain financial stability, and encourage adherence to school policies.

Parents/guardians will be notified in writing (via email, letter, or official school portal) of any penalties or fees assessed, detailing the reason for the charge and the amount due. The amount will be charged to your family's FACTS incidental account.

Parents/guardians who believe a penalty or fee has been assessed in error or under extenuating circumstances may submit a written appeal to the Head of School within 10 days of receiving the notification. The appeal should include a clear explanation of the circumstances and any supporting documentation. The school will review the appeal and provide a written decision within 10 business days. The decision of the school on the appeal will be final.

7-2 Emergency Drills and Procedures

A complete Safety Policy and Procedures Manual is available to view in the school office, and is based on the current edition of the *Iloveugays Foundation SRP*.

RSCA will perform regular drills for all 5 levels of our Standard Response Protocol, including Hold, Secure, Lockdown, Evacuate and Shelter throughout the school year. We will announce ahead of time when we plan to do a Lockdown Drill, as these are often the most difficult drills.

In addition, we may perform at least one annual Reunification Drill, which requires that parents pick up their student at a non-standard location. Details will be provided before this drill occurs.

7-3 Health at School

If a student becomes ill at school, the student shall inform a teacher or staff member. In instances where a student needs medical attention, the school office will call the parent, a family member, or the family doctor as indicated in their FACTS information. No student is to contact parents or leave school because of illness without first checking with the school office and signing out.

All medication must be left in the **school office, in its original container, with dosage and/or usage instructions readily available**, unless prior permission has been granted by the administration.

7-4 Inclement Weather

General Cancellation Policy

RSCA will cancel school whenever the following school district is closed due to snow or inclement weather: **Aurora Public School District**.

In addition, RSCA may close on days when the administration deems the weather situation in surrounding areas could seriously hinder safe transportation for our families, who travel from across the Front Range.

Information on closures and delayed start days will usually be available by 6:00am through email, text, and 9News.

Delay Schedule

RSCA's delayed start policy does NOT follow the Aurora school schedule. RSCA delayed start days will begin at 9:30am, with drop-off beginning at 9:00am

Worsening Weather Policy

As we live in Colorado, weather can shift dramatically and unexpectedly, in spite of best efforts to predict what might happen. Should the weather get to a point that it would be hazardous for you to travel home during a school day, parents are free to come and pick up their students early, without it being counted as a tardy or absence. If the whole school is going to dismiss early, the school will notify parents via email and/or SMS Text Message.

7-5 Required Parent Meetings

Fall and Spring Parent E3 Parent Training

Before the start of each semester (generally in August and January), RSCA hosts a required Parent Training session called E3. The purpose of this time is to provide instruction on how to be successful parent-partners in the Rock Solid Model. It is **mandatory** for at least one parent to attend each of these training sessions.

7-6 Volunteer Hours Requirement

Family Volunteer Hours

A minimum of **twenty (20) hours of volunteer time per family, per year** is required. This volunteer time should be spent in support of the school and its mission, and includes (but is not limited to):

- Coordinating class parties, events, etc. in conjunction with your student's teacher
- Volunteer to assist with planning or facilitating school events
- Serve on a school committee
- Help with a School Work Day

If a family fails to serve twenty hours, the remaining time will be prorated at a charge of \$10.00 per hour, which will be assessed to your family FACTS incidental account.

Families must record their volunteer time in their FACTS Parent Portal to be counted towards this requirement.

If you have any questions or ideas concerning volunteer hours, please reach out and we would love to connect with you.

Middle School / High School Volunteer Requirements

Rock Solid Christian Academy is committed to instilling a heart of service in our students as an essential expression of faith and Christian character. To fulfill this value, each student in grades 6 and above is required to complete **at least 10 hours of service each school year** (in addition to the family volunteer requirements).

- **Service Eligibility:** Service activities should align with the values of our school and demonstrate a genuine contribution to others. Examples include:
 - Helping in the community (e.g., assisting at a food bank, participating in community cleanups, assisting an elderly neighbor).
 - Serving in a church or ministry (e.g., volunteering in children's ministry, participating in mission projects).
 - Assisting within the school (e.g., helping teachers with tasks, volunteering at school events).

Activities primarily benefiting the student or their immediate family (e.g., household chores) do not qualify.

- **Verification:** All service hours must be confirmed and documented by a parent and/or a representative of the organization where the service took place.
- **Documentation Requirements:** A completed Service Hours Form must include the following details:
 - Student Name
 - Name of Organization
 - Type of Service Provided
 - Dates of Service
 - Number of Hours
 - Name, Title/Role, and Contact Information of the Verifier
 - Verifier Signature (from a parent or organization representative)
- **Submission Deadline:** Service hour documentation must be submitted by ****May 1st**** each school year. Hours completed after this deadline may only count toward the following school year.
- **Consequences for Non-Completion:** Students who do not meet the service hour requirement by the deadline may receive an incomplete in this area and may be required to meet with school administration to discuss how to fulfill this expectation.

7-7 Visitation Procedures

By Family Members

Parents of students are welcome to visit classes. Permission from the teacher and principal must be secured **in advance**. Classroom visits must begin by checking in at the school office before going to the classroom.

By Non-Family Members

All non-family classroom visits must be cleared by the Principal or other administrators in advance. Visitors must be accompanied by a staff member at all times and must sign-in and out in the office. Exceptions can be made at the discretion of administration.

RSCA Parent and Student Handbook Acknowledgment Form

Rock Solid Christian Academy requires that parents/guardians and students annually acknowledge receipt of the Parent & Student Handbook and affirm their agreement to support and abide by the school's policies, procedures, and standards.

This acknowledgment form is intended to confirm that the undersigned have received access to the current **RSCA Parent & Student Handbook**, have had the opportunity to review it, and understand that enrollment at Rock Solid Christian Academy is conditioned upon cooperation with the school's mission, policies, and expectations.

Acknowledgment of Receipt and Agreement

By signing below, we acknowledge and agree to the following:

1. We have received, accessed, or been provided the **2026–2027 RSCA Parent & Student Handbook**.
2. We understand that it is our responsibility to read, review, and become familiar with the contents of the handbook.
3. We understand that Rock Solid Christian Academy is a Christ-centered school and that enrollment at RSCA requires support for the school's mission, standards, and policies.
4. We agree to abide by the policies, procedures, and expectations set forth in the handbook, including those related to academics, attendance, student behavior, dress code, technology use, parent partnership, financial obligations, and school safety.
5. We understand that the handbook is intended to provide general policies and guidance for students and families and does not create contractual rights or an irrevocable contractual commitment.
6. We understand that certain matters, including but not limited to tuition, fees, and payment obligations, may also be governed by separate agreements, schedules, or enrollment documents, and that those documents remain binding according to their terms.
7. We understand that Rock Solid Christian Academy retains the discretion to interpret, apply, amend, discontinue, or vary the policies and standards contained in the handbook, with or without prior notice, as the school deems necessary.
8. We understand that the Principal serves as the final administrative authority in the day-to-day operation of the school and in the interpretation and enforcement of handbook policies, unless a matter is specifically reserved to the Board of Directors.
9. We understand that questions or concerns should be addressed through the school's stated chain of communication and authority.
10. We acknowledge that continued enrollment at RSCA requires ongoing cooperation with the school's policies, standards, and parent partnership expectations.

Parent/Guardian Acknowledgment

I/We acknowledge receipt of the RSCA Parent & Student Handbook and agree to support and abide by the policies, procedures, and expectations of Rock Solid Christian Academy.

Parent/Guardian 1 Name: _____

Signature: _____ **Date:** _____

Parent/Guardian 2 Name: _____

Signature: _____ **Date:** _____

Student Acknowledgment

I acknowledge that I have received or reviewed the RSCA Parent & Student Handbook with my parent(s)/guardian(s). I understand that as a student at Rock Solid Christian Academy, I am expected to follow the school's rules, standards, and expectations and to conduct myself in a way that honors Christ, respects others, and supports the school community.

Student 1 Name: _____ **Grade:** _____

Signature: _____

Student 2 Name: _____ **Grade:** _____

Signature: _____

Student 3 Name: _____ **Grade:** _____

Signature: _____

Student 4 Name: _____ **Grade:** _____

Signature: _____

Office Use Only

Date Received: _____

Received By: _____

Method of Submission: _____